



JOB VACANCIES

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 leading global Technopolis and innovation 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.

	POSITION	GRADE	JOB REF. NO	NO. OF POSTS
1.	Chief Manager, ICT & Smart City Solutions	2	KoTDA/HR76/2024	1
2.	Manager, Knowledge Economy and Innovation	3	KoTDA/HR77/2024	1
3.	Manager, Legal Services	3	KoTDA/HR78/2024	1
4.	Executive Secretary /Senior Office Administrator	5	KoTDA/HR79/2024	1
5.	Senior Quantity Surveyor	5	KoTDA/HR80/2024	1
6.	Mechanical Engineer	6	KoTDA/HR81/2024	1
7.	Quantity Surveyor	6	KoTDA/HR82/2024	1
8.	Structural Engineer	6	KoTDA/HR83/2024	1
9.	Architect	6	KoTDA/HR84/2024	1
10.	Transport & Streetscape Engineer	6	KoTDA/HR85/2024	1
11.	Energy Engineer	6	KoTDA/HR86/2024	1
12.	Water & Sanitation Engineer	6	KoTDA/HR87/2024	1
13.	Security Operations & Emergency Services Officer	6	KoTDA/HR88/2024	1
14.	Senior Electrician	7	KoTDA/HR89/2024	1
15.	Senior Technician (Instrumentation & Control Engineering)	7	KoTDA/HR90/2024	1
16.	Electrician	8	KoTDA/HR91/2024	1
17.	Technician (Instrumentation & Control Engineering)	8	KoTDA/HR92/2024	1
18.	Plumber	8	KoTDA/HR93/2024	1
19.	Driver	9	KoTDA/HR94/2024	4
	Total Number of Posts			22

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 and will be required to submit among other documents:

- i. Certificate of Good Conduct from the Directorate of Criminal Investigations;
- ii. Clearance Certificate from the Higher Education Loans Board;
- iii. Tax Compliance Certificate from the Kenya Revenue Authority;
- iv. Dully filled and stamped Self-Declaration/Clearance from the Ethics and Anti-Corruption Commission (EACC);
- v. A Clearance Certificate from an approved Credit Reference Bureau (CRB).

How to apply

Interested and qualified persons are required to apply to Human Capital Business Solutions via email to info@hcbskenya.com by stating the position applied on the email subject and attaching their curriculum vitae, application letter, academic and professional certificates. All applications should be received before/on **March 4th, 2024**.

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, 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.***

Remuneration

The Authority offers a competitive remuneration package as per approved KoTDA Salary Scale.



Details of the Posts:

Job Title:	Chief Manager, ICT & Smart City Solutions
Ref No:	KoTDA/HR76/2024
Grade:	2
Terms of Service	5 Year Contract, Renewable once
Department	IT & Smart City Solutions
Job Purpose	The Chief Manager, IT & Smart City Solutions is responsible for overseeing, developing and implementation of strategies, overseeing enforcement of service management practices, coordinating general communication and documentation, and overseeing the management of Kenya National Data Centre and smart city solutions.
Reporting Mechanism	The Chief Manager, ICT & Smart City Solutions reports to the Chief Executive Officer
Duty Station	Konza Technopolis
Job Specification	<p>Duties and Responsibilities</p> <ol style="list-style-type: none"> i. Oversees the design, development, implementation, and operationalization of ICT and IoT smart solutions that ensure the Technopolis leverages on technology in all its service offerings and improve global smart city ranking. ii. Leads development and implementation of strategies to steer the realization of government digital superhighway and digital economy agenda such as establishment of data center, digital labs, Digitization of the Government services, promotion of software development and BPO/ITES. iii. Oversees the management and running of the Konza National Data Center and smart city facilities to enable Konza carry out functions of a smart city by reducing cost and improving offering efficiency in city operation. iv. Oversees formulation of relevant strategies for commercializing data centre & smart city solutions which includes Data Center Customer Onboarding Strategy, Data Center Business Models, Data Center Operating Models, Big Data & Analytics Strategy, ICT & IoT Strategies, Platform as a Service (PaaS) strategies, Software as a Service (SaaS) strategies, Infrastructure as a Service (IaaS) strategies for Konza Technopolis, enterprise architecture & integration. v. Oversees research and implementation of modern technologies such as blockchain, artificial intelligence, robotics, cloud computing, IoT to improve quality of life of citizens and greater efficiency for better public services. vi. Oversees development and enforcement of relevant ICT/IoT processes, procedures, policies in with best practice & international frameworks such as ISO20000, COBIT, ITIL, ISO27001 Information Security, ISO



