



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

DEPUTY DIRECTOR (CONSULTANCY, INNOVATION AND RESEARCH & DEVELOPMENT (R&D) COORDINATION) GRADE 14, INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINISTRATION – ADVERT REF AC/4/275/26 – 1 POST

Job specifications (Applicants shall have)

- Masters Degree in Computer Science or Information Systems or equivalent qualifications from a recognized institution with over ten (10) years of experience, three (3) of which are at Grade 13. In addition they must have the following: at least five (5) years of experience in undertaking ICT consultancies, at least (10) years of ICT technical experience and at least 3 years managerial experience.
- Possess the following: a good track record for research, innovation and development managerial skills preferably gained from a corporate environment, technical skills in Information Systems at bachelors level, good communication skills and ability to provide leadership in the fields of Information Systems and Research & Development
- Must be a person of high integrity

Duties and Responsibilities:

1. To create a framework for identifying R&D projects and innovations that are amenable for further development and production to meet the needs of the University
2. To identify and assemble teams to work on various R&D projects
3. To source funding from within and outside the University to address the financial requirements of the various projects
4. To nurture and develop industry-ICT Centre linkages and collaborations on various projects and research areas
5. To identify and handle consultancy projects
6. To liaise with other departments of the University to create synergy and stronger teams to address multidisciplinary R&D projects where ICT can be of benefit.
7. To develop and enforce quality control mechanisms for product development and projects implementation in the ICT Centre, including software and networks
8. To develop patents from our ICT innovations and products as well as ensure Intellectual Property protection of ICT research and innovations
9. To assist the University in enforcing IP protection and copyrights by using ICT
10. To monitor progress and recommend corrective action in the execution of the activities of the work plans for all the officers in the section and to give exception reports/recommendations

to the Director for action on each individual work plan

11. To assist enforce punctuality as well as smooth and efficient execution of duty at the workplace for section staff
12. To actualize the Service Charter requirements
13. To carry out any other duties assigned by the Director, ICT

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: recruit-depdrdictc@uonbi.ac.ke

CLOSING DATE: TUESDAY, MAY 12, 2026

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**

