MAMA NGINA UNIVERSITY COLLEGE

CAREER OPPORTUNITIES IN A FAST GROWING INSTITUTION

Mama Ngina University College (MNUC) is a constituent College of Kenyatta University (KU) that was established by *Legal Notice No. 193* issued in accordance with the *University Act No. 42 of 2012* and published as the *Mama Ngina University College Order* on September 2021. The University College seeks to recruit competent and dedicated applicants to fill the following position:

1.0   DEPARTMENT OF COMPUTING & INFORMATION TECHNOLOGY

a) POST OF COMPUTER LABORATORY TECHNOLOGIST - GRADE C/D (MNUC/LT/001/2025

Areas of Specialization – Computer Science/ Computer Technology/ Electronic Engineering/ Computer Engineering**.**

   i.   Hold a Bachelor's degree in Computer Science/ Computer Technology/ Electronic Engineering/ Computer Engineering or a related discipline from an accredited and recognized University.
   ii. At least three (3) years of relevant experience in a learning institution or ICT support role;
   iii. Demonstrated proficiency in network management, hardware repair, and operating systems (Windows/Linux);
   iv. Proficiency in computer applications;
   v.   Possession of instructions pedagogical skills will be an added advantage.

Job Specification
This is the entry and training grade for Degree Holders. An officer at this level will be reporting to a senior officer.

Duties and responsibilities;
   i.   Maintain and troubleshoot computers, printers, and networking equipment in University College labs;
   ii.   Install and update software applications required for teaching and research;
   iii. Prepare laboratories in advance for scheduled classes, workshops, and examinations;
   iv.   Assist lecturers and instructors during practical sessions;
   v.   Support students in navigating lab systems and accessing course-related software;
   vi.   Provide orientation on laboratory rules, usage policies, and best practices in digital safety;
   vii. Monitor lab usage to prevent unauthorized access and ensure data security;

viii. Implement and maintain access control measures in line with university ICT policies;
ix. Maintain records of laboratory assets, software licenses, and usage statistics;
x. Prepare reports on system performance, faults, and consumables usage;
xi. Support the department in procuring and upgrading IT assets based on technical assessments.

TERMS OF SERVICE

Employment for the above position will be on permanent and pensionable terms. The appointed candidate will be remunerated as per the Inter Public University Councils Consultative Forum (IPUCCF) and CBA 2021- 2025 approved salary rates.

APPLICATION PROCEDURE

1. Candidates may submit manual (hard copy) or electronic (online) applications.
2. All applications should be submitted together with a detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and other relevant supporting documents.
3. **Manual applications** should be submitted in a sealed envelope clearly marked for the position being applied for and delivered to:

> **Principal,**
> **Mama Ngina University College,**
> **P.O Box 444-01030,**
> **GATUNDU.**

4. Scanned copies of the stated documents must accompany the **online application** and sent to recruitment@mnu.ac.ke
5. All applications should reach Mama Ngina University College on or before **22nd July, 2025** not later than **5.00 p.m. (East African Time).**

MNUC is an equal opportunity employer and canvassing will lead to automatic disqualification. *PWD'S are encouraged to apply*

Only shortlisted candidates will be contacted.