



ADVERTISEMENT OF VACANT POSITIONS

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 following positions:

No.	Position	Number of positions	Grade
1.	Deputy Director Postal/Courier Licensing: CA/DD-PTS/01/2024	1	CA4
2.	Deputy Director Legal Services: CA/DD-LS/01/2024	1	CA4
3.	Deputy Director, Regulatory Affairs & Governance: CA/DD-LS/02/2024	1	CA4
4.	Deputy Director, Supply Chain Management CA/DD-SCM/01/2024	1	CA4
5.	Deputy Director, Communications & Stakeholder Engagement: CA/DD-CC/01/2024	1	CA 4
6.	Deputy Director, Information Security: CA/DD-ICT/01/2024	1	CA4
7.	Deputy Director, Fund Strategy & Coordination: CA/DD-USF1/01/2024	1	CA4
8.	Deputy Director, Monitoring and Evaluation: CA/DD-USF2/01/2024	1	CA 4
9.	Deputy Director, Standards and Type Approval: CA/DD-STA/01/2024	1	CA 4

ROLE SPECIFICATIONS

ROLE	DEPUTY DIRECTOR FUND STRATEGY DEVELOPMENT & COORDINATION– JOB GRADE CA 4
REPORTING TO:	DIRECTOR UNIVERSAL SERVICE FUND (USF) – JOB GRADE CA 3
LOCATION:	NAIROBI

a) Job Specifications

An officer at this level will work under the guidance of the Director of USF.

Duties and responsibilities will entail:

- i. Research and propose strategies to facilitate the identification of ICT access gaps to inform the development of interventions
- ii. Undertake the development of the Universal Service Fund Strategy and implementation plans
- iii. Develop proposals for inclusion in the Annual Fund project work plans
- iv. Undertake monitoring of the Annual implementation work plans and develop monthly and quarterly reports
- v. Propose strategies for project risk assessment and the appropriate risk management strategies
- vi. Facilitate collection of levies from licensees as per the provisions of the law
- vii. Develop guidelines on identification and entering into partnerships and collaborations with local and international funding partners
- viii. Identify and propose USF project stakeholders at the sector, county, national, and international level
- ix. Research and propose strategies for stakeholders and community engagement in liaison with the relevant departments
- x. Facilitate the implementation of approved liaison activities with the Fund’s local and international partners/donors
- xi. Research and provide input in the development of Fund Project proposals and concept notes
- xii. Draft proposals for Fund Project budget estimates and input into procurement plans
- xiii. Facilitate the undertaking of Fund project pre-feasibility activities to inform the development of project concept notes and proposals in line with the requirements of the Public Investment Management guidelines (2019)
- xiv. Undertaking supervisory role as may be assigned

a) Person Specifications

For appointment to this grade a candidate must have the following: -

- i. A minimum period of ten (10) years in relevant work experience and at least three (3) years in a supervisory role in a position in the Public Service or Private Sector;

- ii. Relevant Bachelors degree in ICT, Applied & Physical Sciences, Humanities & Social Sciences, and Business related studies or equivalent qualification from a recognized institution;
- iii. Relevant Masters degree in ICT, Applied & Physical Sciences, Humanities & Social Sciences, and Business related studies or equivalent qualification from a recognized institution;
- iv. Management course lasting not less than four (4) weeks from a recognized institution or an equivalent leadership development program.
- v. Demonstrated results in work performance; and
- vi. Fulfilled the requirements of Chapter Six of the constitution

b) Key Competencies and Skills

- i. Proficiency in IT
- ii. Strong communication and reporting skills
- iii. Strong leadership skills.
- iv. Project management skills
- v. Mentoring, coaching, and leadership skills
- vi. Attention to detail
- vii. Project Management skills
- viii. Problem-solving and analytical skills

ROLE	DEPUTY DIRECTOR COMMUNICATIONS & STAKEHOLDER ENGAGEMENT – JOB GRADE CA 4
REPORTING TO:	DIRECTOR CORPORATE COMMUNICATIONS – JOB GRADE CA 3
LOCATION:	NAIROBI

Job Summary

The Deputy Director will spearhead the Communications and Stakeholder Engagement section, demonstrating strategic leadership in crafting and executing comprehensive communication and engagement strategies. This role ensures the integration of communication efforts across diverse platforms, enhancing CA’s brand and driving strategic objectives.

