



**REPUBLIC OF KENYA
MINISTRY OF INFORMATION, COMMUNICATIONS AND TECHNOLOGY**

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NAIROBI, Kenya**

Ref: MICT/A2/2/4

1st November, 2017

**Hon. Attorney General
All Principal Secretaries
The private Secretary/ Controller of State House
The Secretary/CEO, Public Service Commission of Kenya
The Clerk, National Assembly
The Registrar, High Court of Kenya
The Director General, NYS
All County Governments**

**INTERNAL ADVERTISEMENT FOR VACANCIES IN THE MINISTRY OF
INFORMATION COMMUNICATION AND TECHNOLOGY**

STATE DEPARTMENT OF BROADCASTING AND TELECOMMUNICATIONS

1. Assistant Director, Of Information (Job Group 'P')-One (1) Post
2. Principal Information Officer (Job Group 'N')-Three (3) Posts
3. Principal Photojournalist, Job Group 'N'-One(1) Post
4. Principal Printer, Job Group 'N'-One (1) Post
5. Chief Printer, Job Group 'M'-Two (2) Posts
6. Principal Information Communication Technology Officer, Job Group 'N'-One (1)Post
7. Senior Information Communication Technology Officer, Job Group 'L'-One (1) Post
8. Information Communication Technology Officer I, Job Group 'K'- Two (2)Posts
9. Assistant Director Public Communications Job Group 'P'-One (1) Post
10. Principal Public Communications Job Group 'N'-One (1) Post
11. Chief Public Communications Job Group 'M'-Two (2) Post
12. Assistant Director Public Communications(Government Advertising) Job Group 'P'-One (1) Post

13. Principal Public Communications (Advertising Officer) Job Group 'N'-Four (4) Posts
14. Chief Public Communications Officer (Advertising) Job Group 'M'-Two (2) Post

STATE DEPARTMENT OF ICT & INNOVATION

1. Principal Information Communication Technology Officer Job Group 'N'-One (1) Post
2. Assistant Director Information Communication Technology Job Group 'P'-Two (2) Posts
3. Principal Information Communication Technology Officer Job Group 'N'-One (1) Post
4. Chief Information Communication Technology Officer Job Group 'M'-One (1) Post
5. Senior Information Communication Technology Officer Job Group 'L'-Two (2) Posts
6. Information Communication Technology Officer I Job Group 'K'-Two (2) Posts
7. Assistant Director Of Telephone Service Job Group 'P'-One (1) Post
8. Principal Telephone Supervisor Job Group 'N'-One (1) Post
9. Chief Telephone Supervisor Job Group 'M'-Two (2) Posts
10. Senior Telephone Supervisor Job Group 'L'-One (1) Post
11. Telephone Supervisor I Job Group 'K'-Two (2) Posts
12. Telephone Supervisor Job Group 'J'-Five (5) Posts
13. Senior Telephone Operator Job Group 'H'-Three (3) Posts

Applications are invited from suitably qualified candidates to fill the following positions in the Ministry of Information Communications and Technology. Eligible applicants are requested to complete PSC. 2 form (Revised 2016) and PSC. 2A (Revised 2007). Applications should be submitted to:

**The Cabinet Secretary
Ministry of Information Communication and Technology
P.O. BOX 30025-00100
NAIROBI.**

OR

**Hand delivered to the Director of Human Resource office Telposta Towers
8th Floor room K8-16 on or before 22nd November, 2017.**

Copies of certificates and testimonials should be attached to the form. PSC 2 forms can be downloaded from the Public Service Commission of Kenya Website www.publicservice.go.ke.

Candidates shall be required to produce their original Certificates and original letter of appointment to their current substantive position during the interviews.

**1. ASSISTANT DIRECTOR, OF INFORMATION (JOB GROUP P)-ONE (1) POST:
V/NO.1/11/17
Basic Salary Scale KSHS.81, 940-109,800 P.M**

A. Duties and Responsibilities

Duties and responsibilities will entail:- assisting in the formulation, interpretation and implementation of information policies and strategies; co-ordination of information services ; management of news, information and features; co-ordination of information research and preparation of reports; and co-ordination of provision and uploading of content onto Kenya News Agency (KNA) website and Information Resource Centre.

