



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

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**Telposta Towers  
P. O. Box 30025- 00100  
NAIROBI, Kenya**

**Ref: MICT/A2/2/4  
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**

**13<sup>th</sup> November, 2017**

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

**STATE DEPARTMENT OF BROADCASTING AND TELECOMMUNICATIONS**

1. Chief Photojournalist (Job Group 'M')-Nine (9) Posts

**STATE DEPARTMENT OF ICT & INNOVATION**

1. Assistant Director Telephone Services Job Group P- One (1) Post
2. Senior Telephone Supervisor Job Group 'L'-One (1) Post
3. Telephone Supervisor Job Group 'J'-Five (5) 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 2016). 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 8<sup>th</sup> Floor room K8-16 on or before 4<sup>th</sup> December, 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](http://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.

**CHIEF PHOTOJOURNALIST (JOB GROUP 'M'). V/NO.27/11/17**

**BASIC SALARY: KSHS 44,750 P. M. - KSHS 59, 860 P.M.**

**A. Duties and Responsibilities:**

Duties and responsibilities will entail: maintaining technical standards for photographs and darkroom studio operations; providing photographs for uploading onto Kenya News Agency (KNA) website and Information Resource Centres; documenting news, information and features through photography; caption writing and designing picture stories; editing photographs; organizing photographic coverage and determining quality of photographic images, prints and colour slides.

**B. Requirements for Appointment**

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

- (i) served in the grade of Senior Photojournalist for a minimum period of three (3) years;
- (ii) Bachelors Degree in photojournalism/Photography from a recognized institution;
- (iii) Certificate in computer applications skills from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

**1. 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 of Arts Degree 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
- (v) Have a clear understanding of government policies, systems, Processes and procedures; and
- (vi) 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.

**(i) Personal Qualities**

- Integrity.
- Self-confidence and decisiveness.
- Creativity and innovation.

- Self- driven and result oriented.

## **(ii) Core Competence**

- Professionalism.
- Conceptual and analytical skills.
- Teamwork.
- Policy and strategy formulation and implementation.
- Customer focus.
- Commitment to continuous learning and professional development..
- Managing performance.
- Resource management skills.
- Interpersonal and communication skills.
- Leadership skills.
- Capacity to embrace emerging technology at work place.
- Monitoring and evaluation.

## **2. 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 posit-school and refresher training courses for the telephone personnel; supervise telephone exchanges in a number of ministries / departments and access 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;
- (v) Be in possession of a Diploma in Telecommunication operations management or its equivalent qualification from a recognized Institution; and
- (vi) Have shown Merit and ability in the management of telephone Service.

**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;

**3. 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 Senior Telephone Operator or in a comparable and relevant position in the public service for a minimum period of three years;
- (ii) Have attended and passed a certificate course for Government telephone Supervisors 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.

**J.K. ODHIAMBO**  
**FOR: CABINET SECRETARY**