



# **ICT AUTHORITY VACANCIES DESCRIPTION MAY 2017**

**APPLICATION DEADLINE: 2<sup>ND</sup> JUNE 2017**

<b>S/NO</b>	<b>Vacancy No</b>	<b>Job Title</b>	<b>Posts</b>	<b>Reports to</b>	<b>Division</b>	<b>Terms Of Service</b>	<b>Duration</b>	<b>Key Tasks</b>	<b>Knowledge, experience and qualifications required</b>	<b>Personal Skills</b>	<b>Job Grade</b>
1	ICTA/IS/01/17	Head of Managed Units	1	Director Shared Services	Shared Services	Permanent	Permanent	<ol style="list-style-type: none"> <li>1. Design and maintain a managed unit which provides the necessary support for efficient operation of ICTS within a ministry or county in line with ICTA service level agreements (SLAs)</li> <li>2. Orient staff to efficiently work in a Managed Unit</li> <li>3. Manage agreements and service delivery with ICTA and private sector infrastructure and systems service providers to ensure optimal services within Managed Units</li> <li>4. Receive Managed Unit client feedback and respond in a timely and satisfactory manner</li> <li>5. Monitor and evaluate the performance of Managed Units and continuously improve their performance</li> <li>6. Ensure that Managed Units are cost effective</li> <li>7. Market the managed unit approach to ICT management to Ministries and Counties</li> <li>8. Perform any other duties as may be assigned from time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. A university degree in Information and Communication Technology (ICT) or in any other ICT related discipline from a recognised institution</li> <li>2. Nine years relevant experience</li> <li>3. Experience in planning, delivering and monitoring ICT technical services is n line with defined priorities, policies, priorities and budget</li> </ol>	<ol style="list-style-type: none"> <li>1. Management experience in leading and developing an ICT support team.</li> <li>2. Analytical skills; able to evaluate information and situations and take sound decisions</li> <li>3. Prooject management skills and ability to prioritise</li> <li>4. Excellent organisational and analytical skills</li> <li>5. Proven leadership skills</li> </ol>	3
2	ICTA/CS/02/17	Manager, Finance & Accounting	1	Director, Corporate Services	Corporate Serviices	Permament	Permanent	<ol style="list-style-type: none"> <li>1. Support the Director, Corporate Services in the development of the Financial accounting function, processes and controls to meet the needs of the Authority and regulatory changes</li> <li>2. Consolidate ICTA's annual budgets and forecasts</li> <li>3. Responsible for the overall review and sign off of quarterly and annual regulatory returns and annual accounts</li> <li>4. Maintain expert knowledge in relation to statutory and regulatory changes impacting the finance function, ensuring these changes are made to systems and procedures</li> <li>5. Ensure preparation of accurate, complete and timely statutory annual reports including monthly management accounts and balance sheet controls</li> <li>6. Ensure timely resolution of all internal and external audit issues raised</li> <li>7. Coordinate payment of suppliers and in accordance with the Authority's policies and procedures</li> <li>8. Handle audit queries to ensure they are effectively resolved</li> <li>9. Ensuring safe custody of the Authority's accounts and records</li> <li>10. Ascertain proper and optimal control systems and monitoring accurate recording of financial transactions</li> <li>11. Oversee preparation and submission of statutory returns</li> <li>12. Oversee preparation of Board papers on financial matters</li> <li>13. Ensure compliance to accounting standards and regulations</li> <li>14. Monitor and evaluate financial information systems and suggesting improvements where needed</li> <li>15. Perform any other duties as may be assigned from time to time</li> </ol>	<ol style="list-style-type: none"> <li>1. Bachelor's degree in Commerce/Accounting or related field</li> <li>2. CPA (K), ACCA or equivalent professional certificate</li> <li>3. Eight years relevant experience</li> <li>4. Member of a professional body e.g. ICPAK</li> <li>5. Computer literate</li> </ol>	<ol style="list-style-type: none"> <li>1. Management skills</li> <li>2. Analytical skills</li> <li>3. Knowledge of accounting packages</li> <li>4. Leadership skills</li> </ol>	4