B. Requirements for appointment

- i. Served in the grade of principal Information Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in any of the following disciplines:- Mass Communication, journalism, Public Relations, Communication Studies, Media Studies/science or photojournalism from a recognized institution;

OR

- Bachelor's Degree in social Science with a postgraduate diploma in Photojournalism, Mass Communication, Journalism, Public Relations, Communication Studies or Media Studies/Science from a recognized Institution.
- iii. Master's Degree in any of the following disciplines:- Mass Communication, Journalism, Public Relations, Communication Studies, Media Studies/Science, Corporate Communications, photojournalism, International Relations, or Social Science from a recognized institution;
 - iv. Certificate in computer application skills from a recognized institution;

- v. Excellent oral and written communication skills' and
- vi. Demonstrated professional competence and managerial capacity as reflected in work performance and results.

**2. PRINCIPAL INFORMATION OFFICER (JOB GROUP N)- THREE (3)POSTS;
V/NO.2/11/17**

Basic Salary Scale KSHS.51, 660-69,990 P.M

A. Duties and Responsibilities

Duties and responsibilities will entail: - managing news, information and features; assisting in the co-ordination of information services; carrying out information research and preparing reports; coordinating the provision and uploading of content onto Kenya News Agency (KNA) website and Information Resource Centre.

In addition, an officer at this level will be expected to handle complex news, information and features that require objective judgment. The officer will also assist in the development of departmental and individual work plans, news gathering strategies, standards and regulations in management of information and supervision of staff and management of resources.

B. Requirements for appointment

- (i) Served in the grade of Chief Information Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines:- Mass Communication, journalism, Public Relations, Communication Studies, Media Studies/science or Photojournalism from a recognized institution;

OR

Bachelor's Degree in social Science with a Postgraduate Diploma in Photojournalism, Mass Communication, Journalism, Public Relations, Communication Studies or Media Studies/Science from a recognized institution;

- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in computer application skills from a recognized institution;
- (v) Excellent oral and written communication skills' and
- (vi) Shown merit and ability as reflected in work performance and results.

**3. PRINCIPAL PHOTOJOURNALIST, JOB GROUP 'N'- ONE (1) POST V/NO.3 /11/17
Basic Salary Scale KSHS.51, 660-69,990 P.M**

A. Duties and responsibilities

Duties and responsibilities will entail:- carrying out research on photography and emerging technologies and providing appropriate strategies; coordinating provision of photographic materials for publishing; caption writing and designing pictures and stories; editing photographs; organizing photographic coverage; determining quality of photographic images, prints and color slides and ensuring documentation of news, information and features through photography.

B. Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in this grade of Chief Photojournalist for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Photojournalism/Photography from a recognized Institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized Institution;
- (iv) Certificate in Computer applications skills from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

**4. PRINCIPAL PRINTER, JOB GROUP 'N'-ONE (1) POST V/NO.4/11/17
Basic Salary Scale KSHS.51, 660-69,990 P.M**

A. Duties and responsibilities

A Principal Printer will be responsible for organization, direction, control, and co-ordination of both routine and non-routine printing matters pertaining to Production Planning and Control, Letter Assembly (Computer), Letter Assembly (Hot Metal), Proof-Reading, Graphic Reproduction and Off-set machine printing, Letter Press Machine Printing and Printing Finishing (Binding) and enforcement of rules and regulations.

B. Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of chief Printer or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- (ii) Bachelors Degree in any of the following disciplines: Technology in printing, Printing Administration, Printing Technology, Engineering and Technology, Print Media, Security Printing Technology or Publishing from a recognized Institution.

OR

Diploma in Printing Technology publishing from a recognized Institution; and Management Course lasting not less than four (4) weeks from a recognized Institution.

OR

City and Guilds from London Institute in printing from a recognized Institution; Management Course lasting not less than four (4) weeks from a recognized Institution

- (iii) Certificate in Computer applications; and
- (iv) Demonstrated Merit and shown ability as reflected in work performance and results.

5. CHIEF PRINTER, JOB GROUP 'M'- TWO (2) POSTS V/NO.5 /11/17 Basic Salary Scale KSHS.44, 750-59,860 P.M

A. Duties and responsibilities

A Chief Superintendent Printer will be responsible for the general supervision of a printing unit. Duties and responsibilities entail monitoring all jobs in the section; preparing work schedules sheets, preparing machine, loading schedule for letter press and litho; reporting faulty machines; handling or proof-reading classified jobs; ensuring quality control and identifying staff for training.

B. Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Senior Superintendent Printer for a minimum period of three (3) years;
- (ii) Attended a Supervisory Skills Course lasting not less than four (4) weeks from a recognized institution;
- (iii) Demonstrated merit and ability in work performance and results.

**6. PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER,
JOB GROUP 'N'- ONE (1) POST V/NO.6/11/17
Basic Salary Scale KSHS.51, 660-69,990 P.M**

A. Duties and Responsibilities

Duties and responsibilities at this level will involve systems development, implementation and allocation; coordinating systems development, implementation and maintenance; carrying out feasibility studies; preparing progress reports of the systems development; evaluating systems and ensuring adherence to established ICT Standards; training and preparing staff performance reports; planning, monitoring and evaluating program/activities within an Information Communication Technology division/Unit; ensuring adherence to Information Communication Technology standards; liaising with user departments to ensure effective maintenance of Information Communication Technology equipment; and reviewing and evaluating hardware maintenance feasibility studies and detailed specifications before implementation.

B. Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Chief Information Communication Technology Officer or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Attended a Management Course lasting not less than four (4) weeks; and
- iii. Demonstrated professional ability, initiative and competence in organizing and directing work.

**7. SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GROUP 'L'-ONE (1) POST V/NO.7 /11/17
Basic Salary KSHS.39, 110-49,180 P.M**

A. Duties and Responsibilities

Duties and responsibilities at this level will involve: carrying out systems analysis, design and programme specifications in liaison with users; developing, implementing and maintaining of systems; ensuring adherence to established ICT standards; supervising and compiling overall systems documentation; and advising on ICT related issues; supervising installation certification, repairs and maintenance of Information Communication Technology equipment and associated peripherals; developing and maintaining ICT standards; recommending and supervising Hardware/Software specifications for Information Communication Technology equipment; logging of problems; drawing and scheduling preventive maintenance; and assisting in feasibility studies as assigned. In addition the officer will train officers working below him/her.

B. Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Information Communication Technology Officer I or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years; and
- (ii) Demonstrated professional ability, initiative and competence in organizing and directing work.

**8. INFORMATION COMMUNICATION TECHNOLOGY OFFICER I, JOB GROUP 'K' – TWO (2) POSTS V/NO.8/11/17
Basic Salary KSHS.34, 260-44,750 P.M**

A. Duties and Responsibilities

Duties and responsibilities at this level will include: installation and maintenance of computer systems; configuration of Local Area Network and Wide Area Network; developing and updating application systems; and carrying out systems analysis, design and programme specifications in liaison with users; carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals; drawing up hardware specifications for Information Communication Technology equipment; verification, validation and certification of Information

Communication Technology equipment; and overseeing the process of configuration of new Information Communication Technology equipment.

B. Requirements for Appointment

For appointment to this grade, a candidate must have a degree in any of the following fields:

- i. Computer Science/ Information Communication Technology or in Electronics/Electrical Engineering from a recognized institution.
- ii. Served in the grade of Information Communication Technology Officer II or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years; and
- iii. Shown merit and ability as reflected in work performance and results.

9. ASSISTANT DIRECTOR OF PUBLIC COMMUNICATIONS JOB GROUP P-ONE (1) POST V/NO.9/11/17

Basic Salary Scale KSHS.81, 940-109,800 P.M

A. Duties and responsibilities

Duties and responsibilities at this level entail:- assist in interpreting and implementing Public Communications policies, strategies and programmes; managing Public Communications activities/events; branding and promoting positive image of the Government ; building relations with media

and diverse publics; monitoring and analyzing media content ; carrying out research on public opinion on specific sectorial areas and providing appropriate strategies; managing production of IEC materials ; events management; participating in development of department/individual work plans; preparing budgets ;coordinating training and development of staff and management of resources.

B. Requirement for appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of principal public communication officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines:- Mass Communication, Public Relations, Communication Studies or Media Studies/Science from a recognized institution;

OR

Bachelor's Degree in Social Science with a Postgraduate Diploma in any of the following discipline: - Mass Communication, Public Relations, Communication Studies or Media Studies/Science from a recognized institution;

- (i) Master's Degree in any of the following disciplines:- Mass Communication, Public Relations, Corporate Communication, Communication Studies, Media Studies, International Relations, or Social Sciences from a recognized institution;
- (ii) Certificate in computer application skills from a recognized institution;
- (iii) Excellent oral and written communication skills' and
- (iv) Shown merit and ability as reflected in work performance and results.