	<p>ISO22301 Business Continuity, Risk management etc that would ensure prudent management of the Technopolis' ICT resources.</p> <ul style="list-style-type: none"> vii. Oversee development and enforcement of service management practices and processes based on IT Service Management (ITSM) constructs and best practices to support the managing IT Infrastructure, IT Operations and IT Enterprises and Smart City Solutions viii. Oversees the development and implementation of the overall Konza Smart City Masterplan, Smart city standards and certifications like ISO, Smart city ranking, IEEE. ix. Spearhead with relevant global private and government institutions to promote both locally and internationally the opportunities for investment in information and communications technology and such other industrial activities of the Technopolis. x. Oversees IT project management & technical governance/support in execution of critical ICT & IoT Solution based projects based on original requirements. xi. Coordinates development, communication, and documentation of functional description of the ICT, Smart City Facilities and Services based on the user journeys for better management and operationalization. xii. Leads, coaches and mentors the team; creates an enabling environment that promotes creativity, innovation and maximizes the potential of the team xiii. Oversees the development and implementation of relevant ICT/IoT documentation such as manuals, procedures, installation guides, instructions to ensure user satisfaction. xiv. Oversees development & implementation of ICT/IoT change management strategies, capacity building and knowledge transfer on modern technologies. xv. Oversees development and implementation of Enterprise Application Architecture, Data Layer Model, Enterprise Architecture, IoT Architecture, Network Architecture, IP Addressing and Configuration required for the data center, smart city facilities/services & IoT Systems to become fully operational.
<p>Person Specification</p>	<p>For appointment to this grade a candidate must have: -</p> <ul style="list-style-type: none"> i. At least Twelve (12) years relevant work experience, three (3) of which should be in a Senior Management position; ii. Master's 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; iii. Bachelor's 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; iv. Professional Qualification to a relevant body;



	<ul style="list-style-type: none"> v. Membership to a professional body and in good standing; vi. Leadership Course from a recognized institution; vii. Shown merit and ability as reflected in work performance and results; and viii. Proficiency in computer applications
Job Title:	Manager, Knowledge Economy & Innovation
Ref No:	KoTDA/HR77/2024
Grade:	3
Terms of Service	5 Year Contract, Renewable Subject to Satisfactory Performance
Department	Business Development & Innovation
Job Purpose	The Manager, Knowledge Economy & Innovation is responsible for leading initiatives to foster innovation, commercialization of innovation and the advancement of a vibrant Knowledge economy at Konza Technopolis, develop and manage knowledge assets, and drive strategic partnerships to ensure Konza Technopolis becomes a competitive contributor to the country's efforts towards a knowledge-based economy – Africa's Silicon Savannah.
Reporting Mechanism	The Manager, Knowledge Economy & Innovation reports to the Chief Manager, Business Development & Innovation
Duty Station	Konza Technopolis
Job Specification	<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> i. Oversee the execution of the knowledge economy and innovation strategy at konza Technopolis. ii. Develop a robust innovation pipeline and innovation Ecosystem with both physical and virtual presence that that leads to scaling startups, new knowledge, and talent development. Lead the development of a platform for the launch of businesses, products, and Knowledge assets at Konza Technopolis iii. Support the establishment of institutes to promote research and development and innovation such as research institutes, Knowledge hubs and centers promoting research and development and commercialization of innovation at Konza Technopolis iv. Establish a centre for knowledge economy and innovation for collaboration between industry players, education institutions, R&D centers, private sector, VC's, Innovation ecosystem developers and government agencies at Konza Technopolis. v. Setup and operationalise Konza technology transfer and commercialization office. vi. Establish a foundation/ fund for supporting innovations and startups. vii. Develop and implement business strategies to determine innovative solutions to attract investment in Knowledge-Economy. viii. Establish and nurture strategic partnerships with industry stakeholders, research institutions, startups, and innovation ecosystem developers to create a vibrant innovation ecosystem.



