



CAREER OPPORTUNITIES

Konza Technopolis Development Authority (KoTDA) is seeking competent, capable, ambitious, self-motivated and dynamic individuals that demonstrate the appropriate expertise and experience to contribute to the development of the Konza Technopolis into a sustainable world class technology hub.

The Mission of Konza Technopolis Development Authority is “*to develop a sustainable smart city and innovation ecosystem contributing to Kenya’s knowledge economy*”. Konza Technopolis as an area of Innovation is especially suited to Education Institutions, Research & Development Centres and Commercial interests in the sectors of **Life sciences, Engineering and Information Technology Enabled Services (ITES)**. To this end the Government Of Kenya has begun the process of upgrading Phase 1 horizontal infrastructure, construction of the KoTDA Hub, the Government cloud infrastructure and establishment of Kenya’s first dedicated research and innovation University. Konza Technopolis is also a special economic Zone with Incentives targeted at participating enterprises.

KoTDA therefore invites qualified Interested individuals to apply for the under listed positions.



	POSITION	GRADE	REF. NO	NO. OF POSTS
1.	Manager Economic Development, Partnerships & Resource Mobilization	3	KoTDA/HR25/2019	1
2.	Manager, Marketing & Corporate Communications	3	KoTDA/HR26/2019	1
3.	Manager, ICT & Smart City Solutions	3	KoTDA/HR27/2019	1
4.	Principal City Management Officer	4	KoTDA/HR28/2019	1
5.	Quality Management & Risk Officer	6	KoTDA/HR29/2019	1
6.	Internal Auditor	6	KoTDA/HR30/2019	1
7.	Investor Facilitation & One Stop Shop Officer	6	KoTDA/HR31/2019	1
8.	Accountant	6	KoTDA/HR33/2019	1
9.	Office Administrator	6	KOTDA/HR34/2019	2
10.	Senior Assistant Supply Chain Management Officer	7	KOTDA/HR35/2019	1
11.	Assistant Property Management Officer	8	KOTDA/HR36/2019	1
12.	Assistant Office Administrator	8	KOTDA/HR37/2019	1
13.	Office Assistant	10	KOTDA/HR38/2019	1
	Total No. Of Posts			14

All applications should include the job title, job ref on the subject line of the application email and must be accompanied with a detailed curriculum vitae and copies of relevant certificates. Shortlisted candidates shall be required to comply with requirements of Chapter six of the constitution.

Interested applicants should apply online at Human Capital Business Solutions: www.hcbskenya.com

All applications should be received before/on **Monday 18th November 2019**.

KoTDA is an equal opportunity employer.

The Authority is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **Therefore, qualified women, youth, the marginalized and people living with disabilities are encouraged to apply.** Only shortlisted candidates will be contacted. **Canvassing in any form will lead to automatic disqualification.**



Details of the Posts:

Job Title	Manager Economic Development, Partnerships & Resource Mobilization
Ref No:	KoTDA/HR25/2019
Grade:	3
Basic Salary Scale	Ksh 150,000- 275,000 p.m
Terms of Service	5 Year Contract, Renewable Subject to Satisfactory Performance
Department	Corporate Research & Strategy
Job Specification	<p>Duties and Responsibilities</p> <ol style="list-style-type: none"> i. Developing, implementing and reviewing resource mobilization and marketing policies, strategies and programmes; ii. Developing a framework for stakeholders' collaborations, iii. Reviewing and analyzing information and preparing reports and documents on activities related to funding partners and fund raising; iv. Leading in drafting and revision of agreements with donors; v. Identifying and mapping of potential and emerging sources of funding and assessing their current usage and potential for the future; vi. Preparing the operational work plans and budget for the department; vii. Identifying innovative ideas through research which have practical significance to the Authority's mandate; viii. Mobilizing research grants from relevant institutions; ix. Ensure collection of data, analysis and preparation of performance report of KoTDA program on quarterly and annual basis. x. Ensure formulation & implementation of research policies, procedures, rules and regulations; xi. Ensure provision of quality management services to the Authority; xii. Aligning the Authority strategies with national and county policies Plans and strategies; xiii. Initiate the development, monitoring and review of the Authority's Strategic Plan; xiv. Coordinating corporate performance management process of all the departments and divisions at the Authority; xv. Preparation, implementation, monitoring and evaluation of the Authority's; work plans and Performance Contract (PC).
Person Specification	<p>For appointment to this grade, an officer must have:</p> <ol style="list-style-type: none"> i. At least eight (10) years working experience, three (3) of which must have been at a managerial level ; ii. Masters degree in Economics, Statistics, Mathematics, Strategic