10. PRINCIPAL PUBLIC COMMUNICATIONS OFFICER JOB GROUP N-ONE (1) POST V/NO.10/11/17 Basic Salary Scale KSHS.51, 660-69,990 P.M

A. Duties and responsibilities

Duties and responsibilities at this level will entail:- implementation of communications strategies; undertaking Public Communications research; packaging press releases, statements and supplements and dissemination of information; reviewing and editing of speeches; handling press and public inquiries; event management; managing media relations; managing content development on topical issues; coordinating the provision and uploading of content onto government portal and ministerial websites; supervising staff and managing resource.

B. Requirements for appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Chief Public Communication Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines:- Mass Communication, Public Relations, Communication Studies or Media Studies/Science from a recognized institution;

OR

Bachelor's Degree in Social Science with a Postgraduate Diploma in any of the following discipline: - Mass Communication, Public Relations, Communication Studies or Media Studies/Science from a recognized institution;

- (i) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (ii) Certificate in computer application skills from a recognized institution;
- (iii) Excellent oral and written communication skills' and
- (iv) Shown merit and ability as reflected in work performance and results.

11. CHIEF PUBLIC COMMUNICATIONS OFFICER JOB GROUP M-TWO (2) POSTS V/NO.11/11/17 Basic Salary Scale KSHS.44, 750-59,860 P.M

A. Duties and Responsibilities

Duties and responsibilities at this level will entail:-assist in implementation of communications policies, strategies and Programmes; content development on topical issues; branding and promoting Government image; assisting in the promotion of public participation; undertaking media monitoring; liaising with media and diverse publics; reviewing and editing of speeches; implementation of customer satisfaction surveys; packaging information; packaging press releases, statements and supplements and dissemination; undertaking Public Communications research; scheduling interviews and press conferences; and uploading of content onto institutional websites and the Government Portal.

B. Requirements for appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Senior Public Communication Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines:- Mass Communications, Public Relations, Communication Studies or Media Studies/Science from a recognized institution;

OR

Bachelor's Degree in Social Science with a Postgraduate Diploma in Mass Communications, Public Relations, Communication Studies or Media Studies/Science from a recognized institution;

- (i) Certificate in computer application skills from a recognized institution;
- (ii) Excellent oral and written communication skills' and
- (iii) Shown merit and ability as reflected in work performance and results.

12. ASSISTANT DIRECTOR OF PUBLIC COMMUNICATION GOVERNMENT ADVERTISING) JOB GROUP 'P' - ONE (1) POST. V/NO.12/11/17 Basic Salary Scale KSHS 77,527 -103,894 P. M.

A. Duties and Responsibilities:

Duties and responsibilities at this level will entail: assist in interpreting and implementing Public Communications policies , strategies and programmes ; managing Public Communications activities/events; branding and promoting positive image of the Government ; building relations with media and diverse publics, monitoring and analyzing media content; carrying out research on public opinion on specific sectoral areas and providing appropriate strategies; managing production of IEC materials; events management; participating in development of departmental/individual work plans; preparing budgets; coordinating training and development of staff and management of resources.

B. Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Principal Public Communications Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following : Mass Communications, Public Relations, Communications Studies, Media Studies, Corporate Communications from a recognized institution;

OR

Bachelor`s Degree in Social Sciences with a Postgraduate Diploma in [n any of the following disciplines: Mass Communications, Public Relations, Communication Studies or Media Studies from a recognized institution;

- (i) Masters Degree in any of the following disciplines: Mass Communications, Public Relations, Corporate Communications, Communications Studies, Media Studies, International Relations from a recognized institution;
- (ii) Certificate in computer application skills from a recognized institution;
- (iii) Excellent oral and written communications skills; and
- (iv) Shown merit and ability as reflected in work performance and results.