Job Specifications

The duties and responsibilities of the officer will entail: -

- i. Oversee the Communications and Stakeholder Engagement Division, setting priorities and managing team activities.
- ii. Coordinate with other internal departments to ensure integrated activity planning and execution.
- iii. Provide strategic direction and leadership in the formulation and execution of all internal and external communication strategies.
- iv. Manage the production of all CA communications, including brand positioning initiatives media campaigns, corporate commercials, and all CA advertisements.
- v. Oversee the creation of publicity materials and educational content, such as fliers, brochures, and documentaries.
- vi. Lead the design and content management for the organization's online presence and social media platforms.
- vii. Develop and implement a comprehensive stakeholder engagement strategy to enhance relationships and ensure alignment with organizational goals.
- viii. Monitor and evaluate the effectiveness of communication and stakeholder engagement programs and activities.
- ix. Manage reputation risks in accordance with corporate guidelines.
- x. Develop strategies to cultivate positive media relations and secure favorable media coverage.
- xi. Implement the Corporate Social Responsibility policy and programs, assessing their impact on the community and organizational objectives.
- xii. Guide the development and enforcement of branding guidelines to maintain a cohesive brand identity.
- xiii. Review and recommend key external communications to stakeholders across all platforms.
- xiv. Draft specialized correspondence, including public and media inquiries response, as well as executive speeches.

b) Person Specification

For appointment to this grade, a candidate must: -

- i. Have a minimum of eight (10) years relevant work experience, with at least three (3) years in a Supervisory Role;

- ii. Have a Bachelors Degree in Communications or equivalent qualification from a recognized institution.
- iii. Have a Masters Degree in Communication or equivalent qualification from a recognized institution;
- iv. Be registered with a professional body such as PRSK from a recognized institution;
- v. Fulfill the requirements of Chapter Six of the Constitution;
- vi. Management course lasting not less than four (4) weeks from a recognized institution or an equivalent leadership development program.

c) Key Competencies and Skills

- i. Strong ability to develop and implement strategic communication plans that align with organizational goals.
- ii. Excellent verbal and written communication skills.
- iii. Planning skills
- iv. Analytical skills
- v. Strong ability to develop and implement strategic communication plans that are aligned with organizational goals.
- vi. Ability to make decisions in a fast-paced environment.
- vii. Team player
- viii. Ethical and integrity
- ix. Strong leadership skills.

ROLE	DEPUTY DIRECTOR INFORMATION SECURITY JOB GRADE CA 4
REPORTING TO:	DIRECTOR INFORMATION COMMUNICATION TECHNOLOGY(ICT) – JOB GRADE CA 3
LOCATION:	NAIROBI

a) Job Specifications

The duties and responsibilities of the officer will entail: -

- i. Developing, reviewing, and ensuring implementation of the ICT Strategy, plans, policies, systems, and procedures in line with the Authority’s strategic plan;
- ii. Providing sound leadership to the staff in the division through work allocation, performance appraisals, and provision of end-user training for capacity development;
- iii. Preparing comprehensive annual budgets (software and hardware acquisition) for approval by the Senior Director, Corporate Resource Management Directorate to ensure the smooth running of the department;
- iv. Monitoring and evaluating ICT projects by reviewing their progress and evaluating the milestones achieved;
- v. Developing and ensuring implementation of accountability structures for systems used in the Authority;

