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VACANCIES

The Information and Communication Technology Authority (ICTA) is a State Corporation under the Ministry of Information Communication 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. The three (3) positions will be permanent and pensionable terms of Service.

DESCRIPTION	REF	GRADE	NUMBER	TERMS OF SERVICE
Deputy Director Human Resource Management and Administration	ICTA/DCS/O1/2022	ICTA 3	1	PERMANENT
Deputy Director Planning and, Monitoring and Evaluation	ICTA/DSC/02/2022	ICTA 3	1	PERMANENT
Deputy Director ICT Infrastructure	ICTA/DSS/03/2022	ICTA 3	1	PERMANENT

ICT Authority is an equal opportunity employer. Persons with disability and women are highly encouraged to apply

The following documents will be required during application

1. Application Letter

2. Copy of Academic Certificates

3. Copy of Professional Certificates

4. Copy of Curriculum Vitae

5. Copy of National ID

A detailed analysis of the vacancies can be obtained from

www.icta.go.ke and **www.eaglehr.co.ke**

Email your application letter with a copy of the national Identity Card/ Passport, current detailed CV in PDF format clearly indicating your current position, scanned copies of academic and professional testimonials, current and expected remuneration to the following address:

recruitment@eaglehr.co.ke

Deadline for application is **14th June 2022**

1.0 DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION – ICTA 3 (1 POSITION)

Job Purpose

Human Resource Officers are responsible for the management of the Human Resources function; including formulation, periodic review and implementation of HR policies; compensation and benefits; staff training and development (competent and productive workforce); employee industrial relations; and performance management.

(a) **Job Specifications**

Duties and responsibilities at this level will entail: -

(i)   Coordinating, development, implementation and review of HR policies, rules, regulations, strategies, procedures and guidelines;

(ii)   Coordinating recruitment, staff training and development programmes and industrial relations matters;

(iii)   Providing technical advice on HR issues and interpreting HR policies, rules, regulations and statutes;

(iv) Overseeing human resource management activities including preparation of HR budget, recruitment, selection, placement, promotion, career management, training and development, staff welfare, discipline, salary administration etc.;

(v) Undertaking continuous appraisal and review of the Authority's terms and conditions of service and making recommendations for improvement;

(vi) Coordinating the implementation of the performance management system;

(vii) Overseeing human resource planning and development;

(viii) Analyzing the staffing levels and making proposals for succession planning;

(ix) Overseeing training and development of staff;

(x) Coordinating Training Needs Assessments and ensuring implementation of suitable training programmes;

(xi) Monitoring and evaluating effectiveness of training and development programmes;

(xii) Coordinating development and implementation of Performance Management System;

(xiii) Coordinating development, implementation and review of Career Progression Guidelines;

(xiv) Facilitating human resource planning and succession management;

(xv) Managing the Human Resource Information Management System;

(xvi) Managing employee relations;

(xvii) Maintaining staff discipline;

(xviii) Coordinating staff welfare schemes and programmes;

(xix) Managing the payroll;

(xx) Ensuring compliance with statutes and regulations related to HR;

(xxi) Managing staff separation; and

(xxii) Capacity building and performance management of staff.

(b) **Personal Specifications**

For appointment to this grade, an officer must have: -

(i)   At least nine (9) years relevant work experience in Public or Private Sector, three (3) of which in Management;

(ii)   Bachelor's degree in any of the following fields: Human Resource Management, Industrial Relations, Public Administration, Business Administration, Political Science/Government, Anthropology or any other Social Science from a recognized Institution;

(iii)   Master's degree in any of the Human Resources, Management/Development/Planning, Industrial Relations, Public Administration, Business Administration/Management/Development or any other equivalent qualification from a recognized institution;

(iv) Higher Diploma in Human Resource Management or equivalent qualification from a recognized institution

(v) Leadership Course lasting less than four (4) weeks from a recognized institution;

(vi) Membership to the Institute of Human Resource Management;

(vii) Meets the provision of Chapter Six (6) of the Constitution;

(viii) Certificate in computer application skills; and

(ix) Demonstrated a high degree of professional competence, managerial and administrative capability as reflected in work performance and results.

(c) Competencies and Skills

(i)   Communicating skills;

(ii)   Managing and supervising people;

(iii)   Negotiations;

(iv) Planning and organizing;

(v) Managing performance;

(vi) Budgeting;

(vii) Customer and stakeholder orientation;

(viii) Analyzing and innovating;

(ix) A good understanding of global HR Trends

(x) Coaching and mentoring;

(xi) Strategic mindset and ability to influence

2.0 DEPUTY DIRECTOR PLANNING AND RESEARCH, MONITORING AND EVALUATION – ICTA 3 (1 POSITION)

Job Purpose

The Planning, Monitoring and Evaluation Officers will be responsible for offering guidance on strategic management forecasting and corporate planning as well as monitor and evaluate the implementation of projects, programmes and performance contract, reporting on performance and issuing reports.

