



## VACANCY ANNOUNCEMENT: OCTOBER 2022

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**Title: ICT Officer**

**Supervisor: Chief Executive Officer**

**Job Location: Aitong'**

**Job Grade: E**

### 1. The Organisation

The Maasai Mara Wildlife Conservancies Association (MMWCA)

<http://www.maraconservancies.org/> is a membership organisation of all the Mara conservancies, open to any existing or upcoming wildlife conservancy whose land is part of or integral to the greater Maasai Mara ecosystem. MMWCA is one of the Kenya Wildlife Conservancies Association's members (<http://kwcakenya.com/>), contributing to the growth and development of conservancies nationally. MMWCA serves to meet three primary objectives:

- i. Provide a convening space for open discussions, a hub for knowledge sharing and coordination across conservancies; a voice for advocacy; and driving policy in the interest of conservancies and conservation-related issues across the Mara.
- ii. Support the creation and development of conservancies and their neighbouring areas across the greater Mara ecosystem as a sustainable form of land use and provide mechanisms for equitable and value-based benefit sharing to sustain land under conservation.
- iii. Lead and/or implement development and conservation programmes across member conservancies to facilitate coordination, collaboration and synergetic action.

### 2. Overview

The ICT Officer will provide ICT technical support to MMWCA staff by troubleshooting, diagnosing and taking appropriate action to ensure all employees seamlessly use ICT equipment and related services.

### **3. Duties and Responsibilities**

- Set up, install, configure, monitor, troubleshoot and maintain all servers (i.e. operating systems, antivirus software and productivity software such as Microsoft Office), websites, professional and social network portals and any other ICT systems that may be in use.
- Work with the Communications Team to regularly update the website.
- Ensure up-to-date ICT inventory of all electronic systems and labelling of gadgets and all the ICT equipment.
- Manage LAN and WAN within MMWCA offices and ensure at least 95% network/internet uptime.
- Ensure availability and access to email and internet/network for all staff.
- Serve as the ICT point of contact for third parties, i.e. ICT vendors for goods and services, on all ICT matters.
- Participate in reviewing, formulating and implementing the ICT and Data Protection policy of the organisation.
- Carry out or organise ICT training for users where required.
- Oversee change management and ICT technology upgrades to keep the organisation at the cutting edge in ICT
- Oversee ICT use and security audits and ensure attendance of all issues raised after each audit.
- Assess the risk of misusing confidential information, create safeguards and maintain the information security programme through regular testing and report to the CEO.
- Facilitate renewal of organisation's ICT licenses, warranties/guarantees, ensuring they are always up-to-date.
- Participate in developing and monitoring the ICT annual and periodic budget within the organisation.
- Regular cleaning and maintenance of ICT equipment.
- Provide help-desk support for ICT-related issues.
- Any other related duties as assigned by the supervisor.

### **4. Qualifications**

- A Bachelor's Degree in IT/Computer Science or other related ICT degree certificate from a recognised university.

- Professional qualification on Diploma in Design, software system Architecture, Programming, Networking or any other related ICT qualification will be an added advantage
- Website Development.
- Setting up teleconferences.
- At least three years of experience as an IT Officer in a relevant and busy environment.
- Good organisational and interpersonal skills.
- Ability to work under pressure and multi-task.
- High level of Integrity and confidentiality.
- Previous experience working for a conservation organisation and/or pastoralist communities is an added advantage.
- Ability/willingness to work in a remote place – the job will be based at Aitong’ in the Maasai Mara.

#### 5. **How to Apply**

Send an application to the Chief Executive Officer, Maasai Mara Wildlife Conservancies, to reach us by close of business on **October 22, 2022**, to [recruitment@maraconservancies.org](mailto:recruitment@maraconservancies.org). A complete application will have the following:

- i. A cover letter.
- ii. A detailed curriculum vitae highlighting relevant experience.
- iii. A daytime telephone contact, email address, and the names of three professional referees.