	<p>Management or any other relevant qualifications;</p> <p>iii. Bachelors degree in Economics, Statistics, Mathematics, Strategic Management or any other relevant Qualifications;</p> <p>iv. Professional Qualifications and membership to a relevant professional body in good standing;</p> <p>v. Management course lasting not less than four (4) weeks from a recognized institution;</p> <p>vi. Good interpersonal relations, high leadership qualities and integrity</p> <p>vii. Proficiency in computer applications;</p> <p>viii. Demonstrated results in work performance; and</p> <p>ix. Fulfil the requirements of Chapter Six of the constitution.</p>
Job Title:	Manager, Marketing & Corporate Communications
Ref No:	KoTDA/HR26/2019
Grade:	3
Basic Salary Scale	Ksh 150,000- 275,000 p.m
Terms of Service	5 Year Contract, Renewable Subject to Satisfactory Performance
Department	Business Development & Innovation
Job specification	<p>Duties and responsibilities</p> <p>i. Managing brand strategy, positioning, and tracking and measuring its performance to inform future activity;</p> <p>ii. Monitoring and Measuring marketing effectiveness which includes identifying appropriate metrics and ensuring that all marketing activities are monitored on an ongoing basis and measured for their effectiveness;</p> <p>iii. Developing and managing appropriate channels and partners to meet changing customer needs and business goals;</p> <p>iv. Managing and disseminating content in all the organizations touch points;</p> <p>v. Conducting customer and marketing research;</p> <p>vi. Contributing, determining competitive positioning of Konza Technopolis;</p> <p>vii. Implementing marketing programs to deliver value and attract and retain Investors and investment;</p> <p>viii. Develop strategic communications planning for promotion and dissemination of corporate and marketing content;</p> <p>ix. Develop corporate promotions and communications liaising with other departments and the Management Team;</p> <p>x. In conjunction with the web team, create, adapt, improve and optimize web communication for SEO and organic and keyword search</p> <p>xi. Manage the corporate branding;</p> <p>xii. Develop/maintain social media profiles and quality content on Twitter,</p>



	<p>Facebook, and LinkedIn;</p> <p>xiii. Develop other, relevant social media outlets to support and expand our digital presence;</p> <p>xiv. Manage PR and press relations;</p> <p>xv. Preparation and drafting of various communications (email, social media, blogs, etc. ...) including at times high-level public speeches for the Board and Chief Executive Officer.</p>
Person Specification	<p>For appointment to this grade a candidate must have: -</p> <ul style="list-style-type: none"> i. Minimum of ten (10) years' experience three (3) of which must be in management; ii. Bachelors degree in Marketing, Communications, Journalism, Business administration or any other equivalent qualifications from a recognized institution; iii. Masters Degree Marketing, Communications, Journalism, Business administration or any other equivalent qualifications from a recognized institution; i. Relevant Professional qualifications and membership to a relevant professional body and in good standing; ii. Management Course lasting not less than four (4) weeks from a recognized institution; iii. Proficiency in computer applications; iv. Shown merit and ability as reflected in work performance and results; v. Fulfil the requirements of Chapter Six of the Constitution.
Job Title:	Manager, ICT & Smart City Solutions
Ref No:	KoTDA/HR27/2019
Grade:	3
Basic Salary Scale	Ksh 150,000- 275,000 p.m
Terms of Service	5 Year Contract, Renewable Subject to Satisfactory Performance
Department	Business Development & Innovation
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Developing, implementing and maintaining of systems and Smart City Solutions ii. Carrying out systems analysis, design and programmer specifications in liaison with users; iii. Ensuring adherence to established ICT standards; iv. Compiling overall systems documentation; v. Supervising installation certification, repairs and maintenance of Information Communication Technology equipment, smart city solutions and associated peripherals; vi. Recommending and supervising Hardware/Software specifications for Information Communication Technology equipment and Smart City;



