



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.	Principal Supply Chain Management Officer CA/PHRO-SCM/01/2024	2	CA5
2.	Principal Communications Officer CA/PHRO-CC/01/2024	1	CA5
3.	Principal Competition Management Officer CA/PHRP-CM/01/2024	1	CA5
4.	Senior Information Security Officer CA/SO-ICT/01/2024	1	CA6
5.	Competition Management Officers CA/CMO-CM/01/2024	2	CA 7
6.	Monitoring and Inspection Officers CA/-MIO-MRIC/01/2024	12	CA8
7.	Numbering, Standards, and Type Approval Officer CA/O-STA/01/2024	1	CA8
8.	Senior Supply Chain Management Assistant CA/SA-SCMR/01/2024	2	CA8

ROLE SPECIFICATIONS

ROLE	PRINCIPAL OFFICER COMPETITION MANAGEMENT–JOB GRADE CA 5
REPORTING TO:	DEPUTY DIRECTOR COMPETITION MANAGEMENT– JOB GRADE CA 4
LOCATION:	NAIROBI

a) Job Specification

An officer at this level will work with the guidance of a Deputy Director.

The duties and responsibilities for this position shall entail:

- i. Reviewing the competition and tariffs regulatory frameworks for the ICT sector in Kenya
- ii. Developing suitable Tariff Cost Models for use by the Authority in the enforcement of tariff regulations
- iii. Participating in undertaking periodic market studies and analyses in the ICT sector
- iv. Providing input in the assessment of competition in the communications sector to define relevant markets and identify competition concerns in each market
- v. Undertaking investigations on Anti-competitive practices and concerns in ICT Sector
- vi. Carry out reviews on market competition with a view to among others designating dominant licensees and propose appropriate and proportionate legal and regulatory remedies to redress identified concerns
- vii. Drafting appropriate regulatory safeguards, guidelines, and market reports for a liberalized ICT market with respect to competition and access to ICT services;
- viii. Evaluating the impact of Government policies (monetary, fiscal, and other international policies) on the development of competition in the ICTs sector;
- ix. Carrying out reviews on mergers and acquisitions in the ICT sector and their impact on competition in the ICT sector
- x. Engaging other government regulatory agencies in the implementation of competition framework in the ICT sector.
- xi. Assessment of regulatory decisions/mechanisms to determine their impact, effectiveness, and efficiency on ICT businesses, consumers, Government macro-economic agenda, and the overall economy.
- xii. Participating in undertaking economic research on emerging regulatory issues in the ICT sector
- xiii. Investigating complaints on tariffs and competition matters.
- xiv. Reviewing the tariffs and interconnection and access regulatory frameworks for the ICT sector in Kenya
- xv. Providing inputs in proposed Models for use by the Authority in the enforcement of interconnection and access regulations.
- xvi. Participating in undertaking periodic market studies and analysis in the ICTs sector
- xvii. Assessing interconnection and access concerns in the ICT Sector and proposing appropriate resolutions/interventions; and

- xviii. Providing inputs in proposed regulatory safeguards, guidelines, and market reports for a liberalized ICT market with respect to interconnection and access to ICT services

b) Person Specification

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in any of the following: Applied and Physical Sciences, Humanities and Social Sciences, Business related fields, or equivalent qualification from a recognized institution;
- ii. Masters Degree in any of the following: Applied and Physical Sciences, Humanities and Social Sciences, Business related fields, or equivalent qualification from a recognized institution is an added advantage;
- iii. At least eight (8) years relevant work experience in Public service or Private sector, three (3) of which must be in a supervisory role;
- iv. Be a member of a relevant professional body, where applicable;
- v. Management Course lasting not less than four (4) weeks;
- vi. Proficiency in computer applications; and
- vii. Fulfilled the requirements of Chapter Six of the Constitution of Kenya 2010.

c) Key Competencies and Skills

- i. Demonstrable knowledge of ICT Economics
- ii. Sound market knowledge with a particular emphasis on ICT regulation
- iii. Good knowledge of network effects and the economics supporting analysis of the digital economy
- iv. An ability to think strategically, to make sense of complexity, and to express thoughts simply both in writing and orally.
- v. Effective consultation and advisory skills
- vi. Analytical skills
- vii. Strong communication and reporting skills
- viii. Mentoring, coaching, and leadership skills
- ix. Interpersonal and negotiation skills
- x. Team player
- xi. Integrity

ROLE	PRINCIPAL OFFICER– ORDER AND CONTRACT MANAGEMENT - JOB GRADE CA 5
REPORTING TO:	DEPUTY DIRECTOR/PROCUREMENT PLANNING AND INVENTORY MANAGEMENT– JOB GRADE CA 4
LOCATION:	NAIROBI

a) Job Specification

Duties and responsibilities at this level shall entail:

