**AIRKENYA EXPRESS LIMITED**
**VACANCY ANNOUNCEMENT**

| | |
|---|---|
| **Position:** | **IT Programmer & Administrator** |
| **Reports to:** | **IT Manager** |

## PURPOSE AND RESPONSIBILITY
- Consult with managerial, engineering, and all other functions to understand program needs, and develop solutions.
- Perform revision, repair, or expansion of programs to increase operating efficiency or adapt to new requirements.
- Write, analyze, review, and rewrite programs, using workflow chart and diagram, and applying knowledge of computer capabilities, subject matter, and symbolic logic.

## PRINCIPLE ACCOUNTABILITIES:
- Write, update, and maintain computer programs or software packages to handle specific jobs
- Confer with users to gain understanding of needed changes or modifications of existing programs.
- Analyze performance of programs and take action to correct deficiencies based on consultation with users.
- Resolve questions of program intent, data input, output requirements, and inclusion of internal checks and controls.
- Write and maintain programming documentation.
- Analyze NT client/server and micro-computer based software solutions compatibility with company requirements.
- Maintain confidentiality with regard to the information being processed, stored or accessed.
- Document programming problems and resolutions for future reference.
- Assist personnel of other departments as an IT resource (i.e. Administrator and Support)
- Other duties as assigned.

## EXPERIENCE:
- 2 yrs experience in IT Administration
- 2 yrs in Programming and software development.

Proficiency and Experience (2+yrs) in:
- Visual Basic .NET and Visual Basic 6, including the use of program "classes" and creation of DLL's
- SQL Server databases, SQL, ADO.NET
- Windows server 2008/2003 and Windows XP/2000/98 Server and Windows 7/XP
- Crystal Reports
- Networking/LANs/WAN, TCP/IP protocol
- MS Access, MS Word, MS Excel, MS Exchange, MS Power point, MS Outlook

Experience with the following is desirable but not required:
 ASP.NET and Javascript, HTML
- Computer hardware installation and maintenance.
- Web applications.
- PABX

## EDUCATION:
- Bachelor's Degree in Business Related field
- Diploma and other qualifications in Programming and support
- Microsoft Certification an added advantage

## PERSON SPECIFICATIONS
- Self Driven and takes initiative to investigate and analyze information and to develop solutions
- Enjoy working with others in a team atmosphere.

- Motivated by a fast paced working environment.
- Enjoys maintaining/enhancing codes to meet dynamic industry needs
- Is Customer Service orientated
- Flexible attitude, ability to perform under pressure.
- A commitment to quality and a thorough approach to the work.

**Working Conditions:** Responsibilities may require evening and weekend / Holidays on duty or standby.

**All interested Applicants to send their CV and Application letter to [hr@airkenya.com](mailto:hr@airkenya.com) by COB Wednesday, August 17th for consideration.  Subject: IT Programmer & Administrator.**

**END.**