



## CAREER OPPORTUNITIES

### 1. ICT Officer, ICT Department

*Ref No. CAK/01.08/2022*

#### **Job Description**

- Operating, supporting, and continual improvement of existing business applications, computer hardware and networks (LAN);
- Providing ICT user administration and support;
- Troubleshooting and repairing of hardware, operating systems and applications;
- Identifying, monitoring and recording frequently occurring problems and liaise with the users, project teams and service providers for their resolution
- Implementing computer security measures and guidelines to safeguard information against malicious or unauthorized access, modification, destruction and virus attacks by ensuring antivirus programs, patches are installed and up to date;
- Maintaining ICT equipment inventory;
- Commissioning new ICT equipment, repairing and maintaining existing equipment such as desktop PCs, laptops, printers, monitors, projectors, PABX, CCTV, Biometric, UPS, video conferencing and other computer equipment;
- Reviewing, testing and evaluating both hardware systems and software solutions to determine their efficiency, reliability, compatibility and updating them as necessary;
- Assisting in implementing of Authority's ICT policies and procedures;
- Conducting staff awareness on technological changes and emerging cyber security risks;
- Maintaining backup of user data, CCTV and biometric data on various media; and
- Coordinating preventive maintenance processes as scheduled.
- Assisting in implementing ISMS & QMS
- Assisting in implementing ERM and BCM
- Assisting in Induction of new staff

#### **Job Specifications**

- Bachelor's Degree in any of the following disciplines: - Computer Science/Business Information Technology, Telecommunication/Electronic Engineering or equivalent qualifications from a recognized institution;
- Certification in Microsoft NAV and CRM;
- Shown merit and ability as reflected in work performance and results;
- Proficiency in computer applications;
- Good Communication skills;





- Interpersonal skills;
- Analytical skills; and
- Fulfilled the requirements of Chapter Six of the Constitution

## 2. INTERNSHIPS

*Ref No. CAK/02.08/2022 – CAK/06.08/2022*

The Authority operates a One-Year Internship Program for fresh University graduates. The objective of the program is to expose graduates joining the labour market to a real work environment to enhance their skillsets and employability.

### **Please Note:**

- a) Only shortlisted applicants will be contacted;
- b) The Authority does not guarantee employment after completion of the Internship Program;
- c) Incomplete applications will not be considered; and
- d) Diversity balance considerations will be applied in the selection process.

### **Academic Qualifications**

- **Consumer Protection** – Bachelor's Degree in any of the following disciplines: - Economics, Law, Business Administration or equivalent qualifications from a recognized institution.
- **Enforcement & Compliance**- Bachelor's Degree in any of the following disciplines: - Economics, Law, Business Administration or equivalent qualifications from a recognized institution.
- **Buyer Power** - Bachelor's Degree in any of the following disciplines: - Economics, Law, Business Administration or equivalent qualifications from a recognized institution.
- **Supply Chain Management** – Bachelor's degree in any of the following disciplines: - Procurement, Purchasing, Supply Chain Management, Logistics, Administration or any equivalent qualification from a recognized Institution.
- **ICT** – Bachelor's degree in any of the following disciplines: - Computer Science/Business Information Technology, Telecommunication/Electronic Engineering or any equivalent qualification from a recognized Institution.





**General requirements:**

- Beneficiaries of the Authority's Young Professionals Program and Internship are not eligible; and
- Must be below 35 years of age.

**HOW TO APPLY**

Interested persons who meet the above requirements are advised to submit their applications to the;

Director-General  
Competition Authority of Kenya  
P O Box 36265 – 00200  
**NAIROBI**

Through;  
Email: [recruitment@cak.go.ke](mailto:recruitment@cak.go.ke)

**A complete application shall include:**

- a) Application letter;
- b) Detailed CV;
- c) Copy of National Identification Card;
- d) Certified copies of Academic and Professional certificates; and
- e) Names and contacts (telephone and e-mail) of three (3) professional referees.

Applications close on **29<sup>th</sup> August, 2022** at **1700hrs**. The Authority will only consider applications containing all the required attachments.

*The Competition Authority of Kenya is “An ALL-Inclusive Employer”*

*Canvassing of any form will lead to automatic disqualification. Only shortlisted applicants will be contacted.*

