

VACANCY

PRODUCTION SYSTEMS MANAGER

Reporting to the Managing Director, the incumbent will ensure that Kenya Postel Directories Ltd (KPD) ICT systems and directory production operations are carried out, maintained efficiently and effectively.

Key Duties and Responsibilities

- Provide full hardware and software support, network setup, security and administration.
- Develop and manage KPD databases to ensure security, integrity, accuracy and availability to the highest level of quality at all times.
- Manage directory production operations to produce high quality and accurate directories within a specified schedule.
- Manage and supervise technical teams in ICT, graphic design, quality control and support the development of new products.
- Carry out any other duties as required by Management.

Requisite Qualifications and Experience

- Bachelor's degree in Computer Science/Information Technology or its equivalent with a bias in web development/programmer or a related field.
- Minimum five years of computer network administration, database design and management, website design and development and computer hardware and software trouble shooting.
- Proven people management and team leader skills.
- Exceptional communication and organizational skills;
- Ability to manage multiple projects in a fast-paced, deadline-driven environment.
- Must demonstrate professional competence, high degree of maturity and ability to make quick decisions.
- Experience and/or knowledge in BCP/DRP environment a definite advantage
- Aged between 35 and 40 years

Applications to be sent to HR Manager on email: james.waweru@yellowpageskenya.com to reach him not later than **12th October 2009**.