S/NO	Vacancy No	Job Title	Posts	Reports to	Division	Terms Of Service	Duration	Key Tasks	Knowledge, experience and qualifications required	Personal Skills	Job Grade
3	ICTA/CS/03/17	Manager, Communications	1	CEO	Communications	Permanent	Permanent	<ol style="list-style-type: none"> <li>1. Formulate and ensure implementation of communications strategies and programs</li> <li>2. Advise the Chief Executive and other Managers on appropriate communication policies and strategies</li> <li>3. Produce, print and distribute in-house journals, newsletters and other related publications.</li> <li>4. Organise and coordinating public relations activities and events in the Authority</li> <li>5. Plan, develop and implement lobby and advocacy programmes in all types of media to influence legislative and regulatory affairs as well as public decision makers on issues of public interest aimed at promoting ICT innovation and enterprise</li> <li>6. Maintain regular contact with media representatives and stakeholders to promote good public relations for ICTA. In addition, promptly respond to requests for information from the media, other stakeholders and the general public</li> <li>7. Maintain corporate protocol</li> <li>8. Coordinate corporate social responsibility</li> <li>9. Formulate and implement standards on media advertisements emanating from the Authority</li> <li>10. Facilitate preparation of speeches for management staff as and when required</li> <li>11. Manage the Authority website including preparation of information to be posted on the website</li> <li>12. Attend to customer complaints and queries as and when required</li> <li>13. Perform any other duties as may be assigned.</li> </ol>	<ol style="list-style-type: none"> <li>1. Bachelor's Degree in Mass Communications, Journalism or equivalent.</li> <li>2. Postgraduate Diploma in Mass Communications, journalism, or equivalent</li> <li>3. Membership and affiliation to professional public relations and corporate s.</li> <li>4. communication bodies at the local, regional and international level</li> <li>5. Minimum eight years relevant experience in developing and implementing corporate communications programmes</li> </ol>	<ol style="list-style-type: none"> <li>1. Ability to write, edit and produce a variety of</li> <li>2. communications materials for release to media and other stakeholders.</li> <li>3. Ability to establish and maintain working relationships with the media</li> <li>4. Government officials, employees, donors, stakeholders and the general public</li> <li>5. Ability to communicate and make presentations to special interest groups,</li> <li>6. donors, development partners, stakeholders and the general public</li> <li>7. Ability to conduct research and to provide practical training in communication strategies,</li> <li>8. methods and techniques to staff and other stakeholders</li> </ol>	4

S/NO	Vacancy No	Job Title	Posts	Reports to	Division	Terms Of Service	Duration	Key Tasks	Knowledge, experience and qualifications required	Personal Skills	Job Grade
4	ICTA/CS/04/17	Manager, Supply Chain Management	1	Director, Corporate Services	Corporate Services	Permanent	Permanent	<ol style="list-style-type: none"> <li>1. Formulate and implement strategies and policies for procurement of goods and services</li> <li>2. Developing long-term and short-term procurement plans in liaison with users and as per the Authority's material requirements.</li> <li>3. Coordinate procurement of quality materials and services to support the Authority's operations</li> <li>4. Coordinate internal monitoring and evaluation of the supply chain function of the Authority</li> <li>5. Prepare tender and prequalification documents for expression of interest for the Authority</li> <li>6. Ensure goods and services procured by the Authority meet tender specifications</li> <li>7. Identify, evaluate, select and negotiate contractual terms and prices with third party providers including suppliers</li> <li>8. Develop detailed Service Level Agreements for third party providers outlining the key performance areas critical to the Authority, the key performance measures against which these providers will be evaluated, the performance feedback processes as well as relevant action points for failure to deliver at the required standards</li> <li>9. Monitor third party providers' performance to assess ability to meet quality and delivery requirements</li> <li>10. Convene and provide secretarial services to the Central Tender Committee</li> <li>11. Ensure maintenance of updated suppliers list</li> <li>12. Ensure that planned stock levels will meet forecasted demand by monitoring stocks to identify changes and determining re-order levels</li> <li>13. Provide advisory services in the procurement matters to the Authority including preparation of consolidated procurement and disposal plan</li> <li>14. Perform any other duties as may be assigned from time to time</li> </ol>	<ol style="list-style-type: none"> <li>1. University Degree with a bias in Supply Chain and Logistics</li> <li>2. Professional qualification in supply chain and logistics</li> <li>3. Eight years relevant experience</li> <li>4. Knowledge of planning, inventory management, and logistics flows</li> <li>5. Computer literate</li> </ol>	<ol style="list-style-type: none"> <li>1. Negotiation skills</li> <li>2. Analytical skills</li> <li>3. Managerial skills</li> <li>4. Effective communication skills</li> </ol>	4

S/NO	Vacancy No	Job Title	Posts	Reports to	Division	Terms Of Service	Duration	Key Tasks	Knowledge, experience and qualifications required	Personal Skills	Job Grade
5	ICTA/SS/05/17	Data Centre Management Lead	1	Head, Infrastructure	Infrastructure	Permanent	Permanent	<ol style="list-style-type: none"> <li>1. Responsible for planning, designing, implementation and management of data centers as well as enforcing data centre policies</li> <li>2. Oversee management the data centre physical environment including access control, temperature, power management humidity and general housekeeping</li> <li>3. Ensure problems and queries pertaining to data centre equipment and services are effectively resolved</li> <li>4. Responsible for ensuring all data centre equipment is powered off/on in a controlled manner as per documented procedures during planned outages</li> <li>5. Liaise with project managers, engineers and team members to specify and implement physical changes to the data centre. This will involve liaising with application support and network teams who will be responsible for their areas</li> <li>6. Identify needs for external support on data centre projects and coordinate this work to agreed quality standards</li> <li>7. Assist with the creation and implementation (including testing) of Business Continuity and Disaster Recovery plans for Government data centres</li> <li>8. Provide specialist advice and guidance on servers, storage and backup/redundancy in terms of policies, strategies and architectures to relevant stakeholders</li> <li>9. Provide specialist data centre advice on the selection and application of data centre equipment.</li> <li>10. Perform any other duties as may be assigned from time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. A university degree in computer science or related field</li> <li>2. Seven years relevant experience working in a large data centre environment</li> <li>3. Experience within IT Technical Environment of Servers and common data centre infrastructure and tools</li> <li>4. A university degree in computer science or related field</li> <li>5. Seven years relevant experience working in a large data centre environment</li> <li>6. Experience within IT Technical Environment of Servers and common data centre infrastructure and tools</li> </ol>	<ol style="list-style-type: none"> <li>1. Good written and oral communication skills; good interpersonal skills</li> <li>2. Proven analytical and problem-solving abilities.</li> <li>3. Ability to effectively prioritize tasks in a high-pressure environment</li> <li>4. Strong customer service orientation</li> <li>5. Experience working in a team-oriented, collaborative environment</li> </ol>	5

