ST. PAUL'S UNIVERSITY

Your University of Choice!

JOB VACANCIES

St.Paul's University is a Christian Ecumenical institution of higher learning in Kenya with campuses in Limuru, Nairobi and Nakuru. Since the award of Charter in 2007, St.Paul's University has continued to experience sustained growth with courses in various fields of study, research program, student population of over 7000 and over 300 full-time staff. Qualified and competent personnel have remained instrumental key to its growth. To this end, the University wishes to recruit committed Christians, highly motivated, and with demonstrated competencies for the positions below:

MANAGER - INFORMATION COMMUNICATION TECHNOLOGY

DEPARTMENT: INFORMATION COMMUNICATION TECHNOLOGY (ICT)

REPORTING TO: DEPUTY VICE CHANCELLOR FINANCE AND ADMINISTRATION

SUPERVISES: INFORMATION COMMUNICATION TECHNOLOGY OFFICERS

JOB DESCRIPTION

The ICT Manager will lead the Information and Communication Technology department, overseeing the university's ICT infrastructure, services and strategies. The role involves planning, implementing and maintaining the ICT systems to support academic and administrative functions, ensuring that computing systems and equipment are operating effectively and efficiently. The ICT Manager will also be responsible for team leadership and supervision, project management and aligning technology with the university's strategic goals

DUTIES AND RESPONSIBILITIES

- Develop and direct information and communications technology (ICT) strategy.

- Ensure that the University's IT network, servers, computers and systems are at all times in good condition.

- Plan, organize, manage and control academic research activities of the computing section, laboratory, cyber and University administrative systems which support teaching.

- Secretary to the ICT Committee of the University.

- Ensure effective investigation and diagnosis of network problems.

- Carry out routing configurations of IT solutions.

- Manage information technology infrastructure, inter-campuses network linkages, architecture system networks.

- Ensure safety and integrity of ICT systems and University information.

- Coordinate sourcing and installation, repair, maintenance and update software and ensures their applications.

- Ensure efficient back-up and recovery policies and practices.

- Evaluate user needs and system functionality and ensures that ICT facilities meet these needs.

- Plan, develop and ensure cost effective implementation of ICT budget.

- Schedule upgrades and security backups of hardware and software systems.

- Research and install new systems to keep up to date with the changing technology.

- Ensure compliance with SPU and other relevant laws, regulations, policies, and standards (e.g. Intellectual Property, Data Protection, Computer Misuse and Cybersecurity)

- Continuously carry out security audit.

- Ensure all ICT activities are performed within the parameters of applicable laws, codes and regulations; and plan and backup procedures.

- Plan and manage ICT projects, ensuring they are completed on time, within scope, and within budget.

- Coordinate with academic and administrative departments to understand their ICT needs and deliver appropriate solutions.

- Lead, mentor, and develop the ICT team, fostering a culture of continuous improvement and innovation.

- Oversee the provision of ICT support services to staff, faculty, and students.

- Develop and implement training programs to enhance ICT skills and knowledge within the university community.

- Develop and enforce ICT policies, procedures and standards in line with best practices and regulatory requirements.

- Ensure compliance with legal and ethical standards in the use of technology and data.

- Manage relationships with ICT vendors, negotiate contracts, and oversee the procurement of ICT goods and services.

- Ensure the delivery of high-quality services and products from external providers.

REQUIREMENTS

- Master of Science: Computer-Based Information Systems (MSc /CIS)/ Information Technology (MSc.IT) or a (Masters) Degree in a related field.

- Bachelor's Degree in IT/Computer Science or related field.

- Demonstrate expertise and experience in Microsoft Dynamics 365 Business Central ERP system.

- Professional IT qualification and training in any of the following: (ITIL etc.), IT Security (CISA, CISM etc.) and Programme and project management certification (e.g., PMP, PRINCE2); are highly desirable

- At least five (5) years' experience in ICT Management, preferably in a higher education setting.

- Member of relevant ICT professional body and be in good standing.

- Proven experience in strategic planning, project management, and team leadership.

- Strong technical background with expertise in network management, systems administration, and cyber security.

- Excellent communication, interpersonal and problem-solving skills.

KEY COMPETENCIES

- Strategic thinking and planning
- Leadership and team development
- Project management and organizational skills
- Technical proficiency and hands-on experience
- Strong analytical and problem-solving abilities
- Excellent communication and interpersonal skills
- Ability to work under pressure and manage multiple priorities

RESOURCE MOBILIZATION OFFICER

JOB DESCRIPTION

The Research Mobilization Officer primary purpose is to spearhead and coordinate resource mobilization efforts and securing new and additional financial, human, technological, material, and other resources for the fulfillment of SPU mission and sustainability.

KEY RESPONSIBILITIES

- Develop and enhance policy and operational framework on university wide resource mobilization, endowment fund and grant proposal writing and development.

- Prepare quality proposals, concept papers and presentations that properly articulate SPU resource mobilization strategic position and aligned to the priority areas.

- Manage the resource mobilization portfolio innovatively while remaining loyal to SPU vision and mission in the midst changing donor support and demands.

- Identify, research, scan the environmental context and develop donor mapping that will generate donor intelligence aimed at identifying opportunities on resource mobilization.

- Lead the development and optimisation of donor engagement that will sustain donor funding and interests in SPU.

- Develop and maintain knowledge management systems for tracking resource mobilization initiatives and maintain a repository of proposal development templates, concepts, and other documentation.

- Lead the SPU fundraising strategies and ensure conformity with SPU vision, mission, values, and strategic plans and to meet annual budget fund raising targets.

- Support the development and implementation of the university endowment fund strategy, operational framework, and efforts.

- Develop and support delivery of communications that will enhance the resource mobilization efforts.

- Coordinate institutional multidisciplinary and transdisciplinary teams to joint proposals or grant writing for institutional development.

- Create budgets and work closely with the Finance department for specific projects following SPU policies.

- Ensure that donors and the university management are well appraised of respective projects and the implementation with periodic reporting following the agreed timelines and formats accompanied with evidence-based results.

- Coordinating the development of partner contracts and agreements in line with SPU and partner agreements and review in line current practices and in compliance to current laws, regulations, and general good practice.

- Cultivate flourishing relationships with internal and external stakeholders to ensure University-wide sensitization of staff, students, and alumni and other partners to solicit support and ownership of resource mobilization and creation of the endowment fund.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in social sciences, humanities, development studies, or any relevant and related qualification from a recognized institution.

- Master's degree in social sciences, humanities, development studies, or any relevant and related qualification from a recognized institution.

- Proficiency in computer applications.

- Proven grant proposal writing skills and proven track record of successful resource mobilization initiatives.

- Proven project management experience.

- Minimum of eight (8) years of experience with a proven track record of resource mobilization, three (3) grant proposal writing or partnerships and stakeholder networks of which were at a senior level.

SOFT SKILLS REQUIRED

- High emotional intelligence.

- Ability to work under pressure and meet tight deadlines.

- Great interpersonal and networking skills.

- Good written and presentations skills.

- High sense and commitment to ethics and integrity.

Interested candidates who meet the stated requirements can submit applications via email address below: **recruit@spu.ac.ke**

All applications should be submitted on or before **Friday 26th July, 2024**. Only shortlisted candidates will be contacted.

NB - KINDLY NOTE THAT ST.PAUL'S UNIVERSITY DOES NOT SOLICIT MONEY NEITHER PROCURE AN AGENT IN ITS RECRUITMENT PROCESS.