- i. Coordinating preparation of contract documents;
- ii. Coordinating the progression of procurement contracts and orders;
- iii. Coordinating implementation and monitoring of contracts in liaison with users;
- iv. Coordinating implementation of procurement policies, regulations, and procedures;
- v. Ensuring internal auditing and evaluation of supply chain management processes and procedures is undertaken;
- vi. Coordinating the identification of unserviceable, obsolete, and surplus stores and equipment for disposal;
- vii. Participating in negotiations of contracts;
- viii. Ensuring effective use of e-procurement system;
- ix. Ensuring compliance with all regulatory requirements and ethical standards relating to the procurement of goods, services, and works;
- x. Undertaking Supervisory roles as may be assigned

b) Person Specification

For appointment to this grade, a person must have:

- i. At least eight (8) years of related work experience with at least three (3) years' experience in a supervisory role;
- ii. Bachelors 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. A 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 is an added advantage;
- iv. Management course lasting not less four (4) weeks from a recognized institution;
- v. Professional qualification and membership of Kenya Institute of Supplies Management (KISM) where applicable;
- vi. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya 2010.

c) Key Competencies and Skills

- i. Proficiency in Computer Applications
- ii. Planning skills
- iii. Communication and reporting skills
- iv. Supervisory skills
- v. Interpersonal skills
- vi. Analytical and negotiation skills
- vii. Team player

ROLE	PRINCIPAL OFFICER–COMPLIANCE AND REPORTING- JOB GRADE CA 5
REPORTING TO:	DEPUTY DIRECTOR/PROCUREMENT AND DISPOSAL MANAGEMENT– JOB GRADE CA 4
LOCATION:	NAIROBI

a) Job Specification

Duties and responsibilities at this level shall entail:

- xi. Coordinating preparation and submission of all internal and external statutory reports
- xii. Publication of tender opportunities and contract awards in the Public Procurement Information Portal
- xiii. Participating in developing and reviewing procurement policies and strategies;
- xiv. Developing the procurement procedures and ISO standards;
- xv. Respond to Audit reports both Internal and external;
- xvi. Ensuring auditing compliance and evaluation of supply chain management processes and procedures is undertaken;
- xvii. Coordinating the identification of unserviceable, obsolete, and surplus stores and equipment for disposal;
- xviii. Participating in negotiations of major contracts;
- xix. Ensuring effective use of e-procurement system;
- xx. Ensuring compliance with all regulatory requirements and ethical standards relating to procurement of goods, services, and works and
- xxi. Undertaking Supervisory roles as may be assigned

b) Person Specification

For appointment to this grade, a person must have:

- vii. At least eight (8) years related work experience with at least three (3) years experience in a supervisory role;
- viii. 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;
- ix. Master’s degree in any of the following disciplines: -Procurement, Logistics, and Supply Chain Management; Business Administration, Physical Science, or equivalent qualification from a recognized institution is an added advantage;
 - x. Management course lasting not less four (4) weeks from a recognized institution;
 - xi. Professional qualification and membership of Kenya Institute of Supplies Management (KISM) where applicable;
 - xii. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya 2010.

c) Key Competencies and Skills

- viii. Proficiency in Computer Applications
- ix. Planning skills
- x. Communication and reporting skills
- xi. Supervisory skills
- xii. Interpersonal skills
- xiii. Analytical and negotiation skills
- xiv. Team player

ROLE	PRINCIPAL OFFICER / COMMUNICATIONS, JOB GRADE CA 5
REPORTING TO:	DEPUTY DIRECTOR COMMUNICATIONS & STAKEHOLDERS ENGAGEMENT– JOB GRADE CA 4
LOCATION:	NAIROBI

a) Job Specifications

The duties and responsibilities of the officer will entail: -

- i. Develop and implement communications policies, strategies, and plans for the Authority and its programs.
- ii. Coordinate the design and execution of consumer and brand awareness campaigns from time to time.
- iii. Ensure branding standards are maintained and observed at all times.
- iv. Coordinate the management of the Authority’s online and social media assets
- v. Develop and curate content and stories for internal and external stakeholders and audiences.
- vi. Liaise with the advertising agency and other contracted consultants to ensure outsourced communications services are delivered on time and to the required standards.
- vii. Support the management of relationships with various stakeholder groups and parties.
- viii. Support reputation risk management, including maintaining and executing a crisis communication plan.