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6	ICTA/SS/06/17	Enterprise Applications Lead	1	Head, Applications	Applications	Permanent	Permanent	<ol style="list-style-type: none"> <li>1. Oversee the development, implementation and maintenance of enterprise applications to meet performance objectives of Government of Kenya MDAs and Counties</li> <li>2. Oversee analysis of user requirements for implementation of new systems or enhancement of the existing systems</li> <li>3. Work with users to continuously identify changing business requirements and ensure these are translated to the enterprise applications</li> <li>4. Oversee functional support of enterprise applications</li> <li>5. Oversee translation and documentation of user requirements into system specifications</li> <li>6. Review and update the documented specifications for new systems or enhanced existing systems</li> <li>7. Collaborate with vendors/developers in documenting systems' manuals including technical and user manuals</li> <li>8. To advise the Manager, Applications on overall strategy regarding business applications</li> <li>9. Perform any other duties as may be assigned from time to time</li> </ol>	<ol style="list-style-type: none"> <li>1. A university degree in Information and Communication Technology (ICT) or in any other ICT related discipline from a recognized institution</li> <li>2. Seven years relevant experience</li> <li>3. Proven knowledge of business analysis, implementation and maintenance of enterprise applications</li> <li>4. Relevant experience with ERPs and other enterprise applications</li> <li>5. Relevant Certification in Enterprise systems such as Oracle, Microsoft Dynamics, SAP</li> </ol>	<ol style="list-style-type: none"> <li>1. Management experience in leading and developing an ICT support team</li> <li>2. Analytical skills; able to evaluate information and situations and take sound decisions</li> <li>3. Project management skills and ability to prioritise</li> <li>4. Excellent organisational and analytical skills</li> <li>5. Proven leadership skills</li> </ol>	5
7	ICTA/SS/07/17	Enterprise Applications Maintenance Specialist	1	Head, Applications	Applications	Permanent	Permanent	<ol style="list-style-type: none"> <li>1. Identify maintenance needs for enterprise assets and ensure they are addressed</li> <li>2. Manages software licenses and software assets throughout Government MDAs to ensure that they are legally acquired, up to date and protected from risk</li> <li>3. Assess alignment of requests to business needs, asset lifecycle strategy and enterprise architecture</li> <li>4. Prioritise requests based on defined set of criteria considering regulatory requirements, business value and criticality</li> <li>5. Manage the introduction of new or enhance applications or services to end users</li> <li>6. Undertake analysis of user requirements for implementation of new systems or enhancement of the existing systems</li> <li>7. Collaborate with vendors and users in undertaking testing of new systems or enhanced systems</li> <li>8. Manage performance of application vendors</li> <li>9. Perform any other duties as may be assigned from time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. A university degree in Information and Communication Technology (ICT)</li> <li>2. Five years relevant experience</li> <li>3. Proven knowledge of business analysis, implementation and maintenance of enterprise applications</li> <li>4. Relevant experience with ERPs and other enterprise applications</li> <li>5. Relevant Certification in Enterprise systems</li> </ol>	<ol style="list-style-type: none"> <li>1. Analytical skills; able to evaluate information and situations and take sound decisions</li> <li>2. Project management skills and ability to prioritise</li> <li>3. Excellent organisational and analytical skills</li> <li>4. Proven leadership skills</li> </ol>	6

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8	ICTA/SS/08/17	Network Administrator	2	Network Administration Lead	Infrastructure	Permanent	Permanent	<ol style="list-style-type: none"> <li>1. Responsible for administration and upgrading of network systems</li> <li>2. Ensure optimal operation of all network hardware and equipment e.g. routers and switches</li> <li>3. Configure all networks in the public service to ensure their smooth and reliable operation for fulfilling organisational objectives and processes</li> <li>4. Monitor network performance and troubleshoot problem areas as needed to identify and remedy network performance bottlenecks</li> <li>5. Ensure network connectivity of all servers, workstations, telephony equipment, fax machines, and other network appliances</li> <li>6. Liaise with the Managed units division to perform on-site analysis, diagnosis, and resolution of complex network problems for a variety of end users, and recommend and implement corrective solutions</li> <li>7. Manage planning and maintenance of network cabling</li> <li>8. Assists maintaining network servers by troubleshooting hardware and software issues.</li> <li>9. Maintains and adds new user accounts to the network, sets up E-mail mailboxes, maintains email distribution groups</li> <li>10. Participate in managing all network security solutions</li> <li>11. Establish and maintain regular written and in-person communications with departmental administration regarding pertinent network activities</li> <li>12. Participate in server and security audits, and system backups and recovery</li> <li>13. Perform any other duties as may be assigned from time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. A university degree in computer science or related field</li> <li>2. Possession of a relevant Network Administration Certificate e.g. CCNA or CCNE</li> <li>3. Five years relevant experience</li> <li>4. Proven experience with network capacity planning, network security principles, and general network management best practices.</li> </ol>	<ol style="list-style-type: none"> <li>1. Good written and oral communication skills</li> <li>2. Good interpersonal skills</li> <li>3. Proven analytical and problem-solving abilities.</li> <li>4. Ability to effectively prioritize tasks in a high-pressure environment</li> <li>5. Strong customer service orientation</li> <li>6. Experience working in a team-oriented, collaborative environment</li> </ol>	6