	<ul style="list-style-type: none"> vii. Administering and maintaining web based systems and database server's configuration; viii. Documenting KoTDA network configurations and passwords of critical systems; ix. ICT Risk management and Business continuity; x. Maintaining Systems security and Databases; xi. Enforcing implementation of ICT policies and procedures; xii. Assisting in ICT Planning, Budgeting and Reporting; and xiii. Management of outsourced ICT services and service providers.
Person Specification	<p>For appointment to this grade a candidate must have: -</p> <ul style="list-style-type: none"> i. A minimum of ten (10) years' experience in relevant work and at least five (3) years in a management role in the Public Service or in the Private Sector; ii. Bachelors Degree in any of the following: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or their equivalent from a recognized Institution; iii. Masters Degree in any of the following disciplines:- Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution; iv. Professional certification such as CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSA, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP) or their equivalent qualification from a recognized institution; v. Member of an ICT professional body in good standing; vi. Management Course lasting not less than four (4) weeks from a recognized institution; and vii. Demonstrated merit and ability as reflected in work performance and results. viii. Fulfil the requirements of Chapter Six of the Constitution.
Job Title:	Principal City Management Officer
Ref No:	KoTDA/HR28/2019
Grade:	4
Basic Salary Scale	Ksh 110,000- 200,000 p.m
Terms of Service	Permanent & Pensionable
Department	Corporate Services
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Advise the Authority on efficient use of its assets; ii. Advise on property availability and applicable rates; iii. Liaise with Ministry of Lands and related offices; iv. Process land documents and ensure payment of statutory dues; v. Represent the Authority on land and property issues; vi. Negotiate service contracts to ensure efficiency at reasonable cost; vii. Optimize property returns by ensuring timely invoicing and recovery of income;



	<ul style="list-style-type: none"> viii. Prepare and submit timely and accurate property reports; ix. Oversee continuous supply of power, water and other utilities to the investors; x. Ensure properties are kept in good condition through proactive planning, scheduling and coordinating maintenance; xi. Co-ordinate sub-contracted services such as offices cleaning and security; xii. Ensure statutory compliance of facilities with government regulations.
Person Specification	<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> i. A minimum period of eight (8) years in relevant work experience and at least three (3) years in supervisory role in a position in the Public Service or Private Sector; ii. Masters degree in land management, building management or any other relevant qualifications; iii. Bachelors degree in Real Estate, Land Economics or any other relevant field; iv. Management course lasting not less than four (4) weeks from a recognized institution; v. Relevant Professional Qualifications and Member of a professional body in good standing; vi. Proficiency in computer applications; vii. Good Communication skills viii. Demonstrated results in work performance; and ix. Fulfil the requirements of Chapter Six of the constitution
Job Title:	Quality Management & Risk Officer
Ref No:	KoTDA/HR29/2019
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m
Terms of Service	Permanent & Pensionable
Department	Corporate Research & Strategy
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Describing and estimating the risks affecting the Authority; ii. Carrying out risk assessment, which involves analysing risks as well as identification; iii. Carrying out processes such as implementing health and safety measures and making business continuity plans to limit risks and prepare a mitigation plan if things go wrong; iv. Assisting in carrying out quarterly audits to ensure compliance with ISO procedures; v. Assisting in conducting and scheduling effective training for staff in regard to Quality Management Systems and Risk Management;



	<ul style="list-style-type: none"> vi. Assisting in definition of quality procedures in conjunction with operational and technical staff, vii. Assisting in maintenance of controls and documentation procedures and policies; viii. Compiling data for trend analysis and reporting; ix. Assisting in the implementation of the annual Quality Improvement Plan; and x. Carrying out quarterly routine awareness programs to management on risk management
Person Specification	<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> i. Bachelors degree in any of the following disciplines: Finance, Economics, Risk Management, Statistics, Business related studies or related disciplines from a recognized institution; ii. Proficiency in computer applications; and iii. Fulfil the requirements of Chapter Six of the Constitution
Job Title:	Internal Auditor
Ref No:	KoTDA/HR30/2019
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m
Terms of Service	Permanent & Pensionable
Department	Internal Audit & Risk Assurance
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Execute audit programs/plans; ii. Collecting audit evidence; iii. Verify the existence and safety of the Authority's assets; iv. Prepare draft audit reports; v. Carrying out audit reviews to assess the effectiveness of risk management and the adequacy of internal controls and operations; vi. Ensuring completeness and accuracy of records and reports. vii. Carrying out special audits or investigations as may be required from time to time.
Person Specification	<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> i. Bachelors degree in Commerce, Finance, Accounts, Business Administration, ICT and CPA (II), ACCA Fundamentals Level or relevant qualifications from a recognized institution; ii. Proficiency in computer applications; iii. Fulfil the requirements of Chapter Six of the Constitution.
Job Title:	Investor Facilitation & One Stop Shop Officer
Ref No:	KoTDA/HR31/2019
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m



