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## **AUTHORITY PROFILE**

The Information and Communications Technology Authority (ICTA) is a State Corporation under the Ministry of Information, Communications and Technology. The corporation was established in August 2013.

The Authority is tasked with rationalizing and streamlining the management of all Government of Kenya ICT functions. Its broad mandate entails enforcing ICT standards in Government and enhancing the supervision of its electronic communication. The Authority also promotes ICT literacy, capacity, innovation and enterprise in line with the Kenya National ICT Masterplan 2017.

The Board of ICT Authority now invites applications from suitably qualified and experienced persons with excellent academic credentials to fill the following positions in regions, counties and at ICTA headquarters. The terms of the positions are indicated , the contract terms are for a period of two years from the date of appointment.

### **1.0. Regional Resident Engineer ICTA 6 (1 Position)(Contract)**

The officer will be responsible to the PMO.

#### **a) Job Description**

Duties and responsibilities will entail: -

(i) Coordinate and Supervise project installations in the region. This should include among others:

a. Oversee project schedules, and resources

- b. Prepare and Submit Regular and periodic reports of the project status
- c. Manage the Authorities contractor to ensure adherence to time and quality requirements
- d. Organise and conduct project meetings
- (ii) Ensure all projects work is completed in accordance with ICTA Specifications, standards, processes, and procedures
- (iii) Identify training gaps and develop capacity development measures for team staff in the region
- (iv) Provide technical support and maintenance for Field Operations and government offices in the region.
- (v) Ensure Environmental Health Safety (EHS) and Occupational Safety Health Administration (OSHA) standards are adhered to onsite.
- (vi) Carry out regular project inspections to ensure that its implemented as per the scope, quality and specifications
- (vii) Manage project related environmental and social issues as they arise

**a) Job Specifications**

For appointment to this grade, a candidate must have: -

- (i) Bachelors' Degree in Civil Engineering or in any other related discipline from a recognised institution
- (ii) At least three (3) years proven relevant work experience on supervision of outside plant (OSP) and Inside plant (ISP) fibre installations
- (iii) Membership to a relevant professional body
- (iv) Proficiency in analytical methods
- (v) Meets the provision of Chapter Six of the Constitution
- (vi) Proficient in use of Microsoft Office suite of programs (Word, Excel, Outlook).
- (vii) Excellent planning, organizational, leadership and interpersonal skills.
- (viii) Able to read and interpret optic fibre designs and topology

## **2.0. Network Transmission Designer, ICTA 6 (1 Position)(Contract)**

The officer will be responsible to the PMO.

### **a) Job Description**

Duties and responsibilities will entail: -

- i. Create high level preliminary fibre/telecommunication routes via AutoCAD. Utilize AutoCAD or other specified software to post strand mapping data, complete large fiber designs, and to post fiber designs
- ii. Utilize AutoCAD or similar specified software to post strand mapping data, complete large fibre designs, and to post fibre designs.
- iii. Develop and Produce consistent, high-quality fibre designs and as-builts for use by all stakeholders
- iv. Offer technical assistance in drawing production work such as analysis, fiber optic network design, topology layout, fiber splice plans, cable duct and routing, and calculations on non-routine assignments of substantial variety and complexity
- v. Building BoQs for all the material, equipment and components required for the layout.
- vi. Monitor schedules, budgets and project criteria for physical design and layouts. Organize and maintain all revisions of project drawings, plot files and project-related information in a logical and well-structured manner.
- vii. Other duties as assigned.

### **b) Job Specifications**

For appointment to this grade, a candidate must have: -

- (i) Bachelors' Degree in Electrical, Electronics/Telecommunication/ Technology Engineering or in any other related discipline from a recognised institution
- (ii) At least three (3) years relevant work experience on optic Fiber design
- (iii) Membership to a relevant professional body

- (iv) Meet the provision of Chapter Six of the Constitution
- (v) Proficiency with Google Earth and AutoCAD
- (vi) Strong interpersonal, analytical and communication skills.
- (vii) Strong work ethic, as well as ability to multi-task and have strong attention to detail, under strict timelines.

### **3.0. Enterprise Applications Maintenance Specialist, ICTA 6(I) Position(Permanent and pensionable)**

The officer will report to the Head, Applications and will be responsible for maintenance of enterprise applications.

#### **a) Job Description**

- (i) 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.
- (ii) 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.
- (iii) Manages software licences and software assets throughout Government MDAs to ensure that they are legally acquired, up to date and protected from risk.
- (iv) Assess alignment of requests of requests to business needs, asset lifecycle strategy and enterprise architecture
- (v) Prioritize requests based on defined set of criteria considering regulatory requirements, business value and criticality
- (vi) Manage the introduction of new or enhance applications or services to end users
- (vii) Undertake analysis of user requirements for implementation of new systems or enhancement of existing systems
- (viii) Collaborate with vendors and users in undertaking testing of new systems or enhanced system
- (ix) Analyze data contained in the corporate database and identify data integrity issues with existing and proposed systems and implement solutions.
- (x) Write technical procedures and documentation for the applications including operations and user guide, for digitizing Government records.
- (xi) Perform any other duties as may be assigned from time to time.

## **b) Job Specifications**

- (i) A university degree in Information and Communication Technology (ICT) or in any other ICT related discipline from a recognized institution
- (ii) Five years relevant experience
- (iii) Extensive knowledge of data processing, system coding and enterprise software applications.
- (iv) Technical experience with databases, Web development, and user support.
- (v) 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
- (vi) NET. PHP, Oracle, etc.
  
- (vii) Good working knowledge skills with Microsoft Office Products, Microsoft Visio, and Microsoft Project.
- (viii) Proven knowledge of business analysis, implementation and maintenance of enterprise
- (ix) Relevant experience with ERPs and other enterprise applications
- (x) Relevant Certification in Enterprise systems

## **c) Personal skills and attributes required**

- (i) Analytical skills; able to evaluate information and situations and take sound decisions
- (ii) Project management skills and ability to prioritize
- (iii) Excellent organisational and analytical skills
- (iv) Proven leadership skills

## **4.0. DRIVER ICTA 10( 1 POSITIONS)(CONTRACT)**

### **Job Purpose**

The office is responsible for offering transport assignments in order to ensure appropriate conduct of Authority activities and provision of services within the Authority mandate. This requires that the vehicles are kept in good working condition for usability and safety purposes

### **(a) Job Description**

- (i) Carrying out routine checks on the vehicle's cooling and oil systems, electrical system, tire pressure, brakes, etc;
- (ii) Detecting and reporting malfunctioning of vehicle systems;
- (iii) Maintenance of work tickets for vehicles;
- (iv) Driving the vehicle as authorized;
- (v) Ensuring that the servicing and repairs due are done;

- (vi) Security and safety for the vehicle on and off the road;
- (vii) Safety of the passengers and/or goods therein and maintaining cleanliness of the vehicle.

**b) Requirements**

- (i) KCSE C- Minus
- (ii) Professional certificate
- (iii) Computer skills
- (iv) Served for a minimum of four (4) years accident free driving experience
- (v) Clean driving license free from any endorsement
- (vi) Adequate knowledge of the Highway Code
- (vii) Valid certificate of good conduct and a First Aid certificate lasting for not less than one(1) week.
- (viii) Meets the provision of Chapter 6 of the Constitution