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9	ICTA/SS/09/17	Database Administrator	2	Information Management Lead	Applications	Permanent	Permanent	<ol style="list-style-type: none"> <li>1. Administration of GoK database servers</li> <li>2. Monitor and maintain security and performance needs of databases</li> <li>3. Develop database documentation including data standards, procedures, and definitions for a data dictionary</li> <li>4. Ensure the database management system is kept up to date by managing upgrades and patch updates.</li> <li>5. Design and maintain data security and integrity policy and procedures.</li> <li>6. Database technical support and troubleshooting</li> <li>7. Oversee maintenance of database services to ensure the highest standards of availability, resilience, integrity, security and performance as required by the dependent business systems.</li> <li>8. Performance monitoring, reporting, and tuning of GoK databases.</li> <li>9. Manage database security and access control</li> <li>10. Providing ongoing database technical support.</li> <li>11. Proposing database and OS-level security policies for data protection.</li> <li>12. Creating and improving database administrative programs.</li> <li>13. Develop and enforce database administration and user standards and procedures</li> <li>14. Perform any other duties as may be assigned from time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. A university degree in Information and Communication Technology (ICT) or in any other ICT related discipline from a recognised institution</li> <li>2. Five years relevant experience</li> <li>3. Experience in database design, development and integration technologies</li> <li>4. Relevant database management certifications such as Oracle or SQL server</li> <li>5. Experience in managing databases</li> </ol>	<ol style="list-style-type: none"> <li>1. Good communications skills</li> <li>2. Excellent problem solving skills</li> <li>3. People management experience</li> <li>4. Planning and organisational skills</li> </ol>	6



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10	ICTA/CS/10/17	Human Resource Officer	1	Manager, HR & Administration	HR& Administration	Permanent	Permanent	<ol style="list-style-type: none"> <li>1. Assist the Human Resource Manager in reviewing and implementing human resource policies and strategic plans for the entire organisation as well as the human resource department</li> <li>2. Work closely with other departments and divisions and assist line managers to understand and implement Human Resource policies and procedures within their respective units</li> <li>3. Conduct consistent analysis for ICTA's staffing needs and prepare annual human resource forecasts in consultation with functional unit heads</li> <li>4. Facilitate staff recruitment - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates</li> <li>5. Maintain relevant staff records that will inform talent management efforts as well as career and succession plans for key resource people and key positions</li> <li>6. Implement occupational health and safety policies and procedures</li> <li>7. Administer staff benefits and allowances</li> <li>8. Ensuring effective management and availability of human resources data</li> <li>9. Manage human resource records</li> <li>10. Implementing staff movement such as transfers, discharges, promotions</li> <li>11. Assist in benchmarking the staff regulations with other organisations and recommend updates in line with changing circumstances</li> <li>12. Perform any other duties that may be assigned from time to time</li> </ol>	<ol style="list-style-type: none"> <li>1. Degree in Human Resource Management or Social Sciences</li> <li>2. Diploma in Human Resource Management</li> <li>3. Membership to a professional body e.g. IHRM</li> <li>4. Five years relevant experience</li> <li>5. Computer literate</li> </ol>	<ol style="list-style-type: none"> <li>1. Analytical and problem solving Skills</li> <li>2. Excellent communication and negotiation skills</li> <li>3. Knowledge of relevant employment laws</li> </ol>	7