- vi. Establishing and providing standards for acquisition, implementation, and management of ICT networks for the Authority;
- vii. Coordinating technical and functional improvements of the information systems in collaboration with end-users;
- viii. Developing, reviewing, and implementing programs for safeguarding data integrity of all systems and ensuring system availability through the necessary technical support and upgrades;
- ix. Developing and implementing guidelines on distribution, installation, upgrade, maintenance, and replacement of ICT infrastructure and promoting the use of cost-effective ICT solutions;
- x. Establishing operational linkages with other directorates, departments, and divisions of the Authority to facilitate efficiency.
- xi. Developing, reviewing, and ensuring implementation of the ICT Strategy, plans, policies, systems, and procedures in line with the Authority's strategic plan;
- xii. Providing sound leadership to the staff in the division through work allocation, performance appraisals, and provision of end-user training for capacity development;
- xiii. Preparing comprehensive annual budgets (software and hardware acquisition) for approval by the Senior Director, Corporate Resource Management Directorate to ensure the smooth running of the department;
- xiv. Monitoring and evaluating ICT projects by reviewing their progress and evaluating the milestones achieved;
- xv. Developing, reviewing, and ensuring implementation of disaster recovery and business continuity plans in line with the Authority's strategy and operations;
- xvi. Developing, reviewing, and ensuring implementation of programs for safeguarding data integrity of all systems and ensuring system availability through the necessary technical support/upgrades;
- xvii. Developing, reviewing, and ensuring implementation of the Authority's ICT Systems Disaster Recovery Plan (DRP);
- xviii. Developing, reviewing, and ensuring implementation of the Authority's Business Continuity Plan (BCP);
- xix. Establishing operational linkages with other directorates, departments, and divisions of the Authority to facilitate efficiency.

b) Person Specifications

For appointment to this grade, a candidate must: -

- i. At-least ten (10) years of relevant work experience in the Public or Private sector, At-least three (3) years of which must have been in a management role;
- ii. Bachelor's Degree in any of the following disciplines: - Information Technology, Computer Science, Management Information Systems (MIS), Business IT, Software Engineering, ICT Project Management, Computer Engineering, or any other relevant and equivalent qualification from a recognized Institution;
- iii. Masters Degree in any of the following disciplines: - Information Technology, Computer Science, Management Information Systems (MIS), Business IT,

- Software Engineering, ICT Project Management, Computer Engineering, or any other relevant and equivalent qualification from a recognized Institution;
- iv. PRINCE2, PMP or equivalent Project Management Certification
- v. At least any one (1) certification from relevant professional bodies in either CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSA, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP), CISA, CISM, CGEIT or other equivalent qualifications from a recognized institution;
- vi. Management course lasting not less than four (4) weeks or an equivalent leadership development program.
- vii. Professional Membership as applicable;
- viii. Shown merit and ability as reflected in work performance and results;
- ix. Fulfilled the requirements of Chapter Six of the Constitution.

c) Key Competencies and Skills

- i. Strong communication and reporting skills;
- ii. Strong analytical and numerical skills;
- iii. Strong organization and interpersonal skills;
- iv. Mentoring, coaching, and leadership skills;
- v. Ability to work under pressure, prioritize and multi-task;
- vi. Strong managerial skills and ability to lead teams;
- vii. Professionalism; and
- viii. Ethics and integrity

ROLE	DEPUTY DIRECTOR MONITORING & EVALUATION– JOB GRADE CA 4
REPORTING TO:	DIRECTOR UNIVERSAL SERVICE FUND – JOB GRADE CA 3
LOCATION:	NAIROBI

a) Job Specifications

Duties and responsibilities will entail:

- i. Research and develop draft projects Monitoring and Evaluation (M&E) framework to facilitate implementation of M&E activities and related project post-implementation initiatives
- ii. Facilitate Fund project Monitoring and Evaluation (M&E) activities in line with the requirement of Public Investment Management (2019) guidelines

