VACANCY: MANAGEMENT INFORMATION SYSTEM (MIS) LEAD

Kenya Markets Trust (KMT) uses innovative mechanisms to catalyse and influence change in market systems through partnerships in the private and public sector, working at business level influencing commercial practices, government policy and regulation to create better performing market systems that are inclusive and create wealth for all along the value chain, particularly those at the base of the pyramid.

KMT is currently working in five sectors – seed, agricultural inputs, dairy, livestock and water – and implements some work in these sectors internally and some through local partners. Its working funds and revenue come from donors and foundations (for more information on KMT see www.kenyamarkets.com).

KMT is seeking to recruit a MIS (Management Information System) Lead who will be part of the Finance team and will be responsible for overseeing the IT department, which includes the network management, software development and network security and ensuring the availability, stability and security of data and information services of the organization.

Key responsibilities include *inter alia*:

➢ Develop and maintain broad knowledge of company's' business and technology requirements and needs. Understand the requirements of each part of the organisation and then design appropriate systems which they can use.

➢ Monitor MIS performance regularly to avoid unplanned outages and down times.

➢ Perform periodic maintenance and servicing of MIS system to improve operational efficiency.

➢ Develop and implement standardized MIS procedures to ensure data accuracy and data security across all business applications.

➢ Develop budget requirements for purchase of the software and hardware systems and peripherals and oversee the purchase of the same.

➢ Perform gap analysis to determine required changes to core systems of the organization to improve productivity and make appropriate recommendations. Plan and manage software and hardware installations.

➢ Provide customer support for OS issues, network problems and software installations, etc.

➢ Conduct training on MIS activities to increase staff expertise. Train the employees in using information systems and help them understand the configuration of the systems

➢ Supervise and motivate MIS team.

Experience & Skills:
The right person for this position will:

- have at least at least eight years' experience in the management of information systems, three of which have been gained at a managerial level.

- have a bachelor's degree in Computer Science or Information Technology. A master's degree in management would be advantageous.

- be proficient working with all types of operating systems, with the ability to troubleshoot any kind of systems related problems and maintain security of the systems.

- be proficient working with the office applications, ERP software, communications systems, etc.

- have expertise in planning and maintaining enterprise hardware and software.

- be focused on best practices and models that are used in the industry that can be helpful in meeting the expectations of the employees.

- have good project management skills and ability to pay attention towards the qualitative and quantitative aspects.

- have good analytical and problem skills, organizational skills with a high level of attention to detail and accuracy.

- be a good team player with good communication skills.

- have the ability to work on one's own initiative.

If you are interested in the above position and meet the above criteria, please send in your application via electronic mail to KMTMIS@tgagroupea.com attaching a full résumé / curriculum vitæ and details of your current salary package in Microsoft Word Document (.doc /.docx) format.