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11	ICTA/CS/11/17	Administration Officer	1	Manager, HR & Administration	HR & Administration	Permanent	Permanent	<ol style="list-style-type: none"> <li>1. Interpret and implementing strategies, policies, and standards pertaining to support services of the Authority</li> <li>2. Procure and effectively managing contracts relating to cleaning, mail/parcel delivery, and security</li> <li>3. Implement statutory requirements relating to maintenance of the Authority's buildings and installations</li> <li>4. Coordinate repairs and maintenance of office equipment</li> <li>5. Ensure prompt delivery of mail and execution of messengerial services.</li> <li>6. Ensure prompt settlement of utility services bills</li> <li>7. Supervision of reception services</li> <li>8. Coordinate the execution of third party service contracts e.g. cleaning and security services</li> <li>9. Allocation of office and parking spaces</li> <li>10. Source for service providers</li> <li>11. Control the telephone expenditure in line with approved budget ceilings</li> <li>12. Follow up on all third party services to ensure payment is made on time</li> <li>13. Oversee auxiliary services e.g. tea and courier services</li> <li>14. Supervise switchboard operations to ensure smooth operations</li> <li>15. Procuring telephone lines for officers, calling cards, scratch cards and any components related to this service.</li> <li>16. Prompting payment of all telephone bills.</li> <li>17. Perform any other duties as may be assigned from time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. Bachelor's Degree in Social Sciences</li> <li>2. Five years relevant experience</li> <li>3. Computer literate</li> </ol>	<ol style="list-style-type: none"> <li>1. Planning and organisation skills</li> <li>2. Excellent communication skills</li> <li>3. Effective problem solving skills</li> <li>4. Leadership and people management skills</li> </ol>	7
12	ICTA/CS/12/17	Assistant Accountant	1	Accountant	Corporate Services	Permanent	Permanent	<ol style="list-style-type: none"> <li>1. Process and code invoices, credit notes and receipts</li> <li>2. Gather, analyse and report on information about income and expenditure to support decision making and management planning</li> <li>3. Assist the Accountant in preparing budgets and preparing forecasts of income and expenditure</li> <li>4. Ensure there is a clear record of financial transactions (income and expenditure) in accordance with organisational and tax authority requirements</li> <li>5. Prepare ledger balances, control accounts and statements, reconciling all the figures</li> <li>6. Draft trial balances and financial statements</li> <li>7. Identify and correct or refer any errors or accounting discrepancies</li> <li>8. Prepare final accounts for review and approval of the Accountant</li> <li>9. Provide cost and revenue information in the required formats to the relevant people</li> <li>10. Perform any other duties as may be assigned from time to time</li> </ol>	<ol style="list-style-type: none"> <li>1. Bachelor's degree in Commerce/Accounting or related field</li> <li>2. A qualified accountant (CPA-K or ACCA)</li> <li>3. Three years' experience in finance and accounting</li> <li>4. Demonstrated knowledge of statutory and regulatory finance and accounting requirements</li> <li>5. Knowledge of accounting packages</li> <li>6. Computer Literate</li> </ol>	<ol style="list-style-type: none"> <li>1. Leadership and people management skills</li> <li>2. Organisation skills</li> <li>3. Ability to think strategically</li> <li>4. Good analytical skills</li> <li>5. Strong interpersonal and communication skills (written and verbal)</li> <li>6. Experience and knowledge of modern business trends</li> </ol>	7

**ICT AUTHORITY VACANCIES MAY 2017**

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13	ICTA/SS/13/17	Data Centre Analyst	1	Data Centre Specialist	Infrastructure	Permanent	Permanent	<ol style="list-style-type: none"> <li>1. Assist in installing and maintaining data centres</li> <li>2. Assist in responding and resolving data centre requests / faults logged both internally and externally</li> <li>3. Assist in fixing broken servers</li> <li>4. Active monitoring of all the data centre</li> <li>5. Monitor all data centre resources (power, cooling and space)</li> <li>6. Work with data centre Engineers in configuring client requirements</li> <li>7. General housekeeping to maintain a clean and tidy environment in the data centre</li> <li>8. Escalation of problems and issues to the data centre operations team</li> <li>9. Work closely with 3rd party service providers on data centre management</li> <li>10. Perform any other duties as may be assigned from time to time.</li> </ol>	<ol style="list-style-type: none"> <li>1. A university degree in computer science or related field</li> <li>2. Two years relevant experience working in a data centre environment</li> </ol>	<ol style="list-style-type: none"> <li>1. Good interpersonal skills</li> <li>2. Proven analytical and problem-solving abilities.</li> <li>3. Ability to effectively prioritize tasks in a high-pressure environment</li> <li>4. Strong customer service orientation</li> </ol>	8
14	ICTA/SS/14/17	Database Analyst	1	Data Centre Specialist	Applications	Permanent	Permanent	<ol style="list-style-type: none"> <li>1. Assist in installing and maintaining data centres</li> <li>2. Assist in responding and resolving data centre requests / faults logged both internally and externally</li> <li>3. Assist in fixing broken servers</li> <li>4. Active monitoring of all the data centre</li> <li>5. Monitor all data centre resources (power, cooling and space)</li> <li>6. Work with data centre Engineers in configuring client requirements</li> <li>7. General housekeeping to maintain a clean and tidy environment in the data centre</li> <li>8. Escalation of problems and issues to the data centre operations team</li> <li>9. Work closely with 3rd party service providers on data centre management</li> <li>10. Perform any other duties as may be assigned from time to time</li> </ol>	<ol style="list-style-type: none"> <li>1. A university degree in computer science or related field</li> <li>2. Two years relevant experience working in a data centre environmen</li> </ol>	<ol style="list-style-type: none"> <li>1. Good interpersonal skills</li> <li>2. Proven analytical and problem-solving abilities.</li> <li>3. Ability to effectively prioritize tasks in a high-pressure environment</li> <li>4. Strong customer service orientation</li> </ol>	8
15	ICTA/CS/15/17	Supply Chain Assistant	2	Head of Supply Chain and Logistics	Supply Chain Management	Permanent	Permanent	<p>Prepare and process tender and quotations documents as per approved procedures</p> <p>Process the Agenda for the tender committees and assist in implementing the decisions thereof</p> <p>Participate in tender opening</p> <p>Receive procurement requisitions and verify that due process has been followed and proper documentation done</p> <p>Raise and manage purchase orders through their life cycle and ensure approval of the same is given in a timely manner</p> <p>Record purchased assets into the system</p> <p>Verify supplier invoices against purchase orders</p> <p>Preparing contracts agreements in accordance to tender provisions</p> <p>Undertake inventory and stock control</p> <p>Follow up with stores and finance departments to ensure prompt payment to suppliers.</p> <p>Perform any other duties as may be assigned from time to time.</p>	<ol style="list-style-type: none"> <li>1. Diploma in Supply Chain and Logistics or related field</li> <li>2. Two years relevant experience</li> <li>3. Computer literate</li> </ol>	<ol style="list-style-type: none"> <li>1. Negotiation skills</li> <li>2. Analytical skills</li> <li>3. Effective communication skills</li> </ol>	8