- iii. Facilitate Fund project post-evaluation activities in line with the requirement of Public Investment Management (2019) guidelines
- iv. Review Fund project Monitoring & Evaluation and Post-implementation report to Management, USAC and the Board
- v. Undertake review of reports on post-project implementation data to inform the development of Universal Service Fund Strategy and implementation plans
- vi. Review proposed inputs into the development of strategies for community engagement
- vii. Participate in the implementation of community engagement activities in line with the approved stakeholders and community engagement strategy
- viii. Participate in Fund Project Implementation Committee and procurement activities
- ix. Analyze reports on post-project evaluation data to inform the development of Fund Project proposals and concept notes
- x. Provide input in the development of Fund Project budget estimates and procurement plans
- xi. Review proposed Fund project pre-feasibility proposals
- xii. Participate in baseline surveys to inform the development of project proposals for approval
- xiii. Facilitate collection of levies from licensees as per the provisions of the law
- xiv. Undertaking supervisory role as may be assigned

b) Person Specifications

For appointment to this grade a candidate must have: -

- i. A minimum period of ten (10) years in relevant work experience and at least three (3) years in a supervisory role in a position in the Public Service or Private Sector;
- ii. Demonstrated ability to manage large-scale turnkey ICT projects is desired
- iii. Bachelors Degree in ICT, Applied & Physical Sciences, Humanities & Social Sciences, and Business related studies or equivalent qualification from a recognized institution;
- iv. Masters degree in ICT, Applied & Physical Sciences, Humanities & Social Sciences, and Business related studies or equivalent qualification from a recognized institution;
- v. Management course lasting not less than four (4) weeks from a recognized institution;
- vi. Demonstrated results in work performance; and
- vii. Fulfilled the requirements of Chapter Six of the constitution

b) Key Competencies and Skills

- i. Proficiency in IT
- ii. Strong communication and reporting skills

- iii. Strong leadership skills.
- iv. Project management skills
- v. Mentoring, coaching, and leadership skills
- vi. Attention to detail
- vii. Project Management skills
- viii. Problem-solving and analytical skills

ROLE	DEPUTY DIRECTOR POSTAL/COURIER LICENSING– JOB GRADE CA 4
REPORTING TO:	DIRECTOR POSTAL AND TELECOM SERVICES – JOB GRADE CA 3
LOCATION:	NAIROBI

a) Job Specifications

Duties and responsibilities at this level will entail

- i. Providing leadership and overseeing the day-to-day management of postal/courier licensing, e-commerce, and National Addressing System (NAS) including postcode affairs
- ii. Managing the function of postal/courier License development
- iii. Directing the development of new Licences by providing technical input with regard to the market structures
- iv. Providing support in dispute resolution with regard to the interpretation of Licence conditions, management of addressing, e-commerce, and postcode operations
- v. Maintaining Licensee registers and ensuring its integrity.
- vi. Developing, validating, and implementing a roadmap for NAS activities.
- vii. Developing, validating, and implementing a roadmap for e-commerce activities.
- viii. In liaison with county addressing units to manage the national addressing database at the national level.
- ix. Working with the County Addressing Units (CAUs) counties and Address Implementation Teams (AITs) at the sub-county level to locate and name roads in accordance with national standards and guidelines;
- x. Oversee compilation and maintenance of an electronic database of property addresses in the country at the national level from counties
- xi. Ensure the National Communications Addressing And Numbering Plan (NCANP) is updated from time to time with addresses and postcodes as may be necessary
- xii. Instituting fines for continued non-compliance in addressing e-commerce activities
- xiii. Identifying specific national interests, developing national positions, and championing the same at international fora, treaty, and non-treaty conferences

b) Person Specifications

For appointment to this grade a candidate must have: -

- i. A minimum period of ten (10) years in relevant work experience and at least three (3) years in a management position in the Public Service or Private Sector;
- ii. Relevant Bachelors degree in Electrical/Electronic/Telecommunications Engineering, Commerce, Economics, relevant physical sciences, or any other related field from a recognized institution
- iii. Relevant Masters degree in Electrical/Electronic/Telecommunications Engineering, Commerce, Economics, Business Management, or any other related field from a recognized institution;
- iv. Management course lasting not less than four (4) weeks from a recognized institution;
- v. Member of a relevant professional body in good standing where applicable.
- vi. Proficiency in computer applications
- vii. Fulfilled the requirements of Chapter Six of the constitution

c) Key Competences

- i. Communication and reporting skills
- ii. Proficiency in computer applications
- iii. Interpersonal skills
- iv. Team player
- v. Ethical and integrity
- vi. Research Proficiency
- vii. Strong leadership skills.

