



## CAREER OPPORTUNITIES

Konza Technopolis Development Authority (KoTDA) is seeking a 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 thriving sustainable smart city and a vibrant 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)**. 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.

	<b>POSITION</b>	<b>GRADE</b>	<b>REF. NO</b>	<b>NO. OF POSTS</b>
1.	Manager, Marketing & Corporate Communications	3	KoTDA/HR59/2023	1
2.	Manager, Supply Chain	3	KoTDA/HR60/2023	1
3.	ICT Officer (PaaS & SaaS)	6	KoTDA/HR61/2023	1
4.	Accountant	6	KoTDA/HR62/2023	1
	<b>Total No. of Posts</b>			<b>4</b>

Candidates interested in the above positions can access the role profiles, qualifications and experience requirements detailed on our website at <https://konza.go.ke/career-opportunities/>

Successful candidates shall be required to comply with requirements of Chapter six of the constitution.

### **How to apply**

Interested and qualified persons are required to apply to Human Capital Business Solutions via email to [info@hcbskenya.com](mailto:info@hcbskenya.com) by stating the position applied on the email subject and attaching their curriculum vitae, application letter and academic certificates. All applications should be received before/on **December 18th, 2023**.



**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 Post:**

<b>Job Title:</b>	<b>Manager, Marketing &amp; Corporate Communications</b>
<b>Ref No:</b>	KoTDA/HR59/2023
<b>Grade:</b>	KoTDA 3
<b>Terms of Service</b>	5 Year Contract, Renewable Subject to Satisfactory Performance
<b>Department</b>	Business Development & Innovation
<b>Duty Station</b>	Konza Technopolis
<b>Job Purpose</b>	The purpose of this job is to oversee development and implementation of integrated Marketing and Corporate communications strategies to improve the global competitiveness, positioning and economic sustainability of Konza Technopolis that will lead to the achievement of business growth as envisioned in the Corporate strategy.
<b>Reporting Mechanism</b>	Reports to the Chief Manger, Business Development & Innovation
<b>Job Specification</b>	<p>Duties and responsibilities</p> <ol style="list-style-type: none"> <li>i. Manages marketing and brand strategies, positioning, tracking and measuring the performance to inform future activity.</li> <li>ii. Monitors and Measures marketing effectiveness by identifying appropriate metrics.</li> <li>iii. Develops and manages appropriate channels and partners to meet changing customer needs and business goals</li> <li>iv. Manages and disseminates content in all the organizations touch points</li> <li>v. Conducts customer and marketing research</li> </ol>



	<ul style="list-style-type: none"> <li>vi. Contributes and determines competitive positioning of Konza Technopolis</li> <li>vii. Implements marketing programs to deliver value and attract and retain Investors and investment</li> <li>viii. Influences digital strategy within the Authority and Leads the implementation of digitally enhanced marketing strategy</li> <li>ix. Advises KOTDA clients on the KOTDA program incentives, rules and regulations.</li> <li>x. Creates Authority wide customer orientation including change management</li> </ul>
<b>Person Specification</b>	<p>For appointment to this grade a candidate must have: -</p> <ul style="list-style-type: none"> <li>i. A minimum period of ten (10) years relevant work experience three (3) years of which should be in a management position;</li> <li>ii. Master's degree in social sciences, Marketing, Business administration, Business Management, communication or any other equivalent qualifications from a recognized institution;</li> <li>iii. Bachelor's degree in social sciences, Marketing, Business administration, Business Management, communication or any other equivalent qualifications from a recognized institution;</li> <li>iv. Professional qualification and membership to a professional body where applicable;</li> <li>v. Management course from a recognized institution;</li> <li>vi. Shown merit and ability as reflected in work performance results; and</li> <li>vii. Proficiency in computer applications.</li> </ul>
<b>Job Title:</b>	<b>Manager, Supply Chain</b>
<b>Ref No:</b>	KoTDA/HR60/2023
<b>Grade:</b>	KoTDA 3
<b>Terms of Service</b>	5 Year Contract, Renewable Subject to Satisfactory Performance
<b>Division</b>	Supply Chain Management
<b>Duty Station</b>	Konza Technopolis
<b>Job Purpose</b>	The purpose of this job is to provide overall strategic Leadership, administration, and coordination of all Supply Chain Management functions to ensure economic, efficient, and effective Procurement, Disposal, Inventory management and warehousing services in compliance with the Public Procurement Act and Legislations enabling the Authority to achieve its mandate. The job holder also oversees the procurement, supply and contract implementation of resilient and smart infrastructure projects within Konza Technopolis.
<b>Reporting Mechanism</b>	Reports to the Chief Executive Officer



