

Job Title: IT Support and Technical Officer

Reporting to: General Manager

Location: Nairobi

Contract – 2 years

About the Role

The Kenya Golf Union (KGU) is seeking an IT Support and Technical Officer to provide technical support and manage information systems for the Secretariat, affiliated golf clubs, and the World Handicapping System (WHS). The role ensures efficient system operations, accurate golfer data management, and compliance with WHS standards across Kenya.

Key Responsibilities

- Provide IT support to the Secretariat, golf clubs, and WHS users, resolving issues promptly.
- Act as the primary liaison between KGU and WHS service providers.
- Manage and maintain databases of golfers and clubs, ensuring data accuracy and security.
- Administer and maintain KGU's hardware, software, networks, and telecommunications systems.
- Ensure adherence to World Handicapping System and KGU handicapping rules.
- Develop and update user guides and manuals for IT systems and WHS operations.
- Manage course rating data on the USGA platform and maintain organized digital and physical records.
- Support the planning and delivery of Rules Schools, including logistics, materials, and certification.
- Serve as Secretariat for the IT & Technical Committee and the Kenya Unified Handicapping Committee.
- To manage memberships and affiliations by tracking memberships on behalf of clubs
- Prepare periodic reports on system performance, handicap updates, and rankings.
- Perform other duties as assigned by the General Manager.

Qualifications & Skills

- Bachelor's degree or professional qualification in Information Technology or a related discipline.
- Experience in database management, systems administration, and user support.
- Strong problem-solving and troubleshooting abilities.
- Excellent communication and interpersonal skills.
- Knowledge of IT security and network management.
- Familiarity with sports or membership-based systems is an advantage.
- Knowledge of the World Handicapping System is an added advantage

How to Apply:

- Interested candidates should submit their CV and cover letter to info@kenyagolfunion.org by 5th January 2026