ROLE	DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT– JOB GRADE CA 4
REPORTING TO:	DIRECTOR, SUPPLY CHAIN MANAGEMENT– JOB GRADE CA 3
LOCATION:	NAIROBI

a) Job Specification

Duties and responsibilities at this level shall entail:

- i. Assist in planning, organizing, and coordinating Supply Chain Management activities;
- ii. Assist in developing and reviewing procurement policies and strategies;
- iii. Coordinating the preparation and implementation of the procurement manual and procedures;

- iv. Coordinating the process of disposal of unserviceable, obsolete, and surplus stores and equipment;
- v. Monitoring supplier's performance to assess ability to meet quality and delivery requirements;
- vi. Coordinating periodic market research and surveys are conducted;
- vii. Assist in negotiation efforts in major contracts;
- viii. Initiate preparation of contract documents
- ix. Assist in the implementation and effective use of the e-procurement system;
- x. Ensuring compliance with all regulatory requirements and ethical standards relating to the procurement of goods, services, and works;
- xi. Ensuring timely procurement of goods, services and works;
- xii. Coordinating the implementation of the procurement plan;
- xiii. Consolidating procurement budgets and plans;
- xiv. Ensuring safe custody of procured goods;
- xv. Coordinating preparation and maintenance of assets register, transfer, and valuation;
- xvi. Coordinating periodic stock taking and stock audit is conducted;
- xvii. Assist in coordinating the preparation of statutory reports and
- xviii. Managing and developing staff.

b) Person Specification

For appointment to this grade, a person must have:

- i. At least ten (10) years of related work experience with at least three (3) years experience in a management role;
- ii. Bachelor's degree in any of the following disciplines: Procurement and Supply Chain Management; Purchasing and Supplies Management; Supply Chain Management; Procurement and Contract Management; Logistics and Supply Chain Management; Procurement and Logistics Management, Social Science / Business Administration, Economics, Physical Science, or equivalent qualification from a recognized institution;
- iii. Masters degree in any of the following disciplines: - Procurement, Logistics, and Supply Chain Management; Business Administration, Physical Science, or equivalent qualification from a recognized institution;
- iv. Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Professional qualification and membership of Kenya Institute of Supplies Management (KISM) where applicable; and
- vi. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya.

c) Key Competencies

- i. Excellent communication and reporting skills;
- ii. Mentorship, coaching, and leadership skills;

- iii. In-depth knowledge of the government policies and regulations in public procurement;
- iv. Professional competence in supply chain services;
- v. Proficiency in Computer Applications;
- vi. Strategic thinking;
- vii. Managerial skills and ability to lead teams;
- viii. Interpersonal Skills
- ix. Analytical and negotiation skills;

ROLE	DEPUTY DIRECTOR REGULATORY AFFAIRS & GOVERNANCE – JOB GRADE CA 4
REPORTING TO:	DIRECTOR LEGAL SERVICES
LOCATION:	NAIROBI

Role Scope

The Deputy Director of Regulatory Affairs and Governance is responsible for the management and oversight of the Authority’s governance policies and regulatory compliance. This position plays a crucial role in coordinating the development and implementation of governance standards and legal compliance frameworks, ensuring that the Authority operates within the legal statutes and regulations as mandated under Mwongozo and other relevant laws.

Key Responsibilities:

- Coordinate the development of the Board’s conflict of interest register, work plans, training calendars, and charters as required under Mwongozo.
- Assist in the coordination of board induction, training, and evaluation to ensure directors are well-informed and equipped to fulfill their roles.
- Coordinate the drafting and compilation of board papers, ensuring that all legal issues are accurately presented and that contributions from other departments are integrated effectively.
- Oversee internal legal compliance audits, governance audits, and board evaluations, disseminating recommendations and overseeing the implementation of action plans.
- Review all contracts, leases, pleadings, MOUs, and other legal instruments to ensure they align with the Authority’s standards and legal requirements.

