

Nicholas Otieno Owino

Profession: *Information and Communication Technology Expert*

Summary:

Mr. Owino is a Microsoft Certified Professional (MCP) with a Bachelors of Science honors degree in computer Science and an ongoing MSc. Course in Computer Science with over 10 years post graduate experience in ICT development and management. He has a wealth of knowledge in training end users on use of new computer equipment, systems and new software. He has a wealth of experience in systems administration, network design, installation and maintenance, software development and user support.

Education:

Qualifications Obtained

- *Master of Science in Computer Science??*
- *Microsoft Certified Professional*
- *BSc. (Hons) Computer Science (2nd class upper division degree)*
- *Proficiency in Microsoft Project 2003 (certificate)*
- *Proficiency on Clean Energy Feasibility Analysis with RETScreen CHP (certificate)*

Employment Record:

1. Aug 2009 to date

Employer: University Of Nairobi

Title of Positions Held: ICT Officer-In-Charge

Responsibilities

- **In charge** of the various campus-wide user support ICT services.
- **Advising the campus management** on new ICT technologies, equipment and services.
- Spearheading the roll out of the new antivirus at the main campus.
- Spearheading rollout of Active Directory implementation at the main campus.
- Development and **design of the campus ICT projects** including networking, purchase and installation of equipment, securing the networks and computers.
- Development and **implementation of the School ICT capacity** building plan, including annual budgets.
- Development and implementation of user training needs on an annual basis.
- Diagnosing, testing and repairing fibre and UTP network links on campus
- Development and maintenance of good **technical documentation of ICT** equipment and services.
- Assist in ensuring that the **UON ICT Policies and Procedures** are disseminated to users and understood by staff.
- Monitor the **internet connection bandwidths** for the campus and ensuring **adherence to SLA.**
- Supervise and ensure regular **maintenance of ICT equipment** and systems
- **Supervises the campus ICT staff.**
- Supervising the maintenance and updating of **the campus websites.**
- Member of **College Management Board.**

- Member of School of Business AD-HOC Committee on SMIS (Student Management Information Systems).
- Member of AIBUMA Conference committee and Technical Expert for the committee.

2. April 2009 to Aug 2009

Employer: College Of Insurance

Title of Positions Held: ICT Officer/Head of ICT Department

Responsibilities

- Provides IT support, advice, design and management of the organization's **Windows 2003 server** based LAN with Windows XP Clients. Administration of the MS Exchange and File servers.
- Provides ICT support and management within the organization, as well as support for other office projects.
- Development of college draft **ICT policy**.
- Management and maintenance of all **ICT related equipment**.
- Provision of both Technical and User IT Support to members of staff as well as **training** staff on use of new software packages.
- **Procurement** of IT equipment, software and accessories through a competitive and transparent recommendation and tendering processes.
- Routine Computer maintenance, **troubleshooting** and repair
- College Procurement Committee member.
- Member of College Task Force on Service Delivery and Cost Cutting.
- Maintaining of the college website

3. July 2005 to April 2009

Employer: AFREPREN/FWD

Title of Positions Held: IT Officer/Head of ICT Department

Responsibilities

- Provides IT support, advice, design and management of the organization's **Windows 2003 server** based LAN with Windows XP Clients.
- Provides IT support and management within the organization, as well as support for other office projects.
- Development of institutional **IT policy** and management of its implementation.
- Development and management of the Information **Resource Bank**. This is a **web-based** resource tool that houses all the reports, publications, data, multi-media information and major contacts for the organization, in a manner that is searchable and easily accessible to everyone in the office. Users access the bank through a webpage and navigate/search for the information required.

- **LAN Design & Management** (including Security and Integrity) within the AFREPREN/FWD offices.
- Overseeing the smooth operation of all the **ICT equipment** within the office i.e. Servers, PCs, Printers, Copiers, Telephones and Fax machines.
- Provision of both Technical and User IT Support to members of staff as well as **training** staff on use of new software packages.
- **Procurement** of IT equipment, software and accessories through a competitive and transparent recommendation and tendering processes.
- Routine Computer maintenance, **troubleshooting** and repair
- Provides IT advice to management.
- User training.
- Design and Development and maintenance of websites
- Coordination and management of junior IT and Logistical staff.