



**COMMUNICATIONS  
AUTHORITY OF KENYA**

## **JOB VACANCY**

### **Director, Human Resource and Administration (REF: CA/HRA/CA3)**

The Communications Authority of Kenya (CA) is the regulatory agency for the ICT industry in Kenya with responsibilities in telecommunications, cyber security, e-commerce, broadcasting, multimedia and postal /courier services. The CA is also responsible for managing the country's numbering and frequency spectrum resources, managing and administering the Universal Service Fund (USF), and safeguarding the interests of users of ICT services.

The Authority is seeking to recruit a highly competent, proactive and self-driven individual to fill the position of Director, Human Resource and Administration.

#### **Terms and Conditions of Service for the Advertised Positions**

The Authority offers a competitive package in line with its Human Resource Policies and Procedures and Public Service Guidelines.

Director-level appointments shall be for a five (5) year contract term renewable subject to satisfactory performance.

The full details of the advertisement can be accessed at <https://www.ca.go.ke/careers>

Documents to be submitted by the applicants

Applications should be accompanied by a detailed curriculum vitae (CV) and copies of relevant academic and professional certificates.

Shortlisted candidates will be required to submit the following documents: -

- i. Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- ii. Certificate of Clearance from the Higher Education Loans Board (HELB).
- iii. Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).
- iv. Dully filled and stamped Self-Declaration/Clearance from the Ethics and Anti-Corruption Commission (EACC).
- v. A Clearance Certificate from an approved Credit Reference Bureau (CRB).

The Self-Declaration form from the EACC should indicate the respective position that is being applied for. Only shortlisted candidates shall be contacted for interviews.

#### **Submission of Applications**

The application letter indicating the specific position should be addressed to:

**The Director General,  
Communications Authority of Kenya,  
P.O. Box 14448,  
Nairobi 00800.**

Applicants are invited to submit applications via email address: [jobs@ca.go.ke](mailto:jobs@ca.go.ke) by **29<sup>th</sup> February, 2024 at 5.00 p.m.** East Africa Time (EAT).

*The Authority is an equal opportunity employer and all qualified Kenyans including Persons Living with Disabilities are encouraged to apply.*

*Canvassing in any form or failure to attach any of the stipulated documents shall lead to automatic disqualification.*

Head Office CA Centre P.O.Box 14448 Nairobi 00800 Mobile: : 0703042000 Email: info@ca.go.ke	Western Regional Office 1 <sup>st</sup> Floor KVDA Plaza P.O.Box 2346 Eldoret 30100 Mobile: 0703042105 Email: wro@ca.go.ke	Coast Regional Office 3 <sup>rd</sup> Floor, NSSF Building P.O.Box 8041 Mombasa 80100 Mobile:0703042152 Email: cro@ca.go.ke	Central Regional Office Ground Floor, Advocates Plaza P.O Box 134 Nyeri 10100 Mobile : 0703042181 Email : cero@ca.go.ke	Nyanza Regional Office 2 <sup>nd</sup> Floor Lake Basin Mall, P.O Box 2016 Kisumu 40100 Mobile: 0703042130 Email: nro@ca.go.ke
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