



# UBORA REGULATED NON-WDT SACCO SOCIETY LTD

## JOB ADVERT

Ubora Sacco Society wishes to recruit for the following positions:-

1. Principal Server and Network Administrator (1 POST)
2. Records Clerk (1 POST)

### **PRINCIPAL SERVER AND NETWORK ADMINISTRATOR – ONE POST**

#### **Job Purpose**

The job holder is responsible for designing, organizing, modifying, installing and supporting the organizations computer network system to offer better ICT services.

#### **Managerial / Supervisory Responsibilities**

- a) Participate in development of the Sacco's Work plan and budget;
- b) Prepare monthly, quarterly and annual sectional reports
- c) Participate in departmental meetings
- d) Participate in committee meetings as appropriate

#### **Operational Responsibilities / Tasks**

- a) Administer availability of Internet/WAN link, Email, Virtualized environments and EMC storage solution continuously in the organization.
- b) Analyse, Monitor, diagnosis and troubleshoot the computer network backbone which includes network switching systems and servers, organizational data and information, telephone communication systems and intelligent terminal equipment
- c) Check that records are kept detailing all the addressing schemes (Naming convention, IP addressing and sub net masking)
- d) Provide monitoring and primary response and intervention for information technology related security incidents and violations;
- e) Maintain technologies (including Active Directory, Group Policy, etc.) to ensure server security, conduct research on server hardware, software, and protocols in support of procurement and development efforts, and provides recommendations.
- f) Conducts problem analysis of server software and hardware problems, finding the resolution of server related software problems, local area network server installation and configuration.
- g) Help in setting, configuring and installation of relevant operating system software on servers to cater for deployment of business applications.
- h) Provide specification for additional ICT server equipment in the organization that meet the needs of the business applications supported by Sacco.
- i) Check implementation of Internet access SLA on a continuous basis and ensures that it is adhered to

#### **Job Competencies (Knowledge, Experience and Attributes / Skills).**

##### **Academic Qualifications**

Bachelor's Degree in Computer Science/ Information Technology.

##### **Professional Qualifications / Membership to professional bodies**

- a) ICT professional certification in systems engineering, IT security or Network Engineering (CCNA,CCNP, MCSE)
- b) Member of a professional body.

**Previous relevant work experience required.**

At least 3 years work experience.

**Need to know:**

- a) Server Virtualization technologies
- b) Data Storage technologies
- c) TCP/IP Routing technologies
- d) Active Directory technologies
- e) Information security management technologies
- f) Windows server administration technologies

**RECORDS CLERK – ONE POST**

**Job Purpose**

The jobholder is responsible for records management in the Sacco registry to ensure confidentiality, integrity and availability of Sacco records.

**Operational Responsibilities / Tasks**

- a) Sorts incoming mails, letters and memos for filing
- b) Files and marks correspondences received in respective files for action
- c) Updates the incoming mail database for retrieval.
- d) Returns files to shelves upon action for storage
- e) Opens new files as requested by staff for keeping records
- f) Scans records as requested by officers or for uploading in the record management system.
- g) Coordinates identification inactive Sacco files for storage in the Sacco archive
- h) Registers internal customer complaints in register book for circulation.
- i) Implements procedures related to records management for compliance
- j) Closes bulky files and opens new volumes for continuity of the process
- k) Ensures Sacco registry is maintained and cleaned
- l) Participates in Quality Management Systems Audit to assess conformity to laid down procedures
- m) Request retrieval of closed files from the archive when needed
- n) Segregates files in the registry for identification
- o) Facilitates requisition of resources required in registry for operations

**Job Competencies (Knowledge, Experience and Attributes / Skills).**

**Academic Qualifications**

Diploma in records Management

**Professional Qualifications / Membership to professional bodies**

N/A

**Previous relevant work experience required.**

N/A

**Need to know:**

- a) records management
- b) e-records management system/ Integrated Records Management System (IRMS)
- c) labour laws
- d) Customer Care
- e) Computer literate

**Application Requirements**

1. Candidates interested in the above position(s) must submit the following; Application letter, Curriculum vitae, Copies of certificates and National Identity card.
2. Shortlisted candidates will be required to present original documents during the interview.

**How to apply**

Interested candidates meeting the above requirements should apply online by filling in the data form from the link <http://bit.ly/3XNAOiH>

After filling the data form, proceed and send an application letter with a detailed Curriculum Vitae (CV) attaching copies of your certificates to; [ubora@kebs.org](mailto:ubora@kebs.org)

- All applications must be received on or before Friday, 28<sup>th</sup> July 2023 by 4 P.M.

All applications should be addressed to:

**The Chairman  
Ubora Regulated Non-WDT Sacco Society Ltd  
KEBS Headquarters, NQI Building, 1<sup>st</sup> Floor  
P.O. Box 54974-00200  
Nairobi**

**Ubora Sacco is an equal opportunity employer committed to diversity and gender equality. Canvassing will lead to automatic disqualification.**

*Only shortlisted candidates will be contacted.*