



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	1	CA4
2.	Deputy Director, Legal Services	1	CA4
3.	Deputy Director, Regulatory Affairs & Governance.	1	CA4
4.	Deputy Director, Supply Chain Management	1	CA4
5.	Deputy Director, Communications & Stakeholders Engagement	1	CA 4
6.	Deputy Director, Information Security	1	CA4
7.	Deputy Director, Fund Strategy & Coordination	1	CA4
8.	Deputy Director, Monitoring and Evaluation	1	CA 4
9.	Deputy Director, Standards and Type Approval	1	CA 4
10.	Principal Supply Chain Management Officer	2	CA5
11.	Principal Communications Officer	1	CA5
12.	Principal Competition Management Officer	1	CA5
13.	Senior Information Security Officer	1	CA6
14.	Competition Management Officers	2	CA 7
15.	Monitoring and Inspection Officers	12	CA8
16.	Numbering, Standards and Type Approval Officer	1	CA8
17.	Senior Supply Chain Management Assistant	2	CA8

Terms and Conditions of Service

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

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.

Successful candidates shall be required to submit the following documents: -

- Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- Valid Certificate of Clearance from the Higher Education Loans Board (HELB).
- Valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).
- Duly 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.
- Valid 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 provided online 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.