



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:

ICT INTERN

Reporting to the **System Administrator**.

Purpose: To glorify God by providing excellent, efficient and compassionate health care at ICT department to ensure smooth running and minimize gaps in service delivery , improve efficiency and ensure timeliness of customer requests.

Job Duties and Responsibilities

- Assist users with hardware and software issues.
- Troubleshoot basic computer, printer and network issues.
- Support in enforcing security protocols (password policies, MFA setup).
- Help manage user accounts and permissions (Active Directory, email).
- Attend internal training sessions and CMEs.
- Maintain logs of IT support requests & Document processes or guides for internal use.
- Assist in inventory management of IT assets (laptops, cables, monitors).
- Troubleshoot SmartCare, Booking & Taifa care system issues to end users and any other software used by the hospital.

Applicants Qualifications, Experience, Competencies and Attributes

- Diploma or Degree in Information and Communication Technology.
- Basic knowledge of ; Windows or Linux Operating Systems Networking (LAN /WAN, IP Addressing, routers and switches) Microsoft Office 365/ Google Workspace Hardware troubleshooting and repair.
- Understanding of software development and cybersecurity fundamentals is an added advantage.

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



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 **Monday, December 22, 2025**. 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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