<b>Job Specification</b>	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> <li>i. Develop and coordinate the preparation of annual procurement and disposal plans and their implementation.</li> <li>ii. Coordinate procurement and disposal activities in the Authority;</li> <li>iii. Prepare contract documents for goods, works and services;</li> <li>iv. Custodian of contract documents;</li> <li>v. Liaise with the user department to ensure effective implementation of contracts for goods, works and services;</li> <li>vi. Provide secretariat to committees' incidental to procurement of goods and services, and disposal of assets;</li> <li>vii. Coordinate disposal of assets activities;</li> <li>viii. Provide professional advice on procurement of goods, works and services and disposal of assets;</li> <li>ix. Prepare statutory reports to PPRA; and</li> <li>x. Review procurement needs of the Authority</li> </ul>
<b>Person Specification</b>	<p>For appointment to this grade a candidate must have: -</p> <ul style="list-style-type: none"> <li>i. A minimum period of Ten (10) years' work experience three (3) of which should be in a management position;</li> <li>ii. Master's degree in supply chain management, logistics or equivalent qualification from a recognized institution.</li> <li>iii. Bachelor's Degree in commerce, Procurement and Supplies Management, or equivalent qualification from a recognized institution.</li> <li>iv. A professional qualification from a recognized institution.</li> <li>v. Be a member of professional body either KISM or CIPS in good standing.</li> <li>vi. Management Course from a recognized institution;</li> <li>vii. Shown merit and ability as reflected in work performance and results; and</li> <li>viii. Proficiency in computer applications.</li> </ul>
<b>Job Title:</b>	<b>Cloud Developer (PaaS &amp; SaaS) Officer</b>
<b>Ref No:</b>	KoTDA/HR61/2023
<b>Grade:</b>	KoTDA 6
<b>Terms of Service</b>	Permanent & Pensionable
<b>Department</b>	IT & Smart City Solutions
<b>Duty Station</b>	Konza Technopolis
<b>Job Purpose</b>	The officers will be responsible for coordinating the design and development of IT solutions, adoption, commercialization, security, design, management, and monitoring of the Technopolis' cloud computing ecosystem.



<b>Reporting Mechanism</b>	Senior Officer In charge of IT Enterprise & Smart City Solutions
<b>Job Specification</b>	<p>Duties and responsibilities</p> <ol style="list-style-type: none"> <li>i. Designs, develop, and deploy modular cloud-based systems;</li> <li>ii. Develops and maintains cloud solutions in accordance with best practices;</li> <li>iii. Ensures efficient functioning of data storage and process functions in accordance with organization security policies and best practices in cloud security;</li> <li>iv. Identifies, analyses, and resolves infrastructure vulnerabilities and application deployment issues;</li> <li>v. Regularly reviews existing systems and make recommendations for improvements;</li> <li>vi. Interacts with clients, provide cloud supports, and make recommendations based on client needs;</li> <li>vii. Maintains Cloud OPEX &amp; related CAPEX within Budget;</li> <li>viii. Administers, configures and troubleshoots of server/storage hardware and operating system software. This includes implementation of tactical service improvements, upgrades and patching;</li> <li>ix. Collaborates with the team and various stakeholders to identify technical problems, design solutions for them and help implement where required;</li> <li>x. Operates of backup tools, respective hardware and software assurance and testing of disk and data recovery. In case of issues offer prompt restoration of lost data for the organization;</li> <li>xi. Remediate of Security, Compliance and Audit Issues within the Cloud &amp; Core Infrastructure;</li> <li>xii. Technical support for assigned organization initiatives and projects;</li> <li>xiii. Participation in feasibility studies and testing for new IT infrastructure components; and</li> <li>xiv. Maintenance of systems documentation and procedures.</li> </ol>
<b>Person Specification</b>	<p>For appointment to this grade a candidate must have: -</p> <ol style="list-style-type: none"> <li>i. Bachelor's degree in in Engineering, Computer Science or equivalent qualification from a recognized institution;</li> <li>ii. Proficiency in computer applications</li> </ol>
<b>Job Title:</b>	<b>Accountant</b>
<b>Ref No:</b>	KoTDA/HR62/2023
<b>Grade:</b>	KoTDA 6
<b>Terms of Service</b>	Permanent & Pensionable
<b>Department</b>	Corporate Services
<b>Duty Station</b>	Konza Technopolis



<b>Job Purpose</b>	The purpose of this job is responsible for the maintenance of appropriate accounting records, accounting for receipts and expenditure and prepare monthly returns to ensure records are accurate and that payments are paid properly and on time.
<b>Reporting Mechanism</b>	Manager, Finance &Accounts
<b>Job Specification</b>	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> <li>i. Maintaining up-to-date books of accounts</li> <li>ii. Submission of statutory deductions;</li> <li>iii. Preparation of responses to audit queries and PIC inquiries;</li> <li>iv. Preparation of quarterly and annual financial statements for the Authority</li> <li>v. Timely preparation of bank reconciliation statements</li> <li>vi. Interpreting regulations of the Authority pertaining to financial control and management;</li> <li>vii. Preparation of budgets and work plans for the section.</li> <li>viii. Provision of accurate, timely and reliable financial information;</li> <li>ix. Timely submission of annual financial statements of accounts;</li> <li>x. Interpreting of financial policies for sound accounting principles, practices and control and management of corporate tax, VAT and other statutory deductions.</li> <li>xi. Verifying posting of payments and receipts in the cashbook for accuracy balancing and reconciling on daily basis;</li> <li>xii. Preparing and verifying travel documentation and payments of staff imprest and other allowances related to Authority activities in accordance with the laid down Financial procedures, policies, and regulations; and</li> <li>xiii. Reviews staff surrenders for accuracy &amp; completeness before posting into ERP system.</li> </ul>
<b>Person Specification</b>	<p>For appointment to this grade a candidate must have: -</p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree in Commerce, Business Management, Business Administration (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution;</li> <li>ii. Proficiency in computer applications;</li> </ul>