



BUNYORO KITARA KINGDOM (BKK)

Job Title: *IT Officer-1 Position*
(Re-Advertised)

Reports to: *Finance & Administration Manager*

JOB PURPOSE:

The IT Officer shall be responsible for providing IT support to the Kingdom staff, carryout routine systems maintenance and database management in line with the Kingdom's operations procedures and best practices.

DUTIES AND RESPONSIBILITIES:

- Support the procurement, installation, maintenance of IT equipment.
- Manage and provide software system support for all IT related equipment in line with the Kingdom's IT policies and procedures.
- Monitor network to ensure network functionality and availability to all system users. Manage and provide IT security support for all IT related equipment in line with the Kingdom's IT policies and Procedures.
- Take lead in the management of IT vendor services.
- Provide IT support to users.

Education Requirements: Minimum qualification (s) education level required to perform this job.

- A Bachelor's degree in IT, Computer Science

Job Experience:

- At least 3 years' experience in a similar Job

Other attributes:

- Customer service oriented/negotiating skills
- Ability to work with others and a variety of stakeholders
- Ability to develop and manage relationships
- Ability to deliver on client expectations and on time
- Good trouble shooting skills

JOB TITLE: Secretary (3) Positions

Reports to: *Chief BKK Administrative Officer/ Secretary to Cabinet*

Person Specification:

Minimum Qualifications

- Bachelor's degree from a recognized University in Secretarial Studies.

Maximum Qualifications

Post graduate qualification in secretarial services is added advantage.

Work Experience:

At least 3 years' experience in public office in the same field

Age:

23 to 30 years

Competencies:

Technical Skills

- **Computer knowledge**
- **Good planning and organization skills**

Behavioral skills

- **Good communication skills**
- **Interpersonal skills**
- **Ability to work under minimal supervision**

Application letters, CVs, 3 Referees and copies of academic and work experience credentials should be addressed to the Chief Administrative Secretary, Bunyoro Kitara Kingdom by close of business Friday, 12th January 2021. Only shortlisted candidates will be contacted.

N.B. Those who had applied earlier on need not to apply again.

For more information, please visit website, www.bunyorokitaringdom.org