- ix. Draft speeches and special correspondence for the Authority’s leadership for use during industry and corporate events and meetings.
- x. Managing the Authority’s website and social media assets
- xi. Coordinating coverage of corporate and industry events in the digital and news media.
- xii. Undertake communications research to monitor the impact of various communications strategies, campaigns, and programs.
- xiii. Support internal communications within the Authority.

b) Person Specifications

For appointment to this grade, a candidate must: -

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- i. Have a minimum of eight (8) 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. A Masters Degree in Communication or equivalent qualification from a recognized institution is an added advantage;
- iv. Be registered with a professional body such as PRSK from a recognized institution;
- v. Fulfill the requirements of Chapter Six of the Constitution of Kenya 2010;
- vi. Management course lasting not less than four (4) weeks from a recognized institution.

c) Key Competencies and Skills

- i. Proficiency in Computer applications
- ii. Organizational skills
- iii. Communication skills
- iv. Analytical skills
- v. Problem-solving skills

ROLE	SENIOR INFORMATION SECURITY OFFICER – JOB GRADE CA 6
REPORTING TO:	PRINCIPAL INFORMATION SECURITY OFFICER – JOB GRADE CA 5
LOCATION:	NAIROBI

a) Job Specifications

The duties and responsibilities of the Senior Information Security officer will entail: -

- i. Participating in the implementation of the Authority’s ICT strategy, plans, policies, procedures, and the information security program;
- ii. Ensuring that information security is incorporated into all aspects of the Business.
- iii. Implementing the security and disaster recovery aspects of the Authority’s ICT Systems;

- iv. Identify, assess, investigate, and remediate security breaches and other cybersecurity incidents;
- v. Install security measures and operate hardware and software to protect the Authority's Computers, Networks, and Data against threats, such as security breaches, computer malware, Social Engineering, or attacks by cyber-criminals;
- vi. Participate in the maintenance of the ISO/IEC 27001 Certification for the Authority;
- vii. Creating updates and overseeing execution of security assessments and analysis of systems on a daily, weekly, monthly, quarterly, and annual basis;
- viii. Ensure that all Servers and other ICT-related equipment are hardened for compliance and/or industry standards;
- ix. Ensure that all information technology/service diagrams are up to date and appropriately documented;
- x. Guide the Incident Response Team (IRT) in handling information security incidents;
- xi. Perform routine audits of firewall(s), SIEM and log management, intrusion detection and prevention systems, and content filtering controls;
- xii. Ensure all levels of staff are provided with relevant training and advisory materials on information security matters;
- xiii. Participating in testing the Authority's systems backups and test procedures for the disaster recovery process to ensure continuity of operations;
- xiv. Creating patch management plans and upgrades regularly to enhance system hardware and software security in liaison with the System Administration team;
- xv. Monitoring the implementation of ICT System access privileges and matrices, control structures, and proper use of authorized resources;
- xvi. Performing technical risks, vulnerability assessments, and penetration tests to ensure internal security controls operate optimally;
- xvii. Fixing detected vulnerabilities or any security-related noncompliance gaps in liaison with the System and Network Administration team to maintain a high-security standard;
- xviii. Participating in the implementation of security improvements by assessing the current situation; evaluating trends and anticipating requirements;
- xix. Conducting assessment on the security of new applications and programs prior to installation or upgrades;
- xx. Participating in the implementation of Quality Assurance (QA) policies, standards and procedures;
- xxi. Creating System test plans, requirements, scenarios, and test data for use during testing;
- xxii. Creating QA reports and filing Systems bug tickets based on the outcome of QA Test cycles;
- xxiii. Conducting System post-release/ post-implementation testing;
- xxiv. Carrying out cross-functional engagement to ensure quality throughout the System development lifecycle.
- xxv. Carrying out effective Information Security Related Project management

b) Person Specifications

For appointment to this grade, a candidate must: -

- i. At least four (4) years of relevant work experience in the Public or Private sector;

- 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. 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, is an added advantage;
- iv. Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- v. Shown merit and ability as reflected in work performance and results;
- vi. Fulfilled the requirements of Chapter Six of the Constitution of Kenya 2010

c) Key Competencies and Skills

- i. Communication and reporting skills;
- ii. Attention to detail skills;
- iii. Problem-solving and analytical skills;
- iv. Interpersonal and negotiation skills;
- v. Professionalism; and
- vi. Ethical and integrity

ROLE	COMPETITION MANAGEMENT OFFICER – JOB GRADE CA 7
VACANCIES	2 (TWO)
REPORTING TO:	SENIOR OFFICER COMPETITION MANAGEMENT – JOB GRADE CA 6
LOCATION:	NAIROBI

a) Job Specification

This is the entry grade for degree holders in this cadre. An officer at this level will work with the guidance of a senior officer.