**13. PRINCIPAL PUBLIC COMMUNICATIONS (GOVERNMENT ADVERTISING OFFICER) JOB GROUP 'N'-FOUR (4) POSTS V/NO.13/11/17
Basic Salary Scale KSHS. 48, 190 -65, 290 P. M.**

A. Duties and Responsibilities:

Duties and responsibilities at this level will entail implementation of communications strategies; undertaking public communications research; packaging press releases, statements and supplements and dissemination of information; reviewing and editing of speeches; handling press and public inquiries; event management; managing media relations; managing content development on topical issues; coordinating the

provision and uploading of content onto Government portal and Ministerial website; supervising staff and managing resources.

B. Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Chief Public Communications Officer for a minimum period of three (3) years;
- (ii) Bachelor`s Degree in any of the following: Mass Communications, Public Relations, Communications Studies, Media Studies, Corporate Communications from a recognized institution;

OR

Bachelor`s Degree in Social Sciences with a Postgraduate Diploma in any of the following disciplines: Mass Communications, Public Relations, Communications Studies or Media Studies from a recognized institution;

- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in computer application skills from a recognized institution;
- (v) Excellent oral and written communications skills; and
- (vi) Shown merit and ability as reflected in work performance and results.

14. CHIEF PUBLIC COMMUNICATIONS (GOVERNMENT ADVERTISING OFFICER) JOB GROUP 'M'- TWO (2) POSTS V/NO.14/11/17 Basic Salary Scale Kshs 41,590 - 55, 840 p. m.

A. Duties and Responsibilities:

Duties and responsibilities will entail: assisting in the implementation of communications policies, strategies and programmes; content development on topical issues; branding and promoting Government image; assisting in the promotion of public participation; undertaking media monitoring; liaising with media and diverse publics; reviewing and editing speeches; assisting in the implementation of customer satisfaction surveys; packaging press releases, statements and supplements for dissemination; undertaking Public Communications research; scheduling interviews and

press conferences; uploading content onto institutional websites and Government portal.

B. Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Senior Public Communications Officer for a minimum period of three (3) years;
- (ii) Bachelor`s Degree in any of the following: Mass Communications, Public Relations, Communications Studies, Media Studies from a recognized institution;

OR

Bachelor`s Degree in Social Sciences with a Postgraduate Diploma in Mass Communications, Public Relations, Communications Studies, Media Studies from a recognized institution;

- (ii) Certificate in computer application skills from a recognized institution;
- (iii) Excellent oral and written communications skills; and
- (iv) Shown merit and ability as reflected in work performance and results.

STATE DEPARTMENT OF ICT & INNOVATION

1. **PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GROUP 'N'-ONE (1) POST V/NO.15/11/17
Basic Salary Scale KSHS.51, 660-69,990 P.M**

A. Duties and responsibilities

Duties and responsibilities at this level will involve systems development, implementation and allocation; coordinating systems development, implementation and maintenance; carrying out feasibility studies; preparing progress reports of the systems development; evaluating systems and ensuring adherence to established ICT Standard; training and preparing staff performance reports; planning, monitoring and evaluating program/activities within an Information Communication Technology division/Unit; ensuring adherence to Information Communication Technology standards; liaising with user departments to ensure effective maintenance of Information Communication Technology equipment; and reviewing and evaluating hardware maintenance feasibility studies and detailed specifications before implementation.

B. Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in this grade of Chief Information Communication Technology or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) attended a Management Course lasting not less than four (4) weeks from a recognized Institution; and
- (iii) Demonstrated a high degree of competence in identifying, designing and monitoring information technology projects.

**2. ASSISTANT DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY,
JOB GROUP 'P'-TWO (2) POSTS V/NO.16/11/17
Basic Salary Scale KSHS.81, 940-109,800 P.M**

A. Duties and responsibilities

An officer at this level will either head a division at the headquarters or an ICT Unit in a Ministry/Department. Duties and responsibilities at the Headquarters will involve planning, monitoring and evaluating program activities; ensuring ICT goals and objectives are met; approving of ICT standards for application; liaising with users to ensure that information processing needs are met; reviewing and evaluating feasibility studies and reports for implementation; management and coordination of the unit; Supervising ICT officers; providing assistance in the development of ICT strategic plans; ensuring that ICT projects are completed within the planned time and budget; ensuring that procedures and standards are adhered to; liaising with heads of Department in the Ministries/Departments in developing and implementing change management initiatives; ensuring that officers are adequately trained; drawing up the budget for the ICT unit; and procurement of ICT equipment and services.

B. Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in this grade of Principal Information Communication Technology Officer or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Master's degree in Computer Science or any other ICT related discipline from recognized institution;
- (iii) Attended a Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized Institution; and
- (iv) Demonstrated a high degree of competence in identifying, designing and monitoring information technology projects.

**2. CHIEF INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GROUP 'M'-ONE (1) POST V/NO.17/11/17
Basic Salary Scale KSHS.44, 750-59,860 P.M**

A. Duties and Responsibilities:

Duties and responsibilities at this level will involve; coordinating systems analysis, design and programme specifications; ensuring timely implementation and effective maintenance of systems; developing reports on ICT standards; and supervising overall systems documentation; taking charge of Information Communication Technology equipment maintenance; preparing progress reports of the Information Communication Technology equipment maintenance; evaluating and recommending on the suitability of Information communication Technology equipment; training of Information Communication Technology Hardware personnel and users; designing Local Area Network (LAN) and Wide Area Network (WAN); and preparing staff performance reports.

B. Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in this grade of Senior Information Communication Technology officer or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years
- (ii) Shown merit and ability as reflected in work performance and results
- (iii) Demonstrated professional ability, initiative and competence in organizing and directing work.

**3. SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GROUP 'L'-TWO (2) POSTS V/NO.18/11/17
Basic Salary KSHS.39, 110-49,180 P.M**

A. Duties and Responsibilities:

Duties and responsibilities at this level will involve; carrying out systems analysis, design and programme specifications in liaison with users;

developing, implementing and maintaining of systems; ensuring adherence to established ICT standards; supervising and compiling overall systems documentation; and advising on ICT related issues; supervising installation certification, repairs and maintenance of Information Communication Technology equipment and associated peripherals; developing and maintaining ICT standards; recommending and supervising Hardware/Software specifications for Information Communication Technology equipment; logging of problems; drawing and scheduling preventive maintenance; and assisting in feasibility studies as assigned. In addition the officer will train officers working below him/her.

B. Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in this grade of Information Communication Technology officer I or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Demonstrated professional ability, initiative and competence in organizing and directing work.

3. INFORMATION COMMUNICATION TECHNOLOGY OFFICER I, JOB GROUP 'K'- TWO (2) POSTS V/NO.19/11/17 Basic Salary KSHS.34, 260-44,750 P.M

A. Duties and Responsibilities:

Duties and responsibilities at this level will include; Installation and maintenance of computer systems; configuration of Local Area Network and Wide Area Network; developing and updating application systems; and carrying out systems analysis, design and programme specifications in liaison with users; carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals; drawing up hardware specifications for Information Communication Technology equipment; verification, validation and certification of Information Communication Technology equipment; and overseeing the process of configuration of new Information Communication Technology equipment.

B. Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in this grade of Information Communication Technology officer II or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Shown merit and ability as reflected in work performance and results.

4. ASSISTANT DIRECTOR TELEPHONE SERVICES JOB GROUP P- ONE (1) POST V/NO.20/11/17

Basic Salary Scale KSHS.81, 940-109,800 P.M

A. Duties and Responsibilities

An officer at this level will be deployed at the Ministry Headquarters and will be responsible to the senior Assistant Director of Telephone Services for the management of Telephone Services; development of training Curricula; coordination of Training Programmes for the Telephone Services personnel; maintenance of establishment records; procurement of government telephone Exchanges; assessment of staffing requirements; and Telephone customer care and Staff welfare.

B. Requirements for Appointment.

For appointment to this grade, an officer must:

- (i) Have served in the grade of Principal Telephone Supervisor or in a comparable and relevant position in the public Service for a minimum period of three (3) years;
- (ii) Have a bachelor's degree in electrical/ Electronics Engineering from a recognized university /Institution;
- (iii) Possess good oral and written communication skills in both English and Kiswahili;
- (iv) Be proficient in Computer application; and
- (iv) Have demonstrated professional and managerial competence in the management of telephone services.

In addition, the officer must possess the following key values and competences;

- (i) Be a team player with excellent interpersonal skills.
- (ii) Have integrity and managerial/administrative commitment skill;

- (iii) Have a clear understanding of Government systems
- (iv) Have a clear understanding of Government systems, process and procedures.