**APPLICATION DEADLINE: 2<sup>ND</sup> JUNE 2017**

<b>S/NO</b>	<b>Vacancy No</b>	<b>Job Title</b>	<b>Posts</b>	<b>Reports to</b>	<b>Division</b>	<b>Terms Of Service</b>	<b>Duration</b>	<b>Key Tasks</b>	<b>Knowledge, experience and qualifications required</b>	<b>Personal Skills</b>	<b>Job Grade</b>
16	ICTA/SS/16/17	Network Analyst	2	Network Administration Lead	Infrastructure	Permanent	Permanent	<ol style="list-style-type: none"> <li>1. Install new hardware, systems and software for networks</li> <li>2. Assist in configuring workstations hardware and software for network operation</li> <li>3. Install, configuring, maintaining network services, equipment and devices</li> <li>4. Perform troubleshooting analysis of servers, workstations and associated systems</li> <li>5. Document network problems and resolutions for future reference</li> <li>6. Work with the Security Division to install security programs to prevent unauthorized access to privileged data and information, and oversee and network security</li> <li>7. Perform any other duties as may be assigned from time to time</li> </ol>	<ol style="list-style-type: none"> <li>1. A university degree in computer science/ Engineering or related field</li> <li>2. Attain CCNA/CCNP/CCNE certification</li> <li>3. Two years relevant experience</li> </ol>	<ol style="list-style-type: none"> <li>1. Good interpersonal skills</li> <li>2. Proven analytical and problem-solving abilities.</li> <li>3. Ability to effectively prioritize tasks in a high-pressure environment</li> <li>4. Strong customer service orientation</li> <li>5. Experience working in a team-oriented, collaborative environment</li> </ol>	8
17	ICTA/PS/17/17	Project Assistant	1	Project Officer	PMO	Permanent	Permanent	<ol style="list-style-type: none"> <li>1. Participate in execution of projects according to the standards and expectations of the PMO</li> <li>2. Assist in ensuring that project beneficiaries are well informed and involved in all project activities</li> <li>3. Participate in developing prompt reports of project status and progress as per requirements</li> <li>4. Participate in monitoring and evaluating the project's performance</li> <li>5. Provide support to any projects undertaken by the team, as necessary</li> <li>6. Respond to requests for information from members of the project management team</li> <li>7. Participate in risk and issue identification and management</li> <li>8. Perform any other duties as may be assigned from time to time</li> </ol>	Bachelor's degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT related field OR Diploma in IT related field Two years working experience in a project management set up	Creativity and Innovation Good communications skills Excellent problem solving skills Planning and organisational skills	8
18	ICTA/CS/18/17	Accounts Assistant	2	Accountant	Corporate Services	Permanent	Permanent	<ol style="list-style-type: none"> <li>1. Prepare payment runs, ensuring all payments are authorised as per the Authority authorised sign off limits</li> <li>2. Assist in the timely and accurate settlement of the Authority's due payments as delegated by the Assistant Accountant</li> <li>3. Assist in the daily posting of banking payments into accounting software</li> <li>4. Deal with the daily transactions for petty cash and ensure that reconciliations are completed on a weekly basis</li> <li>5. Reconciliation of supplier statements as received</li> <li>6. General administration and timely and accurate filing to support the finance team</li> <li>7. Prepare bank transfers for payment</li> </ol>	<ol style="list-style-type: none"> <li>1. Bachelor's degree in Commerce/Accounting or related field</li> <li>2. CPA part I qualification or equivalent</li> <li>3. One year experience in finance and accounting</li> <li>4. Demonstrated knowledge of statutory and regulatory finance and accounting requirements</li> <li>5. Knowledge of accounting packages</li> <li>6. Computer Literate</li> </ol>	<ol style="list-style-type: none"> <li>1. Good analytical skills</li> <li>2. Strong interpersonal and communication skills (written and verbal)</li> <li>3. Experience and knowledge of modern business trends</li> </ol>	8

