SOS Children’s Villages Kenya is an affiliate of SOS CV-International whose mission is to build families for children in need, help them shape their own futures and share in the development of their communities. In Kenya, the organisation runs five Children’s Villages in Nairobi, Mombasa, Eldoret, Meru and Kisumu. SOS Children’s Villages Kenya also runs education and health institutions and works with local communities through Families Strengthening Programs.

We seek to recruit Information Communication Technology Assistant for SOS Children’s Villages Kenya based at the National Office in Nairobi.

**Key Functions of the Job.**

The ICT Assistant is responsible for the implementation, support and maintenance of Information and Communications Technology (ICT) infrastructure and services in the National Association.

**Key performance areas and main responsibilities:**

- Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with defined standards.
- Perform daily systems monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs and verifying completion of scheduled jobs such as backups.
- Apply OS patches and upgrades on a regular basis and upgrade administrative tools and utilities. Configure / add new services as necessary.
- Ensure the backup and recovery system is working in the National Association and generate reports on the same.
- Regularly update the ICT inventory and Network documentation in the National Association guided by existing templates and standards.
- Maintain working LAN environments in the National Association.
- Develop and implement a Preventive Maintenance Schedule for the computers, peripherals and LAN in the National Association.
- Review the existing VPN, reconfigure and maintain a working VPN in the National Association.
- Reconfigure existing LANs, Routers and firewalls as guided by the IT Manuals and the National IT Manager.
- Ensure the internet is working optimally in the National Office and SOS Facilities.
- Any other assignment from the National IT Manager.
**Required Qualifications, Skills & Experience.**

- At least a Diploma in IT, Computer Science or Related Professional Field. A
- Microsoft Certified Systems Engineer (MCSE)
- Cisco Certified Network Associate (CCNA)
- Cyberoam Certified Network & Security Professional
- A minimum of 2 years experience working in a busy LAN/WAN environment
- A minimum of 2 years experience working with Cisco Meraki Firewalls and Switches, Ubiquiti Switches and Access Points
- Strong interpersonal and negotiation skills
- Strong customer responsive skills and ability to work with minimum supervision

If you believe your experience, competencies and qualifications match the job and role specifications described; send your application(**stating current & expected pay**) and detailed CV(with details of at least 3 referees one of which must be immediate former employer) addressed to the National Director to reach us on or before **5th August 2018** by email to: recruitment@soskenya.org

Only short listed candidates will be contacted.

*SOS Children's Villages Kenya is an equal opportunity employer and its Recruitment Policy addresses itself to the core values of best practice, diversity and equality.*

A loving home for every child