**5. PRINCIPAL TELEPHONE SUPERVISOR JOB GROUP N -ONE (1) POST
V/NO.21/11/17
Basic Salary Scale KSHS.51, 660-69,990 P.M**

A. Duties and Responsibilities

An officer at this level will be deployed at the Ministry Headquarters where duties and responsibilities will entail co-ordination of Telephone exchange operations in Ministries/ Departments; Services; training and development of the telephone Personnel; preparation and updating of training materials/teaching aids; initiating better methods of telephone operation work; and developing appropriate Programmes for monitoring telephone traffic to establish the adequacy of telephone exchange equipment/facilities and staffing levels.

B. Requirement for Appointment

For appointment to this grade, an officer must:

- (i) Have served in the grade of Chief Telephone Supervisor or in a comparable and relevant position in the public service for a minimum period of three years;
- (ii) Have attended and passed an Advanced Supervisory Management Course from recognized institution.
- (iii) Be proficient in computer applications
- (iv) Possess good oral written communication skills in both English and Kiswahili; and
- (v) Have demonstrated professional competence in the management of telephone services in the service and coordination of training Programmes for telephone personnel.

In addition, the officer must possess the following key values and competences:

- (i) Be a team player with excellent interpersonal skills.
- (ii) Have integrity and commitment to producing results;
- (iii) Have creativity and innovativeness, technical problem solving and resource management skills; and

(iv) Have managerial/administrative skills.

**6. CHIEF TELEPHONE SUPERVISOR JOB GROUP M- TWO (2) POSTS
V/NO.22/11/17
Basic Salary Scale KSHS.44, 750-59,860 P.M**

A. Duties and Responsibilities

An officer at this level will be in charge of telephone exchange exceeding ten (10) switchboard positions, a hundred exchange lines and one thousand (1000) extension lines and will be responsible for collection of traffic data for determining adequacy of telephone facilities and staffing levels. Duties and responsibilities will entail supervision of work at switch board; routine telephone work; liaising with Engineers /Technicians for maintenance, accounts section on payment of telephone bills and procurement section for procurement of telephone spare parts and stationery. An officer at this level may also be deployed at the Ministry Headquarters where work in Ministries /Departments; training of telephone operation theory and conducting refresher courses for telephone personnel.

B. Requirement for Appointment

For appointment to this grade, an officer must:

- (i) Have served in the grade of Senior Telephone Supervisor or in a comparable and relevant position in the public service for a minimum period of three years;
- (ii) Have attended and passed a Management Skills development Course from recognized institution.
- (iii) Be proficient in computer applications
- (iv) Possess good oral written communication skills in both English and Kiswahili; and
- (v) Have shown merit and ability as reflected in work performance and results.

In addition, the officer must possess the following key values and competences:

- (i) Be a team player with excellent interpersonal skills.
- (ii) Have integrity and commitment to producing results;
- (iii) Have ability to get along with diverse workforce;
- (iv) Have a good organization and supervisory skills; and

- (v) Have ability to work with minimum supervision

**7. SENIOR TELEPHONE SUPERVISOR JOB GROUP L- ONE (1) POST
V/NO.23/11/17
Basic Salary KSHS.39, 110-49,180 P.M**

A. Duties and Responsibilities

An officer in this level will be in charge of a telephone exchange of seven to ten (7-10) switch board positions with a maximum capacity of one hundred(100) exchange lines and approximately one thousand (1000) extension lines. The officer will be responsible for supervision of work at the switchboard, telephone exchange routine work, preparation of duty / annual leave roster for telephone personnel and collection of telephone traffic data for determining adequacy of telephone facilities and staffing levels. The officer will also liaise with Engineers / technicians on maintenance of telephone exchange equipment / facilities with accounts on payment of bills and suppliers of procurement. The officer may be also be deployed in the ministry of State for Public Service where he or she will be expected to teach operation theory and conduct post-school and refresher training courses for the telephone personnel; supervise telephone exchanges in a number of ministries / departments and assess the performance of telephone exchange equipment / facilities.

B. Requirement for appointment

For appointment to this grade, an officer must:

- (i) Have served in the grade of Telephone Supervisor or in a comparable and relevant position in the public service for a minimum period of three years;
- (ii) Have attended and passed instructor Training Course from recognized institution.
- (iii) Be proficient in computer applications
- (iv) Possess good oral and written communication skills in both English and Kiswahili; and
- (v) Have demonstrated professional competence in work performance and results.