S/NO	Vacancy No	Job Title	Posts	Reports to	Division	Terms Of Service	Duration	Key Tasks	Knowledge, experience and qualifications required	Personal Skills	Job Grade
19	ICTA/CS/19/17	Office Assistants/ Drivers	4	Administrative Assistant	Manager, HR & Admn	Permanent	Permanent	<ol style="list-style-type: none"> <li>1. Collect, deliver mail, parcels and documents both within and outside the organisation</li> <li>2. Photocopy, collate, distribute mail, wrap parcels for posting and record incoming and outgoing mail</li> <li>3. Occasionally relieve the switchboard operator</li> <li>4. Run office errands e.g. making payments as assigned etc.</li> <li>5. Perform any other duties as may be assigned from time to time</li> </ol>	<ol style="list-style-type: none"> <li>1. Certificate of Secondary Education ("O" Level)</li> <li>2. Knowledge of the city and its environs well e.g. roads and buildings</li> <li>3. Minimum one (1) year relevant experience in similar position</li> </ol>	<ol style="list-style-type: none"> <li>1. Ability to prioritise and organise tasks</li> <li>2. Team player , positive attitude and self-driven</li> <li>3. Good verbal and written communication.</li> <li>4. Patience, good analytical skills and judgment,</li> <li>5. Listening skills, ability to follow instructions.</li> <li>6. Good people skills</li> </ol>	10
20	ICTA/PS/20/17	Assistant ICT Officer  (DLP Support Staff)	94	Program Manager, ICT Authority	Counties and ICTA Headquarters	Contract	One(1) Year	<ol style="list-style-type: none"> <li>1. Provide onsite and back office technical support to government offices in counties including schools</li> <li>2. Champion successful implementation of ICT programmes/projects at county level</li> <li>3. Secure and maintain ICT infrastructure and systems in counties in line with national guidelines and standards</li> <li>4. Identify and develop necessary solutions to enhance deployment of Government ICT Programmes/ projects in counties such as the Digital Literacy Programme (DLP), National Optical Fibre Backbone Infrastructure (NOFBI), County Connectivity Project (CCP), Integrated Financial Management Information System(IFMIS) amongst others</li> <li>5. Identify, monitor and record frequently occurring problems and liaise with the users, project teams and contractors for their resolution</li> <li>6. Provide help desk support and training to users from government offices/schools</li> <li>7. Assist in the management of SLAs for contractors for national ICT projects being implemented at county level</li> <li>8. Liaise regularly with users and school administrators to ensure successful implementation of critical projects and make recommendations</li> <li>9. Monitor, evaluate and submit regular reports on county benchmarks on e-Government services against national and international standards</li> </ol>	<ol style="list-style-type: none"> <li>1. At least a degree in any of the following fields: Bachelor degree in Computer Science/ Information Communication Technology or in Electronics/ Electrical Engineering, Business in Information Technology or its equivalent from a recognized institution of higher learning.</li> <li>2. Must have graduated within the last three(3) years</li> <li>3. One year internship or working experience in IT environment preferably in government. The experience involved trouble shooting IT problems , software development and network support</li> <li>4. Knowledge of Computer Hardware, Software and Networking is desira</li> </ol>	<ol style="list-style-type: none"> <li>1. Good presentation and oral communication skills</li> <li>2. Excellent interpersonal skills</li> <li>3. Report writing and documentation skills</li> <li>4. Proven analytical and problem-solving abilities</li> <li>5. Ability to effectively prioritize tasks in a high-pressure environment</li> <li>6. Experience working in a team-oriented, collaborative environment</li> </ol>	8

