

ADVERTISEMENT FOR VACANT POSITIONS

A State institution seeks to recruit professional and competent officers to fill the following vacant positions in its establishment. Applicants must be Kenyan Citizens committed to delivering timely results and ready to work in any part of the country and in very challenging environment, for long hours under minimum supervision. The institution will offer competitive packages to successful candidates.

1. Senior ICT Officer Grade 5 (Ref. 03/2024) 1 Post

Duties and Responsibilities:

The Senior ICT Officer will be responsible to the Principal ICT Officer for developing the institution's Information Security framework and ensuring cyber security health. The officer will design and enforce policies and procedures that protect the Institution's computing infrastructure from all forms of security breaches.

Specific Duties and Responsibilities entail:

- (i) Monitoring information systems operations, activities, functions and making recommendations for improvements in overall planning, efficiency and quality in these areas;
- (ii) Monitoring and analyzing intrusion detection systems (IDS) to identify security issues for remedy;
- (iii) Manage day-to-day support for infrastructure and security components such as network switches, firewalls, and WAN connectivity, VPN and endpoint solutions;
- (iv) Developing, implementing and maintaining of datacenter, data processing platforms and technologies;
- (v) Defining, analyzing and periodically reviewing the cyber security strategy and roadmap based on the evolving threat landscape and ensure risks identified are mitigated;
- (vi) Participating in the identification and documentation of characteristics of existing and possible new potential security incidents and define impact levels;
- (vii) Implementing corrective action for identified security weaknesses or incidents;
- (viii) Coordinating periodic security assessment for projects and devise remedies;
- (ix) Conducting research and development on new areas in security and sensitize members/staff on the same;
- (x) Implementing high availability and disaster recovery strategies in accordance with enterprise Business Continuity Planning (BCP) and Disaster Recovery Planning (DRP) and best practice;
- (xi) Coordinating all procedures necessary to ensure the safety of information systems and to protect systems from intentional or inadvertent access or destruction;
- (xii) Coordinating computer security incident response activities for the Institution, coordinating the investigations, recording and reporting of the incidents;
- (xiii) Coordinating periodic and on-demand system audits and vulnerability assessments, including user accounts, application access, file system and external web integrity scans to determine compliance;
- (xiv) Assisting in planning and execution of incident management and forensics tasks including malware detection, reverse engineering and application intrusion (forensics) analysis;
- (xv) Keeping abreast with current ICT industry trends to enhance efficiency in ICT service delivery.

Person specifications

- (i) Served as ICT Officer I for a minimum period of three (3) years in the Public Service or in a comparable and relevant position in the private sector;
- (ii) A Bachelor's degree in any of the following fields: Computer Science, Information Communication Technology, Bachelor of Business Information Technology, Electronics and Electrical Engineering or equivalent qualification from a recognized University;
- (iii) Membership to a relevant professional body
- (iv) Networking certification in either CCNA, CCNP, CompTIA Network + or equivalent certification;
- (v) Demonstrated competency in the implementation and administration of various security tools such as Firewalls, Intrusion Prevention Systems, Web application firewalls, Anti-DDOS, Antivirus, DLP;
- (vi) Knowledge of Virtualization Technologies such as VMWare, Hyper-V, Red Hat Virtualization.
- (vii) Internationally recognized security certifications in cyber Security, privacy and compliance certifications in either Certified Ethical Hacker (CEH), Certified Information Security Manager (CISM), or Pen Test will be an added advantage;

2. ICT Officer II Grade 7 (Ref. 04/2024) 1 Post

The ICT Officer II will be reporting to the Senior ICT Officer and be responsible for provision of efficient and effective ICT services to the Institution.