(a) **Job Specifications**

This position holder is responsible for providing the Authority's strategic leadership in program's planning, monitoring, evaluation, knowledge management and learning. He/she will be responsible for designing, managing, monitoring and evaluation systems and tools for implementation of the Authority activities, programs and projects. Specific duties will entail: -

(i) Providing overall strategic leadership of Authority's monitoring and evaluation strategies in accordance with the Authority's strategic plan;

(ii) Ensuring quality assurance of all of the ICTA's programmatic work in line with Authority's strategic plan;

(iii) Providing leadership in the development and implementation of Monitoring and Evaluation capacity building strategy;

(iv) Ensuring programming and learning in implementation of the Authority programs;

(v) Ensuring the provision of periodic evidence-based information including statistics to the International Authority Office and Government;

(vi) Overseeing the planning, design and implementation of the M&E division work plan in accordance with the strategic goals of the department;

(vii) Ensuring regular field visits to ensure quality of data collection and management systems and provide solutions; and

(viii) Undertaking overall supervision and performance management of staff in the Division.

(b) **Personal Specifications**

For appointment to this grade, an officer must have: -

(i)   At least nine (9) years relevant work experience in public services or Private Sector, three (3) of which in management;

(ii)   Bachelor's degree in any of the following fields: Economics, Statistics, Commerce, Business Management/Administration, Project Planning and Management, Social Sciences, Actuarial Science or equivalent qualification from a recognized institution;

(iii)   Master's degree in any of the following fields: Project Management, Strategic Management, Economics, Statistics, Commerce, Business Management/Administration, Actuarial Science or equivalent qualification from a recognized institution;

(iv) Certificate in Monitoring and Evaluation Course lasting not less than two (2) weeks from a recognized institution;

(v) Certificate in Statistical Package for Social Sciences (SPSS) or any other relevant statistical package from a recognized institution;

(vi) Certificate in Management course lasting not less than four (4) weeks;

(vii) Met the provision of Chapter Six of the Constitution; 155

(viii) Certificate in computer application skills from a recognized institution; and

(ix) Demonstrated professional competence and managerial capability for effective planning, direction, and coordination of Monitoring and Evaluation activities.

(c) **Competencies and Skills**

(i)   Adaptation skills: ability to work well in a multicultural environment

(ii)   Highly motivated, responsible, self-directed, resourceful and flexible

(iii)   Collaboration and Team work

(iv) Problem solving skills

(v) Partnership and Negotiation skills

(vi) Creativity and Innovation

(vii) Project Management skills

(viii) Strong leadership Skills

(ix) People management skills

3.0 DEPUTY DIRECTOR ICT AND INFRASTRUCTURE – ICTA 3 (1 POSITION)

Job Purpose

The Network Administrators will be responsible for facilitating, regulating the design and implementation of secure ICT Networks

(a) **Job Specifications**

Duties and responsibilities at this level will entail: -

(i)   Ensuring optimal operation of all network hardware and equipment e.g. routers and switches; and

(ii)   Ensuring network connectivity of all servers, workstations, telephony equipment, fax machines, and other network appliances.

(iii)   Overseeing the Monitor and administration of the Network to ensure continues availability of services and respond to any arising network issue.

(iv) Ensuring the Planning, designing and implementing of secure networks.

(v) Collaborating with relevant stakeholders on the development of infrastructure standards.

(vi) Providing guidance on the Application of appropriate software to monitor MCDAs networks and systems.

(vii) Coordinating research on emerging issues on network and systems and recommend appropriate mitigations.

(b) **Personal Specifications**

For appointment to this grade an officer must have: -

(i)   At least nine (9) years relevant work experience in Public Service or private Sector, three (3) of which in Management;

(ii)   Bachelor's degree in any of the following:- Computer Science, Information Technology, Network Administration, Software engineering or related field;

(iii)   Master's degree in any of the following:- Computer Science, Information Technology, Network Administration, Software engineering or related field;

(iv) Leadership Course lasting not less than four (4) weeks from a recognized institution (v)

Professional Diploma/Certificate in any of the following:-

a) CompTIA A+ Certification.

b) CompTIA Network+ Certification.

c) CompTIA Security+ Certification.

d) Cisco CCNA Certification.

e) Cisco CCNP Certification. 83

f) Microsoft Certified Solutions Associate (MCSA)

g) Microsoft Certified Solutions Expert (MCSE)

(vi) Shown merit and ability as reflected in the work performance.

(c) Competencies and Skills

(i) Good interpersonal skills

(ii) Proven analytical and problem-solving abilities.

(iii) Ability to effectively prioritize tasks in a high-pressure environment

(iv) Strong customer service orientation

(v) Experience working in a team-oriented, collaborative environment

(vi) Ability to conduct research into enterprise networking issues and products as required

(vii) People Management Skills

(viii) Proven Leadership skills