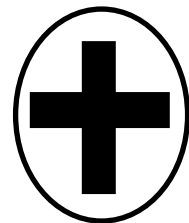




ST. FRANCIS COMMUNITY HOSPITAL

C/o LITTLE SISTERS OF ST. FRANCIS OF ASSISI
P O BOX 62676 – 00200, NAIROBI – KENYA
TEL: 020-2445811, 0713 969 608



JOB ADVERT- IT ASSISTANT

Reporting to: ICT Manager

JOB DESCRIPTION

- Respond to user requests for service, troubleshoot problems and help develop solutions.
- Support PC hardware components, desktop operating system software, and application software.
- Monitor antivirus software and updates and repair computers infected with spyware, adware and/or viruses.
- Record activities, solutions and other responses to request for service.
- Performing routine audits of systems and software.
- Perform daily system 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.
- Maintenance of hardware and software, license, register and recommendations on replacement strategies within company guidelines.
- Ensuring regular backups and current disaster recovery processes are in place and checked.
- Managing and maintenance of the LAN & WAN network infrastructure.
- Ensure all employees are given appropriate training to enable them to effectively use the HMIS, computer hardware, network and software.
- Assist in maintaining inventory records and documentation for equipment.
- Perform preventive maintenance services for computers.
- Maintain open communication and positive working relationship with staff.
- Maintain systems, databases and web pages.
- Maintain an awareness and knowledge of emerging techniques and technologies.
- Perform other duties/projects as assigned by the IT Manager.
- Provide quarterly reports on the status of the systems.

Job Requirements:

- Bachelor/Diploma in Information Technology or computer science or other related IT course.
- 3+ years' experience in system administration in a busy environment.
- Proven knowledge in Database administration and web development.
- CCNA certificate.
- Knowledge in MYSQL/SQL database, Network Design and Implementation.
- Experience in a busy hospital will be an added advantage.

Key Skills Required:

- Problem-solving skills.
- Technologically savvy.
- An organized mind.
- Attention to detail.
- In-depth knowledge of computer systems.
- Good communication skills.

Mode of application

Interested candidates are encouraged to submit their letters of application together with a detailed updated CV indicating qualification, experience, current responsibilities and your current and expected salary to hr@stfrancishospital.or.ke by 6th November 2017. Only shortlisted candidates shall be contacted.