	<ul style="list-style-type: none"> ix. Facilitate collaboration and knowledge sharing to drive the co-creation efforts for innovation purposes. x. Develop an ecosystem development Programme with selected global, regional and local innovation hubs and institutions towards the advancement of the Silicon Savannah innovation ecosystem. xi. Identify models to attract development and the hosting of e-solutions in Konza xii. Lead the development of proposals for funding based on the identified innovation strategy and work with partners to access financial and technical support. xiii. Collaborate with teams across the organization to identify innovation opportunities and facilitate the implementation of innovative solutions that can be scaled. Foster a culture of innovation and continuous improvement at Konza Technopolis xiv. Manage projects related to innovation initiatives from conception to implementation. Ensure projects are delivered on time, within budget, and meet quality standards.
Person Specification	<p>For appointment to this grade a candidate must have: -</p> <ul style="list-style-type: none"> i. A minimum period of ten (10) years relevant work experience, three (3) years of which should be in a management position ii. Master's degree in marketing, Economics, Communications, ICT, Education, Business Administration (MBA), Project Management, Innovation Management or similar qualifications from a recognized institution; iii. Bachelor's degree in Marketing, Economics, Communications, ICT, Education, Business Administration (MBA), Project Management, Sciences, Engineering, Innovation Management, or its equivalent qualifications from a recognized institution. iv. Professional qualification in marketing, business development or other relevant qualification; v. Membership to a relevant professional body; vi. Management course from a recognized institution. vii. Shown merit and ability as reflected in work performance and results; and viii. Proficient in computer applications
Job Title:	Manager, Legal Services
Ref No:	KoTDA/HR78/2024
Grade:	3
Terms of Service	5 Year Contract, Renewable Subject to Satisfactory Performance
Department	Corporation Secretary & Legal Services



Job Purpose	The manager, Legal Services is responsible for providing internal legal services and advice on matters affecting the company or its employees, guiding on statutory compliance; ensuring that agreements, contracts, and all legal instruments are properly negotiated and documented and where applicable registered; and managing alternative dispute resolution and litigation in the Authority, and ensuring safe custody of key legal documents within the Authority.
Reporting Mechanism	The Manager, Legal Services reports to the Corporation Secretary and Chief Manager, Legal Services
Duty Station	Konza Technopolis
Job Specification	<p>Duties and Responsibilities</p> <ol style="list-style-type: none"> i. To provide leadership and ensure efficient and effective management of staff and resources in the Legal Services Division. ii. Manage implementation of Divisional deliverables in realization of the Authority's Strategic Plan and Performance Contract. iii. Oversee the development of the Division's annual budget, work plans and periodic reports. iv. Manage implementation of the Division's targets under the Performance Contract. v. Manage staff job performance career development, capacity and deployment of skills. vi. To manage the Authority's panel of external lawyers handling disputes. vii. To liaise with the external lawyers on project-related matters requiring their intervention, and on security related transactions and threatened and actual litigation. viii. Advise the Authority on various legal matters on Contracting and Dispute Resolution and monitors the compliance of the company with various applicable regulations. ix. Advise the Authority and coordination with the functional areas in relation to Contracts and Dispute resolution requirements which must be complied with a and the legal obstacles which must be overcome in order to obtain the Authority's targeted results. x. Oversee and manage Contractual issues within the Authority. xi. Attend to all legal matters of the Authority including advising, vetting and drafting of legal agreements in relation to the Authority's operations. xii. Liaise the functional units on queries or legal matters that should arise that relate to the Authority's affairs. xiii. Prepare Board Papers for the Division.
Person Specification	<p>For appointment to this grade a candidate must have: -</p> <ol style="list-style-type: none"> i. Master's Degree in any of the following disciplines: Law, Business Administration, Public Administration, or any other relevant field from a recognized institution. ii. Bachelor's degree in Law from a recognized institution.