Specific Duties and Responsibilities entail:

- (i) Installing and maintaining computer systems;
- (ii) Configuring Local Area Network and Wide Area Network;
- (iii) Developing and updating application systems and carrying out systems analysis;
- (iv) Designing and programming specifications in liaison with users;
- (v) carrying out repairs and maintenance of ICT equipment and associated peripherals;
- (vi) Drawing up hardware specifications for ICT equipment;
- (vii) Configuring new technology communication equipment;
- (viii) Installing, configuring, updating and supporting computer hardware, end-point security, software and utilities, operating systems and applications;
- (ix) Maintaining and controlling user authentication information details for access and security;
- (x) Undertaking end-user training on use of ICT infrastructure, systems and software;
- (xi) Implementing cyber security and data privacy controls and monitoring their effectiveness;
- (xii) Undertaking data backups and disaster recovery activities;
- (xiii) Analyzing, designing, coding, testing and implementing computer programs.

Person Specifications

- i. A Bachelors degree in any of the following fields: Computer Science, Information Communication Technology, Bachelor of Business Information Technology

,Electronics, Electrical Engineering or equivalent qualification from a recognized university.

- ii. Internationally recognised IT professional certifications in any of the following technology domains: computer networking, databases, information systems, cloud technologies, security or IT governance will be added advantage.

3. Accountant II Grade 7 (Ref. 05/2024) 1 Post

Duties and Responsibilities:

The Accountant II will be reporting to the Senior Accountant and will ensure efficient, effective and prudent financial management service to the institution and its stakeholders in compliance to Public Finance Management Act, Public Audit Act, Public Procurement and Disposal Act, International Public Sector Accounting Standards, International Financial Reporting Standards and other regulations.

Specific Duties and Responsibilities entail:

- i. Preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers; and
- ii. Being responsible for safe custody of records and assets.

Person Specifications

For appointment to this grade, a candidate must have:

- i. a Bachelor's degree in Commerce (Accounting or Finance Option), Business Administration (Accounting option) from a recognized institution or its recognized equivalent qualification; OR
- ii. Passed Part II of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualifications

4. Executive Secretary Grade 5 (Ref. 06/2024) 1 Post

Duties and Responsibilities

The Executive Secretary will be responsible to the Principal Administration Officer for provision of effective and efficient office administrative and managerial services to the Institution.

Specific Duties and Responsibilities entail:

- i) Managing Chief Executive diary; meetings, itinerary;
- ii) Operating office machines
- iii) processing data;
- iv) attending to visitors;
- v) handling telephone calls and appointments;
- vi) ensuring security of office records, equipment and documents, including classified materials; and
- vii) preparing responses to routine correspondence;
- viii) guiding and supervising junior secretarial staff.

Personal Specification

For appointment to this grade, a candidate must have:

- i. Served for a minimum period of three (3) years in a middle management position in secretarial services or a comparable position in the Public Service or reputable Private Sector.
- ii. a Bachelor's degree in Secretarial Studies or Business and Office Management or equivalent qualification from a recognized University;
OR
 - Kenya National Examination Council Shorthand III (120 w.p.m)
 - Typewriting III (50 w.p.m)
 - Business English III/Communication II
 - Commerce II
 - Office Management II/Office Administration and Management III
 - Secretarial Duties II

Note: For all the positions, candidates must, in addition, possess the following attributes: high integrity; self-driven and motivated; professionalism; strong communication and good interpersonal skills; ability to make appropriate decisions; be a team player and have respect for diversity; and high ability to maintain confidentiality and secrecy.

Interested Candidates who meet the required qualifications should send their applications with detailed curriculum vitae, copies of academic and professional certificates, copies of appointment and promotional letters and other relevant testimonials, copy of National Identity Card, telephone contact, e-mail address, and names of three referees with their contacts.

The following clearances will be required for successful candidates upon offer of appointment:

1. Higher Education Loans Board (HELB)
2. Kenya Revenue Authority (KRA)
3. Directorate of Criminal Investigation (DCI)
4. Ethics and Anti-Corruption Commission (EACC)
5. Credit Reference Bureau (CRB)
6. Relevant professional body(s) to which the candidate is a member

Applications must clearly indicate the Job Title and Reference Number on both the letter and envelope. The application should be dropped at the Star Newspaper offices located at Lion Place Westland or send to the address below so as to be received on or before **3rd December 2024.**

P.O. Box 74497-00200
NAIROBI

- Only shortlisted candidates will be contacted.
- Women and persons with disabilities are encouraged to apply.