

**VACANCY ANNOUNCEMENT**

Title: Academic ICT Technician	Department : Administration
Reporting to: Director of Studies -DOS	Duty Station: Administration
Date of Issue: 24 th March 2026.	Deadline Date: 24 th April 2026.
Job Summary: The Academic ICT Technician will support the Director of Studies Office by ensuring smooth use of technology in designing tools for curriculum planning, mapping, frame structure development, assessments and monitoring academic operations.	

Key responsibilities:

- Designing tools for improving teaching, learning, assessment, and administrative workflows—such as custom digital resources, templates, dashboards, or automation scripts.
- Installing, configuring, and maintaining computer hardware, software, networking equipment, and audiovisual devices used in classrooms and labs.
- Offering timely technical support, troubleshooting issues, and resolving ICT-related problems for educators, learners and administrative staff.
- Supporting the integration of digital learning platforms, learning management systems (LMS) and educational applications.
- Maintaining inventories of ICT assets and coordinating repairs, upgrades, and replacements.
- Ensuring data security, responsible device usage, and adherence to ICT policies across the institution.
- Collaborating with academic teams to implement technology-driven solutions aligned with curriculum needs.
- Training staff and students on effective use of educational technologies, software tools and ICT best practices.
- Assisting in the development and rollout of new ICT initiatives that enhance digital literacy and improve institutional efficiency.

Key qualifications required:

- Diploma in ICT, IT, Computer Science, or related field (Higher Diploma/Bachelor's is an advantage)

Essential Experience and Skills:

- Strong proficiency in Microsoft Office Suite and digital collaboration tools.
- Basic proficiency in Mathematics, English and Science to support academic tasks.
- Good troubleshooting, communication and user support skills.
- Organized, reliable and able to work in a fast-paced school environment.

Application Process: If you are qualified and motivated to work in a school with an international curriculum, we would like to hear from you. Kindly submit your application through our school website portal: <https://premier-sri.ac.ke/jobs/> not later than 24th April 2026.