	<ul style="list-style-type: none"> iii. Advocate of the High Court of Kenya. iv. Member of the Law Society of Kenya (LSK) with a valid/current practicing certificate. v. Ten (10) years' work experience three (3) of which should be in a management position in public sector with experience in contracting and dispute resolution. vi. Management Course from a recognized institution. vii. Shown merit and ability as reflected in work performance and results; and viii. Proficiency in Computer Applications.
Job Title:	Executive Secretary/ Senior Office Administrator
Ref No:	KoTDA/HR79/2024
Grade:	5
Terms of Service	Permanent & Pensionable
Department	Corporate Services
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <p>The Executive Secretary/ Senior Office Administrator will serve as an Office administrator in the Office of the Chief Executive Officer</p> <ul style="list-style-type: none"> i. Provides frontline customer services by receiving visitors, telephone calls and directing them accordingly; ii. Liaise with relevant offices to secure meeting rooms, request for audio-visual needs and organize catering needs for internal meetings; iii. Organizes meetings and ensure that the Chief Executive Officer is well prepared for those meetings, preparing agendas/ notices, pre-meeting briefings and meeting presentation papers; iv. Organizing, maintaining diaries, making appointments for efficient time schedules; v. Devising and maintaining office systems that include data management and files in the Chief Executive Office for efficient records preservation; vi. In collaboration with the relevant teams, make travel arrangements, including booking flights, hotels, and transportation, for the Chief Executive Officer. vii. Coordinates management of incoming and outgoing mails (internal and external); viii. Managing office protocol and etiquette and managing imprest cash facilities for the office attached;



	<ul style="list-style-type: none"> ix. Ensures effective follow up systems are in place within the Authority across stakeholders to ensure office correspondent, projects progress reports and meetings outcomes are well managed; and x. Ensure that the outcome of meetings such as decisions and reports are properly finalized and disseminated.
Person Specification	<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> i. A minimum period of four (4) years in relevant work experience; ii. Bachelor's degree in Administrative Services, Office Management, Secretarial, and Clerical related studies or equivalent qualification from a recognized institution; iii. Supervisory Skills course from a recognized institution; iv. Shown merit and ability as reflected in work performance results; and v. Proficiency in Computer Applications
Job Title:	Senior Quantity Surveyor
Ref No:	KoTDA/HR80/2024
Grade:	5
Terms of Service	Permanent & Pensionable
Department	Construction, Operations & Management
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Manage development, adaptation and adoption of applicable cost, tender and contract standards and guidelines; ii. Manage the cost, tender, and contract management of buildings and associated structures/works at Konza Technopolis; iii. Direct implementation of set cost, tender and contract standards and guidelines; iv. Provide cost, tender, and contract management advice on maintenance of buildings and associated structures/works. v. Coordinate the preparation of statement detailing scope of works for buildings and associated structures/works; vi. Coordinate the preparation of capital budgets for buildings and associated structures/works; vii. Review and approve costing, tendering, and contracting documents to be used in authorizing project implementation; viii. Coordinate and collaborate with consultants in costing, tender preparation, and evaluation and contract formulation; ix. Review and approve costing, tender, and contract documentations to ensure compliance with the Authority's guidelines and requirements as well as applicable laws, regulations, