



CAREER OPPORTUNITIES

DIRECTORATE OF CORPORATE SERVICES

ICT DEPARTMENT

Position: Senior ICT Officer

Ref No. CAK/04.10/2024

Reports to: Principal ICT Officer

Job Description

Systems Administration

- Administering user accounts, permissions, and access rights on the Active Directory and systems databases.
- Offering service and infrastructure support to users.
- Maintaining on-site and off-site data centres;
- Implementing and updating the data disaster recovery plan and back ups
- Ensuring the availability, capacity, security, stability and performance of all systems in use at the Authority;
- Assisting with researching, planning, implementing and installation of new servers/systems in the ICT environment;
- Controlling access permissions and privileges to various databases
- Recommending periodic upgrades to the systems, database servers and database management systems software's.
- Evaluating and improving ICT Systems and processes to provide a more efficient ICT environment;
- Evaluating and testing new software to ensure its operability on the Authority's network;
- Updating of systems documentation, setups and protocols;
- Designing and carrying out the implementation of back up procedures, security measures and guidelines to safeguard ICT installations and systems against violations either accidental or unauthorized;
- Monitoring performance and managing system parameters to provide fast query responses to front-end users;
- Undertaking back- end organization of data and front-end accessibility for end-users;
- Allocating system storage quotas and advising future storage requirements for the database /file server system;



- Creating system backup schedules and test for their effectiveness.
- Reviewing, test implemented ICT business continuity and Disaster Recovery Plans for the Authority.
- Implementing ERM and BCM within the department
- Implementing ISMS and QMS within the department
- Supervising various ICT outsourced services as per agreed signed SLA's
- Managing and ensure effectiveness of CAK servers and systems, including those hosting ERP, CMS, ICT Helpdesk, SharePoint (for document management), CAK Portals (E-filing portal, Staff HRMS portal, Recruitment portal, eProcurement portal), mobile applications, e-mail and backup servers/systems at the DR site, and their associated operating systems and software;
- Managing and ensuring optimal operation of all network hardware and equipment, including routers, firewall, switches, Wi-Fi devices, UPSs, PABX etc.;
- Managing and ensuring effectiveness of security solutions, including firewalls, anti-virus solutions and intrusion detection systems;

Network Administration

- Initiating development and implementation and reviewing of policies and procedures
- Ensuring the availability, capacity, security, stability and performance of the networking infrastructure in the Authority;
- Monitoring network traffic and ensuring optimal speeds and capacity are being met;
- Updating documentation on networking setups and protocols at the Authority;
- Creating backup for all network configurations;
- Conducting the investigations, dawn raids and seizures in digital evidence gathering in collaboration with other departments.

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;
- Have five (5) years relevant work experience;
- Certification in any of the following CCNA, MCSE/ MCTS/ MCITP/ ITIL/ CCNP/ CEH/ SQL;
- Certification in Microsoft NAV and CRM will be an added advantage;
- Member of a professional body if applicable;
- Knowledge of Programming;
- Good Communication and Interpersonal Skills; and
- Fulfilled the requirements of Chapter Six of the Constitution.

Position: ICT Officer

Ref No. CAK/05.10/2024

Reports to: Principal ICT Officer

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 to be an added advantage.
- Troubleshooting skills
- Programming skills
- Presentation skills
- Interpersonal skills
- Problem solving skills



- Team work
- Multi-tasking skills; and
- Fulfilled the requirements of Chapter Six of the Constitution.





**DIRECTORATE OF PLANNING, POLICY, RESEARCH, RISK AND QUALITY
ASSURANCE**

PLANNING, POLICY AND RESEARCH DEPARTMENT (REGISTRY UNIT)

Position: Assistant Knowledge Management Officer

Ref No. CAK/06.10/2024

Reports to: Manager, Planning, Policy and Research

Job Description

- Implementing records management policies, procedures and guidelines;
- Preparing and reviewing filing classification scheme;
- Developing a filing index system;
- Preparing quarterly reports to inform on the progress, challenges and opportunities in the unit;
- Designing and preparing retention and disposal schedules as per relevant guidelines;
- Initiating records appraisal and disposal schedule of in-active records for approval by relevant committee and subsequent approval by the Kenya National Archives and Documentation Services;
- Developing and maintaining control measures for records covering both physical and electronic security;
- Managing online records storage facility to ensure it is adequate and safe in liaison with ICT;
- Ensuring timely response to internal and external information enquiries;
- Participating in at least one statutory committee; and
- Sensitizing staff on records management.

Job Specifications

- Diploma in information studies/Library Science / Records management/Information management or other relevant and equivalent qualifications from recognized institutions
- Proficiency in computer skills
- Proficiency in Library information systems
- Conversant with the relevant Laws, standards and regulations
- Interpersonal skills



- Ability to maintain confidentiality
- Teamwork skills
- Multitasking skills
- Fulfilled the requirements of Chapter Six of the Constitution



YOUNG PROFESSIONAL PROGRAM

Ref. No. CAK/07.10.2024

The Authority runs a one (1) year Young Professional Programme (YPP) to expose the participants to the **Competition Policy and Law Enforcement** with the objective of motivating and thereof deepening interest and capacity in this field.

Qualifications.

Applicants **MUST** have a minimum of Masters Degree in Law, Economics or Business-related course from a recognized University and **MUST** be below thirty-five (35) years of age.

Terms and Conditions

The successful candidates will be under a one (1) year training contract and will be paid a monthly stipend. At the end of the programme, all the Young Professionals will be required to write a paper on Competition Policy and Law prior to issuance of a certificate. Successful professionals may be absorbed into the permanent workforce of the Authority based on availability of a vacancy.

Requirements of Chapter Six of the Constitution of Kenya.

Shortlisted candidates will be required to obtain and submit copies of clearance certificates from the following Agencies during the interview:

- a) Kenya Revenue Authority
- b) Higher Education Loans Board
- c) Ethics and Anti-Corruption Commission.
- d) Criminal Investigations Department
- e) Credit Reference Bureau
- f) Directorate of Criminal Investigation

HOW TO APPLY

Interested applicants who meet the above requirements are advised to submit their applications quoting the respective Job Reference number through the link below:

<https://forms.gle/X1tLDbD1yZuGa7bQ7>



The application shall include Copy of National Identification Card, Cover letter, Updated Curriculum Vitae (CV), Certified copy of Academic and Professional certificates as one PDF document with your full name on the file.

Applications close on 12th November, 2024 at 1700hours. Only shortlisted candidates will be contacted.

Canvassing of any form will lead to automatic disqualification.

The Competition Authority of Kenya is "An ALL Inclusive Employer"