- Coordinate the identification and mitigation of legal risks facing the Authority, enhancing the organization's legal and regulatory posture.
- Ensure compliance with departmental ISO procedures and monitor compliance across the Authority to maintain high standards of regulatory adherence.
- Steer the drafting of the departmental budget, work plan, and strategic plan, ensuring these align with the Authority's objectives and regulatory mandates.
- Coordinate legal and governance compliance assessments for the staff and departments, ensuring consistent adherence to key compliance issues and regulatory requirements.
- Lead, mentor, and develop the legal team to ensure high levels of professionalism and competence in all legal dealings.
- Foster a collaborative work environment within the team and across the Authority.

Person Specification

For appointment to this grade, a candidate must have:

- At least ten (10) years of relevant work experience in Public service or Private sector, three (3) of which must be in a managerial position;
- Bachelor of Laws Degree from a recognized institution;
- Masters Degree in Law or other relevant Social Science from a recognized University;
- Post-graduate Diploma in Law from a recognized institution;
- Advocate of the High Court of Kenya;
- Valid Practicing Certificate;
- Be a member of a Law Society of Kenya (LSK) or any other relevant professional body in good standing;
- Management Course lasting not less than four (4) weeks;
- Proficiency in computer applications; and
- Fulfilled the requirements of Chapter Six of the Constitution of Kenya 2010.

Key Competencies and Skills.

- Proven experience in strategic planning, legal drafting, and compliance management.
- Strong leadership skills and the ability to drive legal and regulatory compliance across a complex organization
- Comprehensive knowledge of Kenyan ICT laws, regulations, and governance frameworks
- Excellent leadership, communication, and interpersonal skills.
- Analytical skills
- Team player & high level of adaptability
- Integrity

ROLE	DEPUTY DIRECTOR STANDARDS AND TYPE APPROVAL– JOB GRADE CA 4
REPORTING TO:	DIRECTOR STANDARDS AND TYPE APPROVAL – JOB GRADE CA 3
LOCATION:	NAIROBI

a) Job Specification

Duties and responsibilities at this level will entail;

- i. Coordinating all matters pertaining to Standards in telecoms, postal & Courier, and Broadcasting- Subsectors.
- ii. Guiding the development and institutionalization of policies, procedures, processes, and strategies on Standards and type approval to ensure efficiency, effectiveness, and improvement of service delivery and operations
- iii. Ensuring regular review of the various ICT standards and guidelines.
- iv. Instituting operational standards for all players in the communications sector
- v. Leading the formulation of ICT standards in line with global trends and update these regularly in line with best practices
- vi. Advising Management on the development of the Authority’s corporate strategy regarding ICT standards
- vii. Overseeing the preparation of Management and Board Papers in respect of ICT standards.
- viii. Develop strategic initiatives for the Standards and Type Approval Division and provide updates to management on key areas of development and progress.
- ix. Advising Management with regards to matters pertaining to the required standards, in regard to the utilization and adoption of new technologies for both the telecommunication, Broadcasting, and Postal sub-sectors.
- x. Responding to stakeholder queries via correspondence and on the phone with regard to standards.
- xi. Providing leadership to staff and overseeing the day-to-day management of the standards and knowledge Management Division.
- xii. Identifying specific national interests, developing national positions, and championing the same at international fora, treaty, and non-treaty conferences

b) Person Specifications

For appointment to this grade a candidate must have: -

- i. A minimum period of ten (10) years in relevant work experience and at least three (3) years in a management position in the Public Service or Private Sector;
- ii. Relevant Bachelors degree in Electrical/Electronic/Telecommunications Engineering, Commerce, Economics, relevant physical sciences, or any other related field from a recognized institution
- iii. Relevant Masters degree in Electrical/Electronic/Telecommunications Engineering, Commerce, Economics, Business Management, or any other related field from a recognized institution;
- iv. Management course lasting not less than four (4) weeks from a recognized institution;
- v. Member of a relevant professional body in good standing where applicable.
- vi. Proficiency in computer applications
- vii. Fulfilled the requirements of Chapter Six of the constitution

