

## **EXCITING CAREER OPPORTUNITY**

The Management University of Africa (MUA) is a chartered premier University in Kenya with its main campus in Kisaju, Kajiado County and a campus in South C, Nairobi. We visualize being a premier University providing Management and transformative leadership solutions worldwide. We are looking for a dynamic, self-driven and result oriented professional to fill the following positions.

### **1.0 ICT ASSISTANT- NETWORK ADMINISTRATOR - ONE POSITION**

#### **JOB PURPOSE**

To support the administration, maintenance, and security of the University's network and ICT infrastructure in order to ensure reliable connectivity and ICT services for teaching, learning, research, and administration.

#### **KEY DUTIES AND RESPONSIBILITIES**

- Monitor and support day to day network and internet performance and availability
- Troubleshoot and resolve network outages and connectivity issues
- Install and configure switches, routers, access points and firewalls
- Maintain network documentation including topology diagrams and asset records
- Support campus wired and wireless infrastructure including cabling and patching
- Provide network support for helpdesk tickets and user access issues
- Manage DNS, DHCP, VLANs, IP address assignments, and related services
- Apply routine network updates, firmware patches, and maintenance tasks
- Monitor network security and report unusual activity
- Work with systems staff to support ERP, LMS, library systems, and cloud services
- Maintain inventory of network devices and prepare simple incident or performance report
- Support VPN configurations and secure remote access for authorized users
- Perform any other duties as assigned by the supervisor.

## **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

- Bachelor's degree in Information Technology, Computer Science, Information Systems or a related field
- Knowledge of networking concepts including TCP IP, VLANs, DHCP, DNS, VPN, Firewalls, switching and routing
- Familiarity with Wi-Fi technologies, structures cabling and networking monitoring tools.
- Certifications such as CCNA or equivalent will be considered an advantage
- Strong analytical and problem – solving skills with good communication and teamwork abilities
- Ability to work in a busy university environment with minimum supervision

## **2.0 ICT ASSISTANT - SYSTEMS ADMINISTRATOR – ONE POSITION**

### **JOB PURPOSE**

To support the administration, maintenance, and security of the University's ICT systems and servers to ensure reliable, secure, and efficient systems that support teaching, learning, research, and administrative functions.

### **KEY DUTIES AND RESPONSIBILITIES**

- Assist in the installation, configuration, and maintenance of server operating systems (Windows Server, Linux).
- Support the administration of user accounts, email systems, and directory services (e.g., Active Directory, LDAP).
- Monitor system performance, availability, and capacity, and troubleshoot system-related issues.
- Perform routine system backups, restore, and assist in disaster recovery and business continuity processes.
- Support the management of virtualization platforms and cloud-based services where applicable.
- Assist in applying system updates, patches, and security configurations in line with ICT policies.
- Provide technical support to academic staff, students, and administrative users on system-related issues.
- Maintain accurate documentation of system configurations, procedures, and asset inventories.
- Assist in implementing and maintaining cybersecurity controls to protect University systems and data.
- Support the deployment and maintenance of institutional systems such as ERP, LMS, library systems, and research platforms.
- Participate in ICT projects, system upgrades, and new technology deployments.
- Ensure compliance with University ICT policies, data protection laws, and information security standards.
- Perform any other duties as assigned by the supervisor.

## **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

- Bachelor's degree in Information Technology, Computer Science, Information Systems or a related field
- Knowledge of Windows and Linux system environments
- Understanding of server administration, networking and cybersecurity practices
- Understanding of operating systems, Linux and Microsoft
- Familiarity with enterprise applications such as LMS and ERP is an added advantage
- Strong analytical, communications and Customer support skills
- Ability to work in a busy university environment with minimal supervision

## **3.0 DEVELOPMENT FUND INTERN - ONE POSITION**

### **JOB PURPOSE**

The job holder will report to the Development Fund Officer, the incumbent will support in resource mobilization, fund raising initiatives, donor engagement, alumni relations, and administrative activities that contribute to sustainable funding for the University

### **KEY DUTIES AND RESPONSIBILITIES**

- Supporting resource mobilization initiatives, including fundraising campaigns and donor engagement activities
- Assisting in identifying and mapping potential donors and maintaining donor data base
- Supporting stewardship of donors through proper documentation, communication, and follow up.
- Assisting in organizing fund raising events, alumni activities and development related forums
- Support the preparations of fund-raising proposals reports, and presentations.
- Assist in educating graduating students on alumni benefits and University engagement programmes.
- Supporting coordination between Development Fund, Admission, Dean of Students Office in alumni and students' engagement initiatives
- Maintaining proper filing systems for development fund correspondence, proposals and reports
- Handling general office administration duties including correspondence, scheduling, and record keeping.
- Assist in responding to inquiries and complaints related to alumni and development activities

## **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

- Diploma or Bachelor's degree in project management, Business Administration, Finance, Development Studies, Marketing, Communication or related field
- Good communication and interpersonal skills

- Basic knowledge or interest in fund raising, resource mobilization, and alumni relations
- Basic report and proposals writing skills
- Knowledge of computer applications

#### **HOW TO APPLY**

Interested candidates who satisfy the requirements above should forward their applications accompanied by a detailed CV, email address, daytime telephone contact, name and address of three referees. The applications should reach the undersigned not later than **4<sup>th</sup> February 2026**. The Management University of Africa is an equal opportunity employer.

**The Vice - Chancellor,  
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Africa,  
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