



EXTERNAL ADVERT- PRINCIPAL ICT ASSISTANT, JOB GRADE WRTI 5 System Administrator

Position Overview

The system administrator will be responsible for the Microsoft Dynamics 365 Business Central designing, developing, customizing, and maintaining ERP modules within the Institute. This includes using the AL language and modern extension-based development to enhance system functionality, build integrations, and support ongoing ERP system improvement initiatives. The system administrator will work closely with functional consultants and end-users to turn business requirements into robust, user-friendly technical solutions to drive operations within the Institute.

Responsibilities:

Development & Customization

- Design, develop, and deploy custom extensions and modification in AL and CAL for Microsoft Dynamics 365 Business Central
- Customize existing functionalities and develop new modules based on business requirements.
- Ensure all development adheres to best practices and Microsoft's latest development standards.

System Integration

- Develop and maintain APIs and web services to integrate Business Central / Dynamics NAV with other internal and external portals and systems (e.g. permitting payment platforms, inventory, E-citizen).
- Ensure secure and seamless data exchange between Business Central / Dynamics NAV and third-party systems.

Technical Design & Documentation

- Translate functional requirements into detailed technical specifications.
- Maintain clear, structured, and up-to-date system backups, technical documentation for all developments, extensions, and integrations.
- Participate in technical reviews and provide feedback on architecture and design.

Testing & Support

- Conduct unit and system testing to ensure high-quality and bug-free deliverables.

- Provide post-deployment support and troubleshooting for any issues that arise in live environments.
- Support upgrade projects and assist with migration to newer versions of BC.

Collaboration

- Work closely with functional consultants, QA, and project managers to ensure alignment between client needs and technical execution.
- Participate in sprint planning, stand-ups, and team retrospectives in an Agile environment.

Qualifications

Education & Experience:

- Bachelor's Degree in Computer Science, Software Engineering, Information Systems, or a related field.
- 4+ years of development experience in Microsoft Dynamics 365 Business Central and Microsoft Dynamics NAV.
- Proven development experience with AL and C/AL languages, SQL, Visual Studio Code, and Microsoft AL extension-based development.
- Proficient in all the standard/common modules (Academic, HR, Finance, Budget, Procurement/Supply Chain, Payroll , Accounts, Audit, CRM and ICT)
- Has implemented Academic solutions before in notable projects/institutions preferably in Academic institutions such TVET or TTIs
- Certifications but not limited to: MB800 (Functional Consultant), MB820 (BC Developer), Any Azure/AWS Cloud certification among others.
- Experience working with APIs and integration technologies.
- Strong understanding of ERP processes, preferably in finance and supply chain.

Technical Competencies:

- Have a clear understanding of Web Services and a strong understanding of SQL Databases from management and performing queries or analysis in Sequel,
- Strong understanding of Microsoft Dynamics 365 BC architecture, tables, pages, reports, and data flow.
- Have experience in consumption of various API technologies (REST and SOAP) to BC through SQL and be able to develop reports provided by user specified templates,
- Experience with version control systems (example Git, Azure DevOps).
- Familiarity with SQL and Business Central administration tools.
- Knowledge of Docker and CI/CD pipelines is an advantage.
- Knowledge of Power Bi Platform and Microsoft Azure services is a plus.

Soft Skills:

- Excellent analytical and problem-solving skills.
- Strong communication and collaboration abilities.
- High attention to detail and a proactive mindset.

- Ability to handle multiple tasks and deliver high-quality results under pressure.

Interested and qualified individuals should download the **WRTI Application for Employment Form** on the website, fill and forward the same enclosing copies of their academic and professional certificates, copy of ID card, detailed CV indicating work experience, current remuneration and employer, daytime telephone contact-both office and mobile, names, addresses and emails of three (3) referees to the address below not later than **18th May ,2026 at Time.4:30pm**

Director/CEO
Wildlife Research and Training Institute
P.O Box 842-20117
Naivasha, Kenya
Email: recruitment@wrti.go.ke

Short-listed candidates will be required to obtain and be in possession of the following documents at the interview stage: -

- Police Clearance Certificate.
- Tax Compliance Certificate from Kenya Revenue Authority.
- Clearance from Higher Education Loans Board (Where applicable).
- Clearance from Kenya Credit Reference Bureau.

WRTI is an equal opportunity employer and is committed to implementing affirmative action. In this regard, youth, women, people living with disabilities and those from marginalized groups with requisite qualifications are encouraged to apply.

Applications without relevant qualifications, copies of documentation/details as sought for will not be considered. Any form of canvassing shall lead to automatic disqualification. ***Only short-listed candidates shall be contacted.***