The duties and responsibilities will entail, assisting in:

- i. Reviewing the economic policy and technological issues relating to the regulation of the communication sector
- ii. Analyzing information feedback from various consultative processes by the Authority and offering guidance on their incorporation in regulatory decisions
- iii. Providing technical input in the drafting of necessary regulatory safeguards and guidelines for a liberalized communications market with respect to competition, tariffs, interconnection, and access
- iv. Assessing and reviewing regulatory decisions/mechanisms to determine their impact, effectiveness, and implementation on the communications sector
- v. Researching emerging issues in the ICT market
- vi. Developing and reviewing various tariff and cost models, interconnection, and access frameworks
- vii. Responding to information and data requests

b) Person Specification

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in any of the following: Applied and Physical Sciences, Humanities and Social Sciences, Business related fields, or equivalent qualification from a recognized institution;
- ii. Fulfilled the requirements of Chapter Six of the constitution of Kenya 2010.
- iii. 1 year in the grade of Officer II or equivalent

c) Key Competencies and skills

- i. Proficiency in IT;
- ii. Strong communication and reporting skills;
- iii. Interpersonal and negotiation skills;
- iv. Team player; and
- v. Integrity.

ROLE	MONITORING AND INSPECTION OFFICERS CA 8
REPORTING TO:	SENIOR OFFICER CA 6
VACANCIES:	12 (ALL CA REGIONS)

a) Job Specification

Job Summary

The job holder inspects radio network installations and telecommunication facilities, monitors radio communications transmissions/emissions and telecommunication facilities to determine their operational status, compliance with assigned or approved technical parameters, license terms and conditions, guidelines, regulations, and the Act, and resolves harmful radio frequency interference. The job holder also participates in the maintenance of regulatory monitoring tools and facilities

Key Responsibilities

Inspection

- Carry out on-site inspection of radio communication facilities;
- Carry out on-site inspection of telecommunication facilities;
- Carry out on-site measurements of technical parameters of radio communication facilities in aid of licensing or law enforcement;
- Collate, analyze, and prepare reports regarding the activities carried out

Monitoring

- Carry out monitoring of the Quality of Service offered by licensees;
- Perform determination of the location of radio emissions (Direction Finding);
- Monitoring of Licensees' infrastructure rollout obligations;
- Conduct measurements of emissions of transmitter technical parameters of radio communication facilities in aid of licensing or law enforcement;
- Resolution of harmful radio spectrum interference;
- Collate, analyze, and prepare reports regarding the monitoring activities.

Maintenance of the Regulatory Facilities

- Monitor supplier obligations concerning the maintenance of regulatory facilities:
- Carry out preventative maintenance on radio monitoring, telecom monitoring measuring equipment and test gears;
- Carry out limited corrective maintenance on radio monitoring, telecom monitoring measuring equipment, and test gears;
- Collate, analyze, and prepare reports regarding the status of monitoring and measurement facilities.

Other duties:

- Participate in the tender evaluation processes.
- Participate in ad-hoc internal committees in the Authority
- Induction of new staff, students on attachment, and visitors
- Development of specifications for test gears and equipment for procurement for the Authority

PERSON SPECIFICATION

For appointment to this grade, a candidate must have:

- i. Relevant Bachelor's degree in Electrical/Electronic/Telecommunications Engineering, relevant physical sciences, Economics, Commerce, or equivalent qualification from a recognized institution.
- ii. Experience with data engineering and/or analysis will be an added advantage.
- iii. Fulfilled the requirements of Chapter Six of the Constitution of Kenya 2010.

KEY COMPETENCIES AND SKILLS

- Proficiency in IT;
- Strong communication and reporting skills;
- Interpersonal and negotiation skills;

- Team player; and
- Integrity.

ROLE	NUMBERING OFFICER STANDARDS AND TYPE APPROVAL – JOB GRADE CA 8
REPORTING TO:	SENIOR OFFICER STANDARDS AND TYPE APPROVAL – JOB GRADE CA 6
LOCATION:	NAIROBI

a) Job Specifications

This is the entry and training grade for Degree holders in this cadre. Duties and responsibilities in this position shall entail assisting in:

