**IT Officer**

The Elizabeth Glaser Pediatric AIDS Foundation is a global leader in the fight against pediatric HIV and AIDS. We’re working in 15 countries around the world to provide HIV prevention, care, and treatment services for children, women, and families—with a mission to eliminate pediatric AIDS.

EGPAF Kenya is looking to recruit an **IT Officer** to be based in **Kisumu.**

**The Role**

Reporting to the Information Technology Unit (*Senior* *IT Officer*) and Field Coordinator- Kisumu, the IT Officer will provide assistance to IT Department in executing the following:

* Network Administration (Equipment and Applications).
* I.T Equipment & Systems Management.
* I T capacity Building.
* Helpdesk Management and IT support needs.
* Maintenance of Computer Systems/ IT Equipment.
* Support introduction of new systems/upgrades.

**Required skills and qualifications**

* Advanced Diploma in Computer Science/ Information Systems/with at least 2 years work experience in similar field.
* Extensive practical experience in network administration and support for remote users.
* Extensive ability to use and support of standard micro-computing.
* Experience in supporting web-based applications.
* Experience with training others to use micro-computer applications.
* Excellent communication skills both orally and in writing (English and Swahili)
* Knowledge of supporting Windows Platform ( *MS 2003/2008/2012 server or higher, MS Windows 8, Windows 7*)
* Prior experience with Messaging systems support, *e.g. MS Exchange*
* Certification from relevant professional ICT bodies.
* Strong interpersonal skills, ability to establish and maintain effective work relationship with people of different backgrounds and cultures.
* Ability to work under pressure with minimum supervision.

**How to apply:**

All applications should be sent by **COB** **Wednesday 16th April, 2014**, to:[kenyarecruitment@pedaids.org](mailto:kenyarecruitment@pedaids.org)

Only short listed candidates will be contacted.