



**COMMUNICATIONS
AUTHORITY OF KENYA**

VACANCY NOTICE

DIRECTOR GENERAL

The Communications Authority of Kenya (CA) was established under the Kenya Information and Communications Act (KICA) Chapter 411A, with the mandate to regulate the ICT sector in the country.

The Authority is seeking to recruit a highly competent, proactive and self – driven individual to fill the position of the Director General.

The Director General shall be the Chief Executive Officer and secretary to the Board of the Authority and will be responsible for the day-to-day management of the Authority.

Key Responsibilities

Reporting to the Board of Directors, the Director-General shall:

- Be the Chief Executive and Accounting Officer of the Authority.
- Serve as Secretary to the Board of Directors.
- Manage the day-to-day business of the Authority.
- Provide leadership to the Authority.
- Develop and recommend to the Board, the Authority's strategic plans, work plans and annual operating budgets.
- Enhance and maintain proper internal control systems and procedures.
- Foster and maintain effective communication between the Board and Management, all levels of Staff and between the Authority and external stakeholders.
- Spokesperson of the Authority on all operational matters.
- Ensure continuous improvements in the quality and responsiveness of regulatory frameworks adopted by the Authority from time to time.
- Ensure industry stakeholders comply with the regulatory frameworks
- Foster favourable stakeholder engagements for the Authority.
- Ensure continuous achievement of the Authority's mission, vision, operating goals and objectives.
- Maintain a conducive work environment that attracts, retains and motivates skilled and talented employees.
- Foster a corporate culture that promotes implementation of ethical and good corporate governance practices.
- Ensure compliance with the laws of Kenya.

Minimum Qualifications and Experience

The successful applicant should meet the following specifications:

- Hold a degree in the relevant field from a university recognized in Kenya
- Have at least ten (10) years' experience and knowledge in the relevant field.
- Meet the requirements of Chapter six of the Constitution of Kenya
- Has served in a position of senior management for a period of at least five (5) years
- Meets the requirements of fit and proper test.

Terms and Conditions of Service

The Authority will offer Competitive package in line with the Public Service guidelines. The appointment shall be on four (4) years contract, renewable once, subject to satisfactory performance.

Documents to be submitted

Interested applicants for this position must submit a detailed CV, copies of certificates and other testimonials.

The Shortlisted candidates will be required to submit the following documents during the interviews:

- Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
- Certificate of Clearance from the Higher Education Loans Board (HELB)
- Certificate of Good Conduct from Directorate of Criminal Investigations (DCI) and
- Duly filled and stamped Self Declaration/Clearance Form from the Ethics and Anti-corruption Commission (EACC).

The Self – Declaration form from Ethics and Anti-corruption Commission (EACC) should indicate the **“Director General of Communications Authority of Kenya”** as the State Office for which declaration is being submitted.

Only shortlisted candidates shall be contacted and invited for interviews.

Submission of Application

Applicants are invited to apply and submit applications by **17th June, 2021 by 5.00 pm East Africa Time.**

Applications, quoting **Ref: CA.DG/HCA2021** should be emailed to dgrecruitment@ca.go.ke or the hard copies delivered in a clearly marked and sealed envelope addressed to:

**The Board of Directors
Communications Authority of Kenya
CA Centre, Waiyaki Way
P.O Box 14448
Nairobi 00800**

This advertisement supersedes all previous advertisements for the position

**CA is an equal opportunity employer and all qualified candidates are encouraged to apply.
Canvassing in any form or failure to attach any of the stipulated documents shall lead to automatic disqualification.**

Head Office

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Western Regional Office

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Coast Regional Office

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Central Regional Office

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Nyanza Regional Office

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