



## VACANCY

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### JUNIOR IT OFFICER – CHUI FARM

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#### **Job objective:**

We are seeking a proactive and detail-oriented **Junior IT Officer** to join our team. The successful candidate will provide first-line technical support across the organization, ensuring smooth IT operations and timely resolution of hardware, software, and network-related issues.

#### **Key Responsibilities:**

- Provide first-level IT support to staff on hardware, software, and networking issues.
- Install, configure, and maintain computer hardware, operating systems, and applications.
- Manage user accounts, including account creation, password resets, and access rights.
- Monitor and maintain computer systems and basic network operations.
- Log, track, and follow up on IT support requests, escalating issues where necessary.
- Troubleshoot hardware and software issues and coordinate repairs or replacements.
- Support the rollout of new systems, applications, and updates.
- Maintain accurate documentation of IT procedures, incidents, and hardware records.
- Provide user support and basic training on IT systems and applications.
- Ensure compliance with IT policies, security protocols, and data protection guidelines.

#### **Qualifications and Key Competence:**

- Diploma or Degree in Information Technology, Computer Science, or a related field
- Hands-on experience in hardware troubleshooting and end-user support.
- Knowledge of computer systems, networking, and IT security practices.
- Proficiency in Microsoft Office applications.
- Basic knowledge of databases and SQL will be an added advantage.
- Strong analytical, problem-solving, and communication skills.
- Ability to prioritize tasks and work effectively in a fast-paced environment.
- High attention to detail and strong documentation skills.

#### **We offer.**

At AAA-Growers, we have great ambitions. Innovation, technology, and quality are our top priorities, creating a dynamic workplace where you can grow both personally and professionally. We offer a dynamic and supportive workplace where you can grow both personally and professionally, and where teamwork and collaboration are part of our culture.

Your application

Click here to apply: <https://www.aaagrowers.co.ke/jobapplications/job-list.php>

**Deadline for applications – 31<sup>st</sup> March 2026.**

AAA Growers Ltd.

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