

**CATHOLIC DIOCESE OF KITUI**  
**P.O. BOX 300 – 90200**  
**KITUI**

19th October 2016

**Vacancy** : Technical Coordinator (2 positions)

**Closing date** : 26th October, 2016

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Catholic Diocese of Kitui, Education Department - **Profuturo funded project** requires the services of a qualified person to fill up the position of **Technical Coordinator**. Reporting to the Diocesan Education Secretary.

The incumbent will be responsible for;

- Supporting the schools during the project implementation, and to provide daily support to the school Head teachers and the teachers.
- Guaranteeing correct performance of all the devices.
- Meeting with the Head teachers and/or the school responsible of the equipment to check the project development and any possible incidence.
- Reviewing the working calendar to monitor how the different teachers are using the equipment and to guarantee its use.
- Providing Internet connectivity to teachers' laptops to send data and receive updates, using the existing network connectivity or USB cellular connections.
- Face to face meetings with teachers with special difficulties on the use of the platform: specific training and problem solving. Conducting on-site tests with teachers and students.
- Gathering insight about how the platform is used on the field and suggest design improvements to the Profuturo program.
- Perform any other duties as assigned by the management.

## **REQUIREMENTS**

- Diploma in Computer Science or Information Technology or any other IT related discipline from a recognized Institution.
- Be highly familiar with a wide variety of security, engineering, networking and operating system softwares.
- Project management skills: activities planning and reports.
- Experience helping non-technical people to solve technical issues (work or internship experience).
- Experience in supporting IT systems in corporate or educational settings will be highly valued.
- Excellent interpersonal, networking, presentation, oral and written communication skills.
- Must be a person of high integrity who inspires the same in others

- Conversant with working systems, ethics and social teachings of the Catholic Church.
- Be ready to work in any part of the county.

Qualified and interested candidates should apply through;

Human Resource Officer  
Catholic Diocese of Kitui  
P.O. Box 300 – 90200  
Kitui

Or Via email: [hr@dioceseofkitui.org](mailto:hr@dioceseofkitui.org)

Note: Only the shortlisted candidates will be contacted.