b) Person Specifications

For appointment to this grade a candidate must have: -

- i. A minimum period of ten (10) years in relevant work experience and at least three (3) years in a management position in the Public Service or Private Sector;
- ii. Relevant Bachelors degree in Electrical/Electronic/Telecommunications Engineering, Commerce, Economics, relevant physical sciences, or any other related field from a recognized institution
- iii. Relevant Masters degree in Electrical/Electronic/Telecommunications Engineering, Commerce, Economics, Business Management, or any other related field from a recognized institution;
- iv. Management course lasting not less than four (4) weeks from a recognized institution;
- v. Member of a relevant professional body in good standing where applicable.
- vi. Proficiency in computer applications
- vii. Fulfilled the requirements of Chapter Six of the constitution

c) Key Competences

- i. Communication and reporting skills
- ii. Proficiency in computer applications
- iii. Interpersonal skills
- iv. Team player
- v. Ethical and integrity
- vi. Research Proficiency
- vii. Strong leadership skills.

ROLE	DEPUTY DIRECTOR - LEGAL SERVICES– JOB GRADE CA 4
REPORTING TO:	DIRECTOR LEGAL SERVICES & CS
LOCATION:	NAIROBI

Role Scope:

The Deputy Director of Legal Services will oversee and manage the legal operations concerning litigation, conveyancing, and insurance within the Authority. This role is critical in ensuring the Authority's operations comply with legal standards and in safeguarding the Authority's legal interests.

Key Responsibilities:

- Oversee and direct all litigation involving the Authority, including managing external solicitors and legal representatives.
- Provide strategic legal insights and advice on matters brought against or by the Authority.
- Ensure effective risk management in litigation processes and maintain a proactive approach to resolving potential legal issues.
- Manage all conveyancing transactions, including drafting, reviewing, and advising on leases, purchases, and other property dealings.
- Ensure compliance with all statutory and regulatory requirements relating to property and land use within the Authority’s jurisdiction.
- Oversee the Authority’s insurance policies and related procedures.
- Manage claims and renewals, and ensure that all insurance policies meet the Authority's needs and comply with legal standards.
- Provide legal advice on insurance matters, including risk assessment and mitigation strategies.
- Advise the Authority on compliance issues across all departments, ensuring that legal risks are identified and addressed.
- Keep abreast of legislative changes that impact the Authority's operations and communicate these changes effectively to the relevant departments.
- Lead, mentor, and develop the legal team to ensure high levels of professionalism and competence in all legal dealings.
- Foster a collaborative work environment within the team and across the Authority.

Person Specification

For appointment to this grade, a candidate must have:

- At least ten (10) years of relevant work experience in Public service or Private sector, three (3) of which must be in a managerial position;
- Bachelor of Laws Degree from a recognized institution;
- Masters Degree in Law or other relevant Social Science from a recognized University;
- Post-graduate Diploma in Law from a recognized institution;
- Advocate of the High Court of Kenya;
- Valid Practicing Certificate;
- Be a member of a Law Society of Kenya (LSK) or any other relevant professional body in good standing;
- Management Course lasting not less than four (4) weeks;
- Proficiency in computer applications; and
- Fulfilled the requirements of Chapter Six of the Constitution of Kenya 2010.

Key Competencies and Skills.

- Extensive knowledge and experience in litigation, conveyancing, and insurance law.
- Knowledge of Kenyan ICT laws and regulations.
- Excellent leadership, communication, and interpersonal skills.
- Analytical skills
- Team player & high level of adaptability
- Integrity
- Strong leadership skills.

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.

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.

Successful 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). The Self-Declaration form should indicate the position being applied for.
- v. A Clearance Certificate from an approved Credit Reference Bureau (CRB).

APPLICATION PROCESS

Interested and qualified candidates are invited to submit their applications, including a detailed CV, a cover letter, and contact information for three professional references **via the link: <https://bit.ly/45k3AuZ>** on or before **2nd July 2024 at 5.00 p.m.**, East Africa Time (EAT).

Only shortlisted candidates shall be contacted for interviews.

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

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.