- i. Support the formulation, maintenance, and review of the national Telecommunication Numbering and Addressing plans for Kenya;
- ii. Support the formulation, review, and maintenance of the legal framework with respect to numbering plan;
- iii. Liaising with other sections/ units to ensure those requesting for numbering resource assignments are inspected;
- iv. Identification of suitable numbering resources and drafting of the required numbering assignment letters or authorizations for the Administration;
- v. Initiate requests for review of parameters and redesign of forms in liaison with the compliance team to facilitate collection of periodic telecommunications numbering and addressing utilization information;
- vi. Maintains the database of Numbering Assignments, Reservations, and Reclamations of the telecommunication numbers, and addresses;
- vii. Carry out basic research on numbering development;
- viii. Initiate and participate in the carrying out of periodic audits on the usage of numbering resources;
- ix. Carry out maintenance and monitoring of relevant data on ported numbers.
- x. Receiving and evaluating applications for numbering resources in accordance with the laid down processes and procedures to ensure the applications meet requirements.
- xi. Initiating the development of strategic initiatives for the Numbering Division and providing updates to management on key areas of development and progress.
- xii. Developing and regularly reviewing numbering, planning, and assignment framework
- xiii. Responding to stakeholder queries via correspondence and on the phone with regard to standards.
- xiv. Carrying out planning and assignment of numbers for all communication services in the country

b) Person Specifications

For appointment to this grade a candidate must have: -

- i. Relevant Bachelor's degree in Electrical/Electronic/Telecommunications Engineering, Commerce, Economics, Statistics, or any other related field from a recognized institution.
- ii. Proficiency in computer applications;
- iii. Fulfilled the requirements of Chapter Six of the Constitution.

c) Key Competencies

- Proficiency in IT;
- Strong communication and reporting skills;
- Interpersonal and negotiation skills;
- Team player; and
- Integrity.

ROLE	SENIOR SUPPLY CHAIN MANAGEMENT ASSISTANT- PROCUREMENT COMPLIANCE AND REPORTING – JOB GRADE CA 8
REPORTING TO:	PRINCIPAL OFFICER/PROCUREMENT AND DISPOSAL MANAGEMENT– JOB GRADE CA 5
LOCATION:	NAIROBI

a) Job Specification

The duties and responsibilities of this position shall entail:

- i. Preparation of internal and external statutory reports;
- ii. Publication of tender opportunities and contract awards in the Public Procurement Information Portal;
- iii. Participating in the identification of unserviceable, obsolete, and surplus stores and equipment for disposal;
- iv. Assisting users in preparing tender specifications and Evaluation criteria;
- v. Assisting in the preparation of tenders;
- vi. Implement the procurement procedures and ISO standards;
- vii. Participating in opening and evaluation of tenders;
- viii. Participating in the inspection and acceptance of goods and services;
- ix. Ensuring safe custody of all procurement records and;
- x. Ensuring compliance with all regulatory requirements and ethical standards relating to the procurement of goods, services, and works.

b) Person Specification

For appointment to this grade, a candidate must have:

- i. 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 or equivalent qualification from a recognized institution;
- ii. Membership of Kenya Institute of Supplies Management (KISM); and
- iii. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya 2010.

c) Key Competences

- i. Proficiency in IT;
- ii. Strong communication and reporting skills;
- iii. Interpersonal and negotiation skills;
- iv. Team player; and
- v. Integrity.

ROLE	SENIOR SUPPLY CHAIN MANAGEMENT ASSISTANT-PROCUREMENT PLANNING – JOB GRADE CA 8
REPORTING TO:	PRINCIPAL OFFICER/PROCUREMENT PLANNING AND INVENTORY MANAGEMENT– JOB GRADE CA 5
LOCATION:	NAIROBI

d) Job Specifications

The duties and responsibilities of this position shall entail:

- xi. Participating in the preparation and consolidation of procurement and disposal plans;
- xii. Assist in the drafting of the contracts;
- xiii. Participate in inventory management and issuance
- xiv. Preparation of status reports on implementation of procurement and disposal plans
- xv. Participating in the identification of unserviceable, obsolete, and surplus stores and equipment for disposal;
- xvi. Implement the procurement procedures and ISO standards;

- xvii. Participating in the inspection and acceptance of goods and services;
- xviii. Receiving and processing of suppliers' invoices for payment;
- xix. Ensuring safe custody of all procurement records and;
- xx. Ensuring compliance with all regulatory requirements and ethical standards relating to the procurement of goods, services, and works.

e) Person Specifications

For appointment to this grade, a candidate must have:

- i. 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 or equivalent qualification from a recognized institution;
- ii. Membership of Kenya Institute of Supplies Management (KISM); and
- iii. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya.

f) Key Competences

- i. Proficiency in IT;
- ii. Strong communication and reporting skills;
- iii. Interpersonal and negotiation skills;
- iv. Team player; and
- v. Integrity.

Terms and Conditions of Service

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.