



## **LAW SOCIETY OF KENYA**

### **PROGRAM OFFICER – ICT DEPARTMENT**

The Law Society of Kenya is a Premier Bar Association with membership of all advocates in Kenya. The Society seeks to recruit a suitable candidate for the position of Program Officer, ICT Department, to enhance its service delivery.

The Program Officer will undertake the following responsibilities;

#### **Key Responsibilities:**

- Ensure timely implementation and effective maintenance of the ICT systems;
- Ensure web and physical security of all information systems and infrastructure;
- Training on information communication technology to staff;
- Designing and implementing Local Area Network (LAN) and Wide Area Network (WAN);
- Analyzing and scaling information systems, Webmaster, Website maintenance and Social Network;
- Maintaining database access and security;
- Support users in the network in relation to use of software;
- Conduct ICT policy formulation and review;
- Implementing of back up and business continuity plan;
- Provide technical support and guidance for on-going IT projects.

#### **Qualifications & Skills**

- A Bachelor degree in Computer Science, Information Technology or related field from a recognized university;
- MCSE or equivalent experience is required;
- CCNA course will be an added advantage;
- At least five years of experience in IT profession;
- Agile project management skills;
- Experience in installing, configuring, and managing both wired and wireless LAN, and firewalls;
- Dynamic, self-motivated with excellent interpersonal skills;
- High degree of professional ethics and personal integrity; and
- Excellent analytical writing, oral presentation, organizational and computer skills.

Interested persons are requested to fill the form [here](#) and then submit their applications, including a detailed CV and a cover letter outlining their qualifications and experience relevant to this position. All applications should be forwarded to the undersigned on email at [recruitment@lsk.or.ke](mailto:recruitment@lsk.or.ke) so as to reach us not later than **17<sup>th</sup> September, 2024**.

*N/B: Only shortlisted candidates will be contacted.*

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