

THE INFORMATION AND COMMUNICATIONS TECHNOLOGY AUTHORITY

RE-ADVERTISEMENT

CHIEF EXECUTIVE OFFICER: JOB REF: ICTA/002/2025

The Information and Communication Technology Authority (ICTA) is a State Corporation under the Ministry of Information and Communication and Technology established under legal notice NO. 183 in August 2013.

The Authority is tasked with rationalizing and streamlining the management of all Government of Kenya ICT functions. Its broad mandate entails Setting and enforcing ICT standards in Government, promoting E-Government services, digital literacy and capacity, ICT innovation and enterprise, ensuring secure ICT infrastructure, supervising ICT projects and managing the Kenya National Spatial Data in line with the Kenya National Digital Master Plan 2022-2032.

To strengthen our management team, we wish to recruit a highly motivated professional to fill the position of:

Chief Executive Officer - ICTA 1

Job purpose

The Chief Executive Officer is responsible to the Board of Directors for the management and administration of all activities of the Authority. In addition, the CEO will provide strategic leadership and direction to the Authority in the management of day-to-day activities in order to achieve ICT Authority's mandate in line with its Strategic Plan and Government Policy.

Job Specifications

The Chief Executive Officer will report to the Board of Directors.

The duties and responsibilities of the Officer will entail:

- i. Providing strategic leadership in accordance with the mandate of the Authority as stipulated in section 5 of the Legal Notice No 183.
- ii. Formulating, implementing and reviewing the Strategic Plan, business plan, annual plan and annual budget of the Authority.
- iii. Coordinating the operations and administrative functions of the Authority.
- iv. Implementing the policies and programs of the Authority and reporting thereon to the Board through timely and accurately prepared Board papers.
- v. Overseeing the implementation of Boards decisions and policies.
- vi. Ensuring effective governance, risk and crisis management in the Authority.
- vii. Ensuring proper management of funds and property of the Authority.
- viii. Developing operations plans and programs for achieving the Authority's objectives.
- ix. Ensuring implementation and fulfilment of the policies and agreed objectives, performance targets and service standards of the Authority.
- x. Providing advice as required on all matters within the Authority.
- xi. Being the spokesperson for the Authority.
- xii. Spearheading the development and implementation of efficient systems that support the effective use of the Authority's Resources.
- xiii. Ensuring effective management of change.
- xiv. Establishing and maintaining sound working relationship with government agencies, customers, development partners to position Kenya globally.

Person Specifications

For appointment to this grade an officer must have:-

Served in a relevant position for at least **fifteen (15) years** working in the Public Service or in the Private Sector; Nine (9) of which in Senior Management position;

- i. Bachelor's degree in any of the following disciplines:- Information Communication Technology, Finance, Law or related field from a recognized institution

- ii. Master's degree in any of the following disciplines: -Information Communication Technology, Finance, Business, Law or related field from a recognized institution.
- iii. Leadership course lasting not less than four (4) weeks from a recognized institution.
- iv. Membership to a relevant professional body;
- v. Certificate in computer application skills;
- vi. Meets the provision of Chapter Six of the Constitution of Kenya 2010.

Competencies and Skills

- i. Communicating with impacts;
- ii. Leading and managing people;
- iii. Applying expertise;
- iv. Planning and organizing;
- v. Leading and managing performance;
- vi. Financial and resource management;
- vii. Customer and Stakeholder orientation;
- viii. Formulating policy, strategies and concepts;
- ix. Leading change programmes and projects
- x. Decision making
- xi. Strategic visioning and entrepreneurial thinking
- xii. Political astuteness and diplomacy
- xiii. Collaboration and partnerships;
- xiv. Coaching and mentoring;
- xv. Persuading and influencing;
- xvi. Relating and networking; and
- xvii. Technological Saviness

Shortlisted candidates will be required to satisfy the requirement of Chapter Six of the Constitution of Kenya 2010 by submitting or having initiated the following valid compliance certificates;

- i. Certificate of Good Conduct from Directorate of Criminal Investigation (DCI);
- ii. Certificate of compliance from Higher Education Loans Board (HELB);
- iii. Tax Compliance Certificate from Kenya Revenue Authority (KRA);
- iv. Current Self Declaration form from Ethics and Anti-Corruption Commission (EACC), and
- v. Certificate from Credit Reference Bureau (CRB).

Duration of appointment

This appointment is for a period of **3 years renewable** once subject to satisfactory performance.

How to Apply

Applications should be submitted to ceorecruitment@icta.go.ke to be received on or before close of business on **Friday, September 26th, 2025**.

ICT Authority is an equal opportunity Employer and Women, Youth and People with disabilities are encouraged to apply.

Only shortlisted applicants will be contacted.