Terms of Service	Permanent & Pensionable
Department	Business Development & Innovation
Job Specification	<p>Duties and responsibilities</p> <ol style="list-style-type: none"> i. Managing KoTDA clients, investors and partners ii. Running of the One Stop Shop iii. Preparing proposals and projects for evaluation for approvals and licenses. iv. Facilitating investor and partners in submitting the requirements for licenses, permits and other authorizations needed for approval v. Preparing new projects for issuance of the relevant licenses. vi. Providing information on investment sites. vii. Preparing business development reports viii. Collating insights about KoTDA, its environment and customers ix. Customer care and management of the One Stop Shop x. Developing the Konza innovation pipeline and virtual Konza innovation ecosystem xi. Setting up of the Konza technology transfer and commercialization office xii. Managing innovation events and initiatives xiii. Developing proposals for funding based on the identified innovation strategy and work with partners to access financial and technical support xiv. Manage and coordinate in partnership with actors in the industry, incubation activities
Person Specification	<p>For appointment to this grade, an officer must have:</p> <ol style="list-style-type: none"> i. Bachelors Degree in any of the following disciplines: - Marketing, Finance, Business Administration, Communications, Sciences, Marketing or other relevant and equivalent qualification from a recognized institution. ii. Proficiency in computer applications; and iii. Fulfil the requirements of Chapter Six of the Constitution.
Job Title:	Accountant
Ref No:	KoTDA/HR33/2019
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m
Terms of Service	Permanent & Pensionable
Department	Corporate Services
Job Specification	<p>Duties and responsibilities</p> <ol style="list-style-type: none"> i. Verifying Payment vouchers and Staff Imprests in accordance with the laid down Financial procedures, policies and regulations; ii. Supervision of cash collections and banking balancing and reconciling cash books on daily basis including balancing and reconciling cash books on daily basis. iii. Verifying posting of payments and receipts in the cashbook for accuracy



	<ul style="list-style-type: none"> iv. Providing safe custody of payment vouchers and approved journal v. Preparing and updating creditor, debtors and general ledgers vi. Ensuring statutory deductions are remitted on time vii. Maintaining and updating the Authority vote book. viii. Preparing Bank Reconciliation statements
Person Specification	<p>For appointment to this grade, the candidate must have:</p> <ul style="list-style-type: none"> i. Bachelors Degree in Commerce, Business Management, Business Administration (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution. ii. Proficiency in computer applications and iii. Fulfil the requirements of Chapter Six of the Constitution
Job Title:	Office Administrator
Ref No:	KOTDA/HR34/2019
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m
Terms of Service	Permanent & Pensionable
Department	Corporate Services
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Attending to visitors/clients; ii. Handling telephone calls, customer enquiries and complaints; iii. Ensuring security of office records, equipment and documents; iv. Ensuring confidentiality of office information; v. Record keeping for correspondences and file movement; vi. Managing office protocol and etiquette; vii. Maintaining an up to date file movement register; viii. Coordinating the general administration of the respective department/office; ix. Coordinating schedule of meetings and appointments for the respective departments/office; x. Coordinating travel arrangements for the respective departments/office; xi. Coordinating appointments and travel itineraries for the Chief Manager; xii. Preparing responses to simple routine correspondence for the Chief Manager; and



	<ul style="list-style-type: none"> xiii. Monitoring procedures for record keeping for correspondences. xiv. Ensuring security, integrity and confidentiality of data; and xv. Undertaking any other office administrative services duties that may be assigned.
Person Specification	<p>For appointment to this grade, the candidate must have:</p> <ul style="list-style-type: none"> i. Bachelors degree in Secretarial Studies or any other equivalent from a recognized institution; ii. Have passed the following examinations from the Kenya National Examinations Agency (KNEC); <ul style="list-style-type: none"> a) Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III; b) Shorthand III (120 w.p.m); c) Business English III/Communications I; d) Office Management III/Office Administration and Management III; e) Secretarial Duties II; f) Commerce II; iii. A supervisory Course lasting not less than two (2) weeks from a recognized institution; iv. Proficiency in computer applications; v. Demonstrated results in work performance; vi. Fulfil the requirements of Chapter Six of the Constitution
Job Title:	Senior Assistant Supply Chain Management Officer
Ref No:	KoTDA/HR35/2019
Grade:	7
Basic Salary Scale	Ksh 40,000- 90,000 p.m
Terms of Service	Permanent & Pensionable
Department	Supply Chain Management
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Undertaking market surveys to ensure the Commission obtains value for money; ii. Participating in the opening quotations; iii. Maintaining and update a list of prequalified suppliers; iv. Liaising with suppliers to ensure timely delivery of goods and services; and v. Ensuring safe custody of all procurement records
Person Specification	For appointment to this grade, the candidate must have:



	<ul style="list-style-type: none"> i. A minimum of four (4) years relevant work experience; ii. Diploma in Procurement & Supplies Management from a recognized institution; iii. Proficiency in computer applications iv. Have shown merit and ability as reflected in work performance and results; v. Member of professional body either KISM or CIPS; and vi. Fulfil the requirements of Chapter Six of the Constitution
Job Title:	Assistant Property Management Officer
Ref No:	KoTDA/HR36/2019
Grade:	8
Basic Salary Scale	Ksh 30,000- 60,000 p.m
Terms of Service	Permanent & Pensionable
Department	Corporate Services
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Advise on property availability and applicable rates; ii. Liaise with Ministry of Lands and related offices; iii. Process land documents and ensuring payment of statutory dues; iv. Represent the Authority on land and property issues; v. Negotiate service contracts to ensure efficiency at reasonable cost; vi. Optimize property returns by ensuring timely invoicing and recovery of income; vii. Follow up on rent payment by tenants. viii. Reconcile tenants accounts to ensure good and accurate records are kept; ix. Prepare periodic rent reports; x. Undertake daily inspection for the outsourced services; xi. Prepare and submit timely and accurate reports on the outsourced services; xii. Prompt payment of land rent and rates; xiii. Ensure continuous supply of power, water and other utilities to the investors; xiv. Co-ordinate sub-contracted services such as offices cleaning and security
Person Specification	<p>For appointment to this grade, an officer must have: -</p> <ul style="list-style-type: none"> i. Diploma in Real Estate, Land Economics, or any other relevant field;



	<ul style="list-style-type: none"> ii. Proficiency in computer applications. iii. Fulfilled the requirements of Chapter Six of the Constitution. <p>OR</p> <ul style="list-style-type: none"> i. KCSE or equivalent qualification; ii. Craft/Technical Certificate in Property Management, Electrical, Plumbing or any other qualification from a recognized institution; iii. Proficiency in computer applications iv. Four (4) years relevant work experience v. Fulfil the requirements of Chapter Six of the Constitution
Job Title:	Assistant Office Administrator
Ref No:	KoTDA/HR37/2019
Grade:	8
Basic Salary Scale	Ksh 30,000- 60,000 p.m
Terms of Service	Permanent & Pensionable
Department	Corporate Services
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Attending to visitors/clients; ii. Ensuring security, integrity and confidentiality of data and information; iii. Managing office protocol and etiquette; iv. Maintaining office diary and travel itineraries; v. Receiving and distributing hard copy materials to registry; vi. Managing Front Office and Switchboard; vii. Providing word -processing and secretarial support; viii. Ensuring security of office records, equipment and documents; ix. Preparing responses to simple routine correspondences; x. Operating office equipment to include photocopying, printing; xi. Recording dictation in shorthand and transcribing it in typewritten form typing from drafts, manuscripts or recording from dictation machines; xii. Planning and scheduling of meetings; xiii. Management of e-office; xiv. Co-ordinating the general administration of the Manager's office; xv. Maintaining an up to date filing system in the office; xvi. Establishing and monitoring procedures for record keeping of correspondence and file movements; and xvii. Undertaking any other office administrative services duties that may be assigned.
Person Specification	<p>For appointment to this grade, an officer must have: -</p> <ul style="list-style-type: none"> i. Diploma in Secretarial Studies from the Kenya National Examinations Agency <p>OR</p>



	<p>Passed the following examinations from the Kenya National Examinations Agency (KNEC);</p> <ul style="list-style-type: none"> a) Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III; b) Shorthand III (110 w.p.m.); c) Business English III/Communications I; d) Office Management III/Office Administration and Management III; e) Secretarial Duties II; f) Commerce II; <ul style="list-style-type: none"> ii. Proficiency in Computer Applications; iii. Fulfil the requirements of Chapter six of the Constitution
Job Title:	Office Assistant
Ref No:	KoTDA/HR38/2019
Grade:	10
Basic Salary Scale	Ksh 18,000- 30,000 p.m
Terms of Service	Permanent & Pensionable
Department	Corporate Services
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Cleaning offices, machines/ equipment/apparatus; ii. Collecting and disposing waste; iii. Dusting offices and ensuring habitable office conditions; iv. Preparing tea; v. Moving or carrying office equipment, furniture and ensuring orderly arrangement; and dispatching letters. vi. Arranging for meeting venues professionally and timely; vii. Keeping inventory of kitchen equipment; viii. Preparing and serving office tea; and ix. Performing office and messengerial duties.
Person Specification	<p>For appointment to this grade, an officer must have: -</p> <ul style="list-style-type: none"> i. At least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution; ii. Proficiency in English and Kiswahili languages; iii. Good inter-personal skills; and iv. Fulfil the requirements of Chapter Six of the Constitution



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