In addition, the officer must possess the following key values and competences:

- (i) Be a team player with excellent interpersonal skills.
- (ii) Have integrity and commitment to producing results;

- (iii) Have ability to get along with diverse workforce;
- (iv) Have a good organization and supervisory skills; and
- (v) Have ability to work with minimum supervision

8. TELEPHONE SUPERVISOR I JOB GROUP K V/NO.24/11/17
Basic Salary KSHS.34, 260-44,750 P.M

A. Duties and Responsibilities:

An officer in this level will be in charge of a telephone exchange of Five to six (5-6) switch board positions with a maximum capacity of sixty (60) exchange lines and approximately six hundred (600) extension lines. The officer will be responsible for supervision of work at the switchboard, telephone exchange routine work, preparation of duty / annual leave rooster for telephone personnel and collection of telephone traffic data for determining adequacy of telephone facilities and staffing levels. The officer will also liaise with Engineers / technicians on maintenance of telephone exchange equipment / facilities with accounts section on payment of bills and suppliers of procurement of telephone facilities/ spare parts and stationeries.

B. Requirement for appointment

For appointment to this grade, an officer must:

- (i) Have served in the grade of Telephone Supervisor II or in a comparable and relevant position in the public service for a minimum period of three years;
- (ii) Have attended and passed instructor Training Course for telephone supervisors lasting not less than four (4) months from a Government Training Institute or any other recognized institution.
- (iii) Be proficient in computer applications
- (iv) Possess good oral and written communication skills in both English and Kiswahili; and
- (v) Have shown Merit and ability in the management of telephone service.

9. TELEPHONE SUPERVISOR II JOB GROUP J- FIVE (5) POSTS V/NO.25/11/17
Basic Salary KSHS.27, 680-32,920 P.M

A. Duties and Responsibilities:

An officer in this level will be in charge of a telephone exchange of three to four (3-4) switch board positions with a maximum capacity of sixty (60)

exchange lines and approximately four hundred (400) extension lines. Specifically, the officer will be responsible for supervision of work at the switchboard, telephone exchange routine work, preparation of duty / annual leave rosters for telephone personnel. In addition, the officer will liaise with Engineers / technicians on maintenance of telephone exchange equipment / facilities, with accounts section on payment of telephone bills and with Section on procurement of telephone facilities/ spare parts and stationery.

Key Results areas

- (i) Supervision of telephone exchange operations
- (ii) Preparation of duty schedule
- (iii) Liaise with maintenance technician
- (iv) Payment of telephone bills
- (v) Procurement of telephone facilities/. Spares
- (vi) Distribute mobile phone airtime to entitled officers

B. Requirement for appointment

- (i) Have served in the grade of Telephone Operator I or in a comparable and relevant position in the public service for a minimum period of three years;
- (ii) Have passed a four months certificate course for government telephone operators from a Government Training Institute or any other recognized institution.
- (iii) Be proficient in computer applications
- (iv) Possess good oral and written communication skills in both English and Kiswahili; and
- (v) Have shown Merit and ability in the management of telephone service.

10. SENIOR TELEPHONE OPERATOR, JOB GROUP 'H'-THREE (3) POSTS V/NO.26/11/17 Basic Salary KSHS.22, 380-27,680 P.M

A. Duties and Responsibilities

Work at this level will include telephone operation duties; routine testing of exchange lines and switchboard facilities; and telephone exchange clerical work. An officer at this level may also be deployed as in-charge of a telephone exchange of one to two (1-2) switchboard positions with a maximum capacity of twenty (20) exchange lines and approximately two

hundred (200) extension lines. At the Exchange, the officer will be responsible for carrying out Head Set Coaching to new entrants; liaising with Telephone Engineers/Technicians on maintenance of telephone equipment/facilities, with Accounts Section on settlement of telephone bills and with Supplies Section on procurement of telephone facilities/spare parts and stationery.

B. Requirements for Appointment

For appointment to this grade, an officer must:

- (i) Have served in the grade of Telephone Operator I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Have passed a four (4) months certificate course for Government Telephone Operators from a Government Training Institute or any other recognized Institution;
- (iii) Be proficient in computer applications;
- (iv) Possess good oral and written communication skills in both English and Kiswahili; and
- (v) Have shown merit and ability as reflected in work performance and results.

J.K. ODHIAMBO
FOR: CABINET SECRETARY