



EXCITING OPPORTUNITY

Over the past 100 years, AIC Kijabe Hospital continues to provide **compassionate** and **quality** health care services. Anchored on the vision to “Be a God – glorifying and transformative leader in the provision of excellent healthcare and education in Africa, we recognize that a team of people with great **character**, **compassion** and excellent **skills** are our most valuable resource to our Patient care. To strengthen our team, we are seeking to fill the following position:

System Administrator

Reporting to the **MANAGER, SOFTWARE AND IT OPERATIONS.**

Purpose: To glorify God by planning effective end-user experience by providing prompt support and training to end users and to ensure availability and reliability of end-user applications to facilitate business operations and dissemination of information .

Job Duties and Responsibilities

- Managing the business applications support activities
- Ensure documentation of all reported business applications incidents & problems and following through their resolutions to end-user satisfaction
- Use development tools and languages supported by Business Central, such as AL (Application Language) for customizing and extending the functionality of the ERP to meet the organization's needs.
- Develop and maintain custom reports, visualizations, and dashboards that help in decision-making processes. Knowledge of Business Central's data structure is key.
- Implement comprehensive testing strategies for all customizations and new developments to ensure stability and performance before deployment.
- Create detailed documentation for custom developments and modifications made to the ERP system.
- Periodic analysis of the reported end-user incidents & problems to address the root cause for long-term resolutions
- Identifying, diagnosing, and resolving level one issues in computer hardware and software in systems
- Providing one on one assistance to the end user regarding the technical flaw of business systems, either by phone, mails, or in person
- Work with infrastructure officer and third party service provider for timely repair of the end-users' systems under warranty
- Coordinate with BI & IS managers to manage interns & students on attachment in both departments

GENERAL INQUIRIES - MAIN HOSPITAL
T: 0709 728 200

NAIVASHA MEDICAL CENTER
T: 0733 422 346

MARIRA CLINIC
T: 0735 118 527

NAIROBI CLINIC
T: 0703 133 233



Applicants Qualifications, Experience, Competencies and Attributes

- Bachelors degree in information Technology or
- Bachelors degree in Computer Science
- Minimum experience of 3 years in a fast paced environment
- Must have system/administration or any other ICT certifications

How to Apply

If you believe you are the ideal candidate and meet the specified criteria, we encourage you to take the next steps in the application process. Please begin by updating your profile and completing your application on our recruitment portal <https://recruit.kijabehospital.org>

Your application should be submitted no later than **Tuesday, June 18, 2024**. Keep track of your application's progress in the portal on applied jobs.

We appreciate your interest in joining our team and look forward to reviewing your application.

Please note due to the high volume of applicants, only shortlisted candidates will be contacted.

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