S/NO	Vacancy No	Job Title	Posts	Reports to	Division	Terms Of Service	Duration	Key Tasks	Knowledge, experience and qualifications required	Personal Skills	Job Grade
21	ICTA/ PIC/21/17	Partner Relations officer  (PDTP Secretariat)	1	Head , capacity Development ,ICTA	Capacity Development and Literacy	Contract	one(1) Years	<ol style="list-style-type: none"> <li>1. Manage the day-to-day relationships with PDTP partners, recruit and onboard new ones, ensuring that they are fully briefed on the programme.</li> <li>2. Ensure smooth integration of the new partners into the running of the programme, establish and maintain effective working relationships with partner from diverse backgrounds</li> <li>3. Coordinate with government MCAs and other stakeholders to communicate and understand issues touching on partnerships.</li> <li>4. Source, develop a database to track all partners associated with the programme and form of participation which are in one or more of the following forms: mentorship, attachment, training, certifications, cash contributions or any other form of participation.</li> <li>5. Continually raise visibility of the programme by working with the programme's communication and public relations officer and head of corporate affairs in conducting partners events.</li> <li>6. Hold frequent briefs with existing partners to understand and communicate any issues arising from their participation and be the first point of escalation for any partner issues.</li> <li>7. Actively recruit new partners through outreach activities and briefings intended to win their participation; and actively document their offers of participation in the programme.</li> <li>8. Monitor and evaluate the forms of partnership to identify issues, risks and report on the progress</li> <li>9. Source for post program partnership employment opportunities for the program trainees.</li> <li>10. Ensure the programme Advisory council activities are conducted and implemented effectively.</li> </ol> <p>Other responsibilities include:</p> <ul style="list-style-type: none"> <li>• Keeping partners up to date on issues of the programme and developments thereof.</li> <li>• Monitoring compliance with stakeholder commitments and resolving any issues arising.</li> <li>• Tracking and reporting on partner rebate issues in accordance with guidelines from the National Treasury and Director of Corporate Affairs at ICTA.</li> <li>• Develop joint collateral and strategically manage joint events</li> <li>• Develop and maintaining a PDTP Partner Manual, strategic documents and contacts</li> <li>• Perform any other duties as may be assigned from time to time.</li> </ul>	<ol style="list-style-type: none"> <li>1. Bachelor's Degree Business Administration, Management, Marketing or a related field</li> <li>2. Minimum two years of experience in a partner management, sales, Media or marketing related role in the technology sector or a similar capacity either in the private or public sector.</li> <li>3. Good understanding of the ICT sector, the key players and training programmes and nd associated professional certifications</li> <li>4. Ability to design partnership strategies based on clear needs identification and understanding of the operating context of ICT in Kenya</li> <li>5. Good understanding of private-public partnerships operation</li> <li>6. Knowledge of and experience with computer systems and programs including word n processing data management programs, and the use of the internet to conduct research and disseminate information</li> </ol>	<ol style="list-style-type: none"> <li>1. Ability to establish and manage trusted relationships with partners and senior leaders</li> <li>2. Project management skills and ability to priorities</li> <li>3. Excellent organizational and analytical skills</li> <li>4. Ability to communicate and make presentations to special interest groups, donors, development Ability to communicate and make presentations to special interest groups, donors, development</li> <li>5. Team player and be able to interact with senior management both in government and private sector.</li> </ol>	8

S/NO	Vacancy No	Job Title	Posts	Reports to	Division	Terms Of Service	Duration	Key Tasks	Knowledge, experience and qualifications required	Personal Skills	Job Grade
22	ICTA/ PIC/22/17	Recruitment and Talent Management Officer  (PDTP Secretariat)	1	Head , capacity Development ,ICTA	Capacity Development and Literacy	Contract	One(1) Years	<ol style="list-style-type: none"> <li>1. Coordinate the program recruitment and selection process as per the requirements set out in the constitution (Gender balance, County representation, Persons with Disability etc) and Employment Act</li> <li>2. Liaise with the external sourcing services provider on specifications and timelines key milestones of the sourcing process</li> <li>3. Draft contract documents, terms and Service Level Agreements for approval</li> <li>4. Oversee the effective orientation, induction and placement of trainees</li> <li>5. Ensure the retention &amp; re-deployment of qualified applicants to the public and private sector</li> <li>6. Ensure retention effectiveness, low turnover and availability of trainees to the completion of the program.</li> <li>7. Organize and conduct counseling service and exit interviews and document the outcome</li> <li>8. Conduct performance evaluation by liaising with various stakeholders</li> <li>9. Monitoring the performance of each interns and prepare timely monthly, quarterly and yearly reports</li> <li>10. Liaise with key stakeholders and facilitators to determine Programme needs as relates to training resources and tools</li> <li>11. Develop a training framework ,curriculum for facilitating training programs and certification activities with the third party service provider</li> <li>12. Develop guidelines, manuals and documents to guide the recruitment and training function</li> <li>13. Ensure all trainees acquire training and certification in areas of specialization</li> <li>14. Perform any other duties as may be assigned from time to time</li> </ol>	<ol style="list-style-type: none"> <li>1. Bachelor's degree in areas of Business, Human Resources or a similar field.</li> <li>2. Minimum two years of experience in a similar capacity either in the private or public sector.</li> <li>3. In-depth understanding of Human Resource Management and training;</li> <li>4. Good understanding of the ICT sector, training programmes and associated professional certifications</li> <li>5. Knowledge of and working experience with Microsoft Office suite, specifically Word, Excel and PowerPoint and management of a database systems;</li> <li>6. Experience in talent sourcing and management</li> </ol> <p>Others include:</p> <ul style="list-style-type: none"> <li>• previous experience in handling Human Resources;</li> <li>• experience with online job advertising boards and Face Book groups</li> <li>• experience with Staff training, development and recognition, , mentoring and coaching</li> <li>• good understanding of relevant legislation, policies and procedures on Human resources</li> <li>• a good understanding of the ICT sector, the key players , training programmes and associated professional certifications.</li> </ul>	<ol style="list-style-type: none"> <li>1. Able to evaluate information and situations and take sound decisions</li> <li>2. Project management skills and ability to priorities</li> <li>3. Must be compliant with the requirements of Chapter six of the Constitution of Kenya</li> <li>4. Good interpersonal skills with ability to establish and maintain good working relationships with individuals from diverse backgrounds</li> <li>5. Good communication skills both written and oral.</li> <li>6. Team player and be able to interact with senior management</li> </ol>	8