



DETAILED JOB DESCRIPTIONS

Senior Programmes Development Officer

Job Title:	Senior Programmes Development Officer	Reports To:	Head of Capacity Development
Division:	Capacity Development	Grade:	ICTA 5
Direct Reports:	• None	Date:	May, 2018
Responsible for:			
Develop, programmes to support capacity and literacy initiatives			
Key Tasks			
<ol style="list-style-type: none"> 1. Support ICTA's capacity and literacy development puts in place robust programme start-up systems and inception processes such as appraisals and baselines for the development of relevant and responsive projects 2. Facilitate knowledge building through documentation and sharing of ICTA's capacity and literacy development experiences and best practices 3. Ensure vertical and horizontal capacity development programme contacts and relevant networks are developed and maintained with ICTA projects, MDACs and other stakeholders for experience sharing, information exchange, joint project planning, monitoring and evaluation 4. Identify potential program groups for capacity building and literacy 5. Prepare draft proposals for activities to be supported by the capacity building program 6. Coordinate with program teams to ensure the procurement and delivery of materials to program-supported beneficiaries 7. Conduct monitoring visits and prepare reports to assess implementation of program-supported activities 8. On a regular basis, submit information on activity implementation for reporting in quarterly and other reports 			

9. Perform any other duties as may be assigned from time to time
Key Performance Measures
Knowledge, experience and qualifications required
<ol style="list-style-type: none"> 1. Bachelor's degree in Business, Education or Social Sciences 2. At least seven years' relevant experience in programme and/or project management 3. Experience of developing and maintaining effective programmes with monitoring and evaluation systems in place 4. Experience in concept note development/ project proposal writing including donor grant compliance and management
Personal skills and attributes required
<ol style="list-style-type: none"> 1. Management experience in leading and developing an ICT support team 2. Analytical skills; able to evaluate information and situations and take sound decisions 3. Project management skills and ability to prioritise 4. Excellent organisational and analytical skills 5. Proven leadership skills

Information Management Lead

Job Title:	Information Management Lead	Reports To:	Head, Applications
Department/Division:	Applications	Grade:	ICTA 5
Direct Reports	-Database Administrator -Data Digitization Officer	Date:	May,2018
Responsible for:			
Digitization, storage and security of data and overseeing administration of GoK database servers			

Key Tasks

1. Responsible for creation of the system design and functional specifications, writing, coding and testing individual programmes or providing an entirely new software resource using development tools including writing documentation and operating manuals, installing the system and Oversee administration and maintenance of database servers.
2. Investigate and resolve application functionality related issues and provide first level support and troubleshooting of MCDA and ICTA systems and identify modifications needed in existing applications to meet changing user requirements.
3. Analyze data contained in the corporate database and identify data integrity issues with existing and proposed systems and implement solutions.
4. Write technical procedures and documentation for the applications including operations and user guide, for digitizing Government records.
5. Develop and monitor/review Government of Kenya data and information management strategy, including data protection, data consistency and record management policy and ensure compliance recognized data security standards and policies
6. Facilitate and control access to system and Government data by monitoring program usage and access by authorized users
7. To liaise with technical staff and Information Security Division to ensure technical measures are implemented to conform to information security requirements and access rights
8. Monitor and report on trends of disclosures including data access/protection complaints, proposing, agreeing and implementing corrective actions
9. Conduct business intelligence and data analysis to produce reports and statistics across a range of subjects as required
10. Perform any other duties as may be assigned from time to time.

Key Performance Measures**Knowledge, experience and qualifications required**

1. A university degree in Information and Communication Technology (ICT) or in any other ICT related discipline from a recognized institution
2. Seven years' relevant experience in managing databases
3. Extensive knowledge of data processing, system coding and enterprise software applications.
4. Technical experience with databases, Web development, and user support.

<ol style="list-style-type: none"> 5. Good background in Data Base design using various development platforms such as Oracle, SharePoint, visual Basic/ studio, C++, CSS, JavaScript, SQL, C#, Java, Linux and .NET. PHP, Oracle, etc. 6. Good working knowledge skills with Microsoft Office Products, Microsoft Visio, and Microsoft Project. 7. Proven ability to be flexible and work hard, both independently and in a team environment, in a high pressure on-call environment with changing priorities.
Personal skills and attributes required
<ol style="list-style-type: none"> 1. Good communications skills 2. Excellent problem-solving skills 3. People management experience 4. Planning and organizational skills

Special Projects Lead

Job Title: Special Projects Lead	Reports To: Head of PMO
Division: PMO	Grade: ICTA 5
Direct Reports: Special Projects Officer	Date: May,2018
Responsible for:	
Overall coordination of special ICT projects in Government	
Key Tasks	
<ol style="list-style-type: none"> 1. Oversee the execution of special ICT projects in Government 2. Ensure that special ICT projects are implemented within the framework of the Government Enterprise Architecture (GEA) 3. Ensure that projects are supported by best practice knowledge and they demonstrate business value and financial viability 4. Track the performance of special ICT projects throughout their lifecycle 5. Ensure that special ICT projects are delivered on time and within budget 	

<ol style="list-style-type: none"> 6. Ensure the hand-over to operational support (Infrastructure Support, Applications Support and Service Management) 7. Ensure business benefits can be realized or that risks inhibiting realization are highlighted 8. Perform any other duties as may be assigned from time to time.
Key Performance Measures
Knowledge, experience and qualifications required
<ol style="list-style-type: none"> 1. Degree in an ICT related field (Computer Science, Information Systems, Technology and Engineering) 2. Seven years' experience in the ICT field, including IT Governance, systems development, implementation and maintenance / enhancements of solutions operational responsibility in a corporate/public sector organization
Personal skills and attributes required
<ol style="list-style-type: none"> 1. Project management skills and ability to prioritize 2. Problem solving skills 3. Management experience in leading and developing an ICT support team 4. Analytical skills; able to evaluate information and situations and take sound decisions 5. Excellent organisational and analytical skills 6. Proven leadership skills

Knowledge Management Lead

Job Title:	Knowledge Management Lead	Reports To:	Head, Standards and Processes
Division:	Standards and Processes	Grade:	ICTA 5
Direct Reports:	-Library and documentation officer - Library and Documentation	Date:	May, 2018

Assistant	
Responsible for:	
Oversees ICT knowledge management and best practice frameworks to guide the efficient and effective implementation of ICT projects.	
Key Tasks	
<ol style="list-style-type: none"> 1. Ensure that all systems documentation, cases and learning from projects carried out at ICTA are properly documented and disseminated 2. Review, analyse and evaluate ICT and user needs for the design, development and implementation of social statistical data processing, presentation and dissemination of statistical information 3. Participate in preparing user requirements and other technical specifications 4. Prepare, update and maintains a documentation framework for ICTA ICT projects 5. Document the successes and failures of each project through a knowledge management framework 6. Perform any other duties as may be assigned from time to time. 	
Key Performance Measures	
Knowledge, experience and qualifications required	
<ol style="list-style-type: none"> 1. Bachelor's degree in Information Science or related degree 2. A minimum of seven years' relevant experience 3. Experience in planning, establishing, and directing a wide range of learning and knowledge-sharing activities that support and advance collaboration, learning, use and adaptation of both evidence-based and experiential knowledge 4. Experience in assessing knowledge-sharing needs and identifying appropriate dissemination and learning activities and programs that promote ICT priorities 	
Personal skills and attributes required	
<ol style="list-style-type: none"> 1. Demonstrated leadership and strong interpersonal skills 2. Strong writing and oral presentation skills 3. Highly motivated, responsible, self-directed, resourceful and flexible 	

4. Creativity and Innovation
5. Able to manage work load and meet deadlines

Special Projects Officer

Job Title:	Special Projects Officer	Reports To:	Special Projects Lead
Division:	PMO	Grade:	ICTA 6
Direct Reports:	Project Assistant	Date:	May, 2018
Responsible for:			
Support the management and execution of special ICT projects in Government			
Key Tasks			
<ol style="list-style-type: none"> 1. Execute special ICT projects according to the standards and expectations of the PMO 2. Prepare and maintain all project documentation such as; initiation, delivery plans and budgets 3. Develop and maintain Programme Plans and reporting documentation as necessary to ensure timely communication and successful delivery of assigned projects. 4. Ensure projects are planned and executed in-line with the PMO approach 5. Risk and issue identification and management 6. Ensure deliverables meet required quality standards 7. Ensure adequate levels of documentation are produced as part of the technical solution 8. Perform any other duties as may be assigned from time to time 			
Key Performance Measures			
Knowledge, experience and qualifications required			
<ol style="list-style-type: none"> 1. Degree in an ICT related field (Computer Science, Information Systems, Technology and Engineering) 2. Five years' experience in the ICT field 			

3. Experience in implementation of ICT projects
Personal skills and attributes required
<ol style="list-style-type: none"> 1. Project management skills and ability to prioritize 2. Problem solving skills 3. Management experience in leading and developing an ICT support team 4. Analytical skills; able to evaluate information and situations and take sound decisions 5. Excellent organizational and analytical skills 6. Proven leadership skills

Standards and Processes Officer

Job Title:	Standards and Processes Officer	Reports To:	Standards and Processes Lead
Division:	Standards and Processes	Grade:	ICTA 6
Direct Reports:	None	Date:	May,2018
Responsible for:			
Supporting the design, development, documentation and dissemination of ICT processes and standards to the whole of Government as well as ensuring that standards are enforced and processes implemented			
Key Tasks			
<ol style="list-style-type: none"> 1. Assist in the design and maintenance of formal Government Enterprise Architecture which is the main design document that specifies the function, scope and organization of Government ICT systems and infrastructure 2. Participate in regulating the design, implementation and use of ICTs in the public service 3. Participate in design and maintenance a formal Government Enterprise Architecture which is the main design document that specifies the function, scope and organization of Government ICT systems and infrastructure 4. Ensure that projects are implemented and GoK ICT systems and infrastructure are carried 			

<p>out using standardized GoK ICT project methodology</p> <p>5. Perform any other duties as may be assigned from time to time.</p>
Key Performance Measures
Knowledge, experience and qualifications required
<ol style="list-style-type: none"> 1. Bachelor's degree in IT related field or equivalent 2. Five years' relevant experience 3. Relevant ICT Certifications
Personal skills and attributes required
<ol style="list-style-type: none"> 1. Good interpersonal communication skills and ability to work with others 2. Planning and organizational skills 3. Highly motivated, responsible, self-directed, resourceful and flexible

Enterprise Applications Maintenance Specialist

Job Title:	Enterprise Applications Maintenance Specialist	Reports To:	Head of Applications
Department/Division:	Applications	Grade:	ICTA 6
Direct Reports:	Enterprise Applications Analyst	Date:	May 2018
Responsible for:			
Maintenance of enterprise applications			
Key Tasks			
<ol style="list-style-type: none"> 1. Responsible for creation of the enterprise system design and functional specifications, writing, coding and testing individual programmes or providing an entirely new software resource using development tools including writing documentation and operating manuals, installing the system and Oversee administration and maintenance of databases. 2. Investigate and resolve enterprise application functionality related issues and provide first level support and troubleshooting of MCDA and ICTA systems and identify 			

modifications needed in existing applications to meet changing user requirements.

3. Manages software licenses and software assets throughout Government MDAs to ensure that they are legally acquired, up to date and protected from risk
4. Assess alignment of requests to business needs, asset lifecycle strategy and enterprise architecture
5. Prioritise requests based on defined set of criteria considering regulatory requirements, business value and criticality
6. Manage the introduction of new or enhance applications or services to end users
7. Undertake analysis of user requirements for implementation of new systems or enhancement of the existing systems
8. Collaborate with vendors and users in undertaking testing of new systems or enhanced systems
9. Manage performance of application vendors
10. Analyze data contained in the corporate database and identify data integrity issues with existing and proposed systems and implement solutions.
11. Write technical procedures and documentation for the applications including operations and user guide, for digitizing Government records.
12. Perform any other duties as may be assigned from time to time.

Key Performance Measures

Knowledge, experience and qualifications required

1. A university degree in Information and Communication Technology (ICT) or in any other ICT related discipline from a recognized institution
2. Five years relevant experience
3. Extensive knowledge of data processing, system coding and enterprise software applications.
4. Technical experience with databases, Web development, and user support.
5. Good background in Data Base design using various development platforms such as Oracle, SharePoint, visual Basic/ studio, C++, CSS, JavaScript, SQL, C#, Java, Linux and .NET. PHP, Oracle, etc.
6. Good working knowledge skills with Microsoft Office Products, Microsoft Visio, and Microsoft Project.
7. Proven knowledge of business analysis, implementation and maintenance of enterprise

applications

8. Relevant experience with ERPs and other enterprise applications
9. Relevant Certification in Enterprise systems

Personal skills and attributes required

1. Analytical skills; able to evaluate information and situations and take sound decisions
2. Project management skills and ability to prioritise
3. Excellent organisational and analytical skills
4. Proven leadership skills

Data Digitization Officer

Job Title:	Data Digitisation Officer	Reports To:	Senior Officer, Information Management
Department/Division:	Applications	Grade:	ICTA 6
Direct Reports:	Data Digitisation Analyst	Date:	May, 2018
Responsible for:			
Responsible for digitization, storage and security of GoK data			
Key Tasks			
<ol style="list-style-type: none">1. Responsible for creation of the system design and functional specifications, writing, coding and testing individual programmes or providing an entirely new software resource using development tools including writing documentation and operating manuals, installing the system and Oversee administration and maintenance of database servers.2. Investigate and resolve application functionality related issues and provide first level support and troubleshooting of MCDA and ICTA systems and identify modifications needed in existing applications to meet changing user requirements.3. Analyze data contained in the corporate database and identify data integrity issues with existing and proposed systems and implement solutions.4. Write technical procedures and documentation for the applications including			

<p>operations and user guide, for digitizing Government records.</p> <ol style="list-style-type: none"> 5. Undertake validation and verification of all GoK data 6. Conduct business intelligence and data analysis to produce reports and statistics across a range of subjects as required 7. Ensure quality document management services 8. Ensure that GoK data is stored appropriately 9. Supervise the work of Data Digitisation Analysts 10. Perform any other duties as may be assigned from time to time.
<p>Key Performance Measures</p>
<p>Knowledge, experience and qualifications required</p> <ol style="list-style-type: none"> 1. A university degree in Information and Communication Technology (ICT) or in any other ICT related discipline from a recognised institution 2. Professional qualification in database packages 3. Experience with document management and digitisation systems 4. General computing skills, especially in Excel and Access 5. Five years relevant experience
<p>Personal skills and attributes required</p> <ol style="list-style-type: none"> 1. Good interpersonal skills 2. Proven analytical and problem-solving abilities. 3. Ability to effectively prioritize tasks in a high-pressure environment 4. Strong customer service orientation

Planning, Monitoring and Evaluation officer

Job Title:	Planning, Monitoring and evaluation Officer	Reports To:	Head, Planning, Monitoring and Evaluation Officer
Department/Division:	Programmes and Standards	Grade:	ICTA 6

Direct Reports: <ul style="list-style-type: none"> • None 	Date: May,2018
Responsible for:	
Coordinating the development of a comprehensive overall monitoring and evaluation framework, toolkits including performance indicators and benchmarks for each aspect of the organisation’s life to ensure transparency and accountability in compliance with ICTA’s overall strategic directions	
Key Tasks	
<ol style="list-style-type: none"> 1. Participate in the development, review and implementation of the Authority’s Strategic Plan, work plans and performance contracts. 2. Participate in the development and review of the Authorities Strategic Plan. 3. Advice management on the implementation of the strategic plan, workplans and the performance contracts. 4. Participate in the development of the National ICT Masterplans and policies development, and the National budgetary process. 5. Work closely with the Head of Planning, M& E Carrying out strategic management forecasting and corporate planning 6. Participate in the development of monitoring and evaluation policies, procedures, systems and programmes. 7. Ensuring implementation of the monitoring and evaluation of the policies, procedures, systems and programmes. 8. Monitoring and evaluating implementation of projects, programmes and the performance contracts and reporting on the same and reporting on performance and issuing reports. 9. Carrying out monitoring and evaluation activities and liaising with Programme management department to improve on identified gaps in project management activities. 10. Establish and manage a Knowledge Management System. 11. Developing and managing monitoring and evaluation tools required for the Authority. 12. Disseminating Monitoring & Evaluation report findings. 13. Managing development of performance frameworks and indicators and targets in the M&E systems for implementation and tracking. 14. Any other duty assigned. 	

Key Performance Measures
Knowledge, experience and qualifications required
<ol style="list-style-type: none"> 1. Degree in Social Sciences such as Economics, Statistics, Project Management, or related fields. 2. A minimum of five (5) years' experience in monitoring evaluation.
Personal skills and attributes required
<ol style="list-style-type: none"> 1. Effective communication skills 2. Excellent analytical and interpersonal skills along with strong organisational ability 3. Excellent skills to analyze and evaluate a variety of information organize, interpret and present 4. Excellent interpersonal and team working skills and a high degree of computer literacy are preferred 5. Ability to conduct research and to provide practical training in communication strategies, methods and techniques to staff and other stakeholders

Innovations and incubation Officer, ICTA 6

Job Title:	Innovation and Incubation Officer	Reports To:	Senior officer Innovation and Incubation
Division/Department:	Research and Innovation	Grade:	ICTA 6
Direct Reports:	• None	Date:	May 2018
Responsible for:			
Supporting the promotion of innovation and ICT enterprise development			
Key Tasks			
<ol style="list-style-type: none"> 1. Provide support in the development of ICT budgets and manage all ICT operational and capital expenditures by obtaining competitive for research and innovation 2. Assists in carrying out research to identify ICT needs and capacity that will inform the 			

Authority's development of programs, to improve service delivery and identify opportunities for the Authority's growth

3. Assist in promoting innovation in Government for the provision of ubiquitous public sector services that will deliver value to the Government and citizens
4. Assist the division to prepare and implement business development strategies, plans and programmes for the development of ICT in private and public sector
5. Assist in reviewing the business environment regularly and advise top management on the current ICT development and its effect on the economy
6. Participate in innovation-encouraging environment, where employees are open to change and fast to adopt new technologies
7. Assist in Analysing public sector and industry research and innovation requirements and develop long term and short term strategies for implementation
8. Assist in research for the purpose of strategy formulation to ensure global competitiveness - scan local, regional and global developments and advise ICTA leadership on opportunities & threats, evaluate impact to ICTA and suggest adjustments to corporate plans & directions
9. Perform any other duties as may be assigned from time to time.

Key Performance Measures

Knowledge, experience and qualifications required

1. A Bachelor's degree in ICT or related field
2. Five years' relevant experience
3. Experience in an ICT innovation and incubation environment

Personal skills and attributes required

1. Excellent organization and people skills
2. Ability to set priorities, problem-solve, multi-task and work well in a dynamic, rapidly changing environment
3. Project management skills
4. Have proven ability in raising the level of ICT utilization across all functions

5. Have excellent presentation, oral and written communication skills

Internal Auditor

Job Title: Internal Auditor	Reports To: Manager, Internal Audit and Risk
Division/Department: Internal Audit	Grade: ICTA 6
Direct Reports: NA	Date: May, 2018
Responsible for:	
Assisting the Manager, Internal Audit and Risk in fulfilling their governance responsibilities, including ensuring the efficiency, effectiveness of ICTA's internal control systems and governance processes.	
Key Tasks	
<ol style="list-style-type: none">1. Contribute to the preparation of work plans (including risk assessment) and audit programs for internal and external audit exercises2. Prepare detailed audit plans for audit assignments.3. Conducting routine and special audits on the Authority's operations in line with approved policies and procedures.4. Review and check audit papers to ensure adequate audit coverage5. Preparing timely and accurate audit reports and follow up on implementation of recommendations.6. Obtain relevant information required for audits directly or indirectly through examination of records or interviews with staff7. Conduct periodic financial, operational and compliance audits of the different functional units in ICTA8. Assist in the review and evaluation of the system of management controls and assess their adequacy and effectiveness and, where appropriate, make potential recommendations for improvements9. Assess the reliability and effective use of internal controls and assist in reviewing	

administrative procedures
10. Perform any other duties as may be assigned from time to time
Key Performance Measures
Knowledge, experience and qualifications required
<ol style="list-style-type: none"> 1. Bachelor's degree in Commerce/Accounting or related field 2. CPA (K)/ACCA finalist 3. Member of a professional body e.g. Institute of Certified Public Accountants of Kenya 4. Five years' experience in a similar role in a comparable organization
Personal skills and attributes required
<ol style="list-style-type: none"> 1. A strategic mind-set 2. Managerial skills 3. People management skills 4. Problem solving skills 5. Effective communication skills

Database Analyst

Job Title: Database Analyst	Reports To: Database Administrator
Department/Division: Applications	Grade: ICTA 8
Direct Reports: None	Date: May, 2018
Responsible for:	
Assist in administration of Government of Kenya database servers	
Key Tasks	
<ol style="list-style-type: none"> 1. Assist in administration of GoK database servers 	

2. Assist in monitoring and maintaining security and performance needs of databases
3. Assist in developing database documentation including data standards, procedures, and definitions for a data dictionary
4. Participate in ensuring the database management system is kept up to date by managing upgrades and patch updates
5. Assist in database technical support and troubleshooting
6. Apply supplier patches to the databases and ensure that all databases are at the same version and patch level
7. Participate in providing ongoing database technical support.
8. Perform any other duties as may be assigned from time to time.

Key Performance Measures

Knowledge, experience and qualifications required

1. A university degree in Information and Communication Technology (ICT) or in any other ICT related discipline from a recognized institution
2. Two years' relevant experience
3. Relevant database management certifications such as Oracle or SQL server
4. Experience in managing databases

Personal skills and attributes required

1. Good communications skills
2. Excellent problem solving skills
3. People management experience
4. Planning and organizational skills

Data Centre Operations Specialist, ICTA 6

Job Title:	Data Centre Operations Specialist	Reports To:	Data Centre Management Lead
Department/Division:	Infrastructure	Grade:	ICTA 6

Direct Reports:	Data Centre Analyst	Date:	May, 2018
Responsible for:			
Managing the support element of Government data centre facilities			
Key Tasks			
<ol style="list-style-type: none"> 1. Perform routine checks on the availability and integrity of data centre services 2. Responsible for management and maintenance the data centre physical environment including access control, temperature, power management humidity and general housekeeping 3. Ensure all data centre equipment is powered off/on in a controlled manner as per documented procedures during planned outages 4. Respond, action and resolve requests / faults logged both internally and externally 5. Collate data in order to update capacity management reporting 6. A point of contact for users to contact regarding operational constraints related to proposed new solutions as well as involvement in planning the deployment of said solutions 7. Escalation of faults and issues to various internal teams, dependant on the type of fault/issue 8. Ensure data centre support coverage is maintained in accordance with the rota 9. Perform any other duties as may be assigned from time to time. 			
Key Performance Measures			
Knowledge, experience and qualifications required			
<ol style="list-style-type: none"> 1. A university degree in computer science or related field 2. Five years relevant experience working in a large data centre environment 3. Ability to assemble and troubleshoot a multitude of hardware configurations 			
Personal skills and attributes required			
<ol style="list-style-type: none"> 1. Good written and oral communication skills; good interpersonal skills 2. Proven analytical and problem-solving abilities. 3. Ability to effectively prioritize tasks in a high-pressure environment 			

4. Strong customer service orientation
5. Experience working in a team-oriented, collaborative environment

Project Assistant

Job Title: Project Assistant	Reports To: Project Officer
Division: PMO	Grade: ICTA 8
Direct Reports: None	Date: May, 2018
Responsible for:	
Supporting project management of GoK ICT projects	
Key Tasks	
<ol style="list-style-type: none"> 1. Participate in execution of projects according to the standards and expectations of the PMO 2. Assist in ensuring that project beneficiaries are well informed and involved in all project activities 3. Participate in developing prompt reports of project status and progress as per requirements 4. Participate in monitoring and evaluating the project's performance 5. Provide support to any projects undertaken by the team, as necessary 6. Respond to requests for information from members of the project management team 7. Participate in risk and issue identification and management 8. Perform any other duties as may be assigned from time to time. 	
Key Performance Measures	
Knowledge, experience and qualifications required	
<ol style="list-style-type: none"> 1. 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 	

2. Two years working experience in a project management set up
Personal skills and attributes required
<ol style="list-style-type: none"> 1. Creativity and Innovation 2. Good communications skills 3. Excellent problem solving skills 4. Planning and organizational skills

Security Analyst, ICTA 8

Job Title: Security Analyst	Reports To: Applications Specialist	Security
Department/Division: Information Security	Grade: ICTA 6	
Direct Reports: None	Date: May, 2018	
Responsible for:		
Assist in Administration of information security issues		
Key Tasks		
<ol style="list-style-type: none"> 1. Assist in Performing analysis of the network security risks and mitigate of the same 2. Build, implement and deploy network security solutions 3. Participate in information security management incident response - triage, incident analysis, remediation 4. Assist in implementation of data centre security 5. Participate in routine checks to ensure security of data centre 6. Liaise with the Network Security Specialist, Data Centre Specialist and applications Security Specialist in management of routine security. 7. Participate in supporting vendors' security activities to ensure 3rd Party software and development meets GOK standards. 8. Assist in Implementation of applications security. 9. Perform any other duties as may be assigned from time to time. 		

Key Performance Measures
Knowledge, experience and qualifications required
<ol style="list-style-type: none"> 1. A university degree in Information and Communication Technology (ICT) or in any other ICT related discipline from a recognized institution 2. Two years relevant experience 3. Relevant Information security management Certifications
Personal skills and attributes required
<ol style="list-style-type: none"> 1. Good communications skills 2. Excellent problem-solving skills 3. People management experience 4. Planning and organizational skills

Receptionist

Job Title:	Receptionist	Reports To:	Administration Officer
Division/Department:	Human Resource and Administration	Grade:	ICTA 9
Direct Reports:	• None	Date:	May, 2018
Responsible for:			
Receiving and transmitting telephone calls, receiving visitors in ICTA offices and directing them to the relevant offices and responding to general enquiries			
Key Tasks			
<ol style="list-style-type: none"> 1. Operate the switchboard, receive, direct and relay telephone messages and fax messages 2. Direct visitors to the appropriate staff members 3. Enquire as to the nature of calls in order to refer to appropriate person or service 			

4. Answer internal or external calls (local and long distance [and transfer calls
5. As required, take and relay messages
6. Receive and direct visitors and provide assistance to them as required
7. Send messages by fax as required
8. Perform any other duties as may be assigned from time to time.

Key Performance Measures

Knowledge, experience and qualifications required

1. Diploma in Secretarial Studies or Front Office Management
2. Two years' experience in a similar role
3. Computer literate

Personal skills and attributes required

1. Excellent written and spoken communication skills
2. Ability to work in a fast paced environment
3. Excellent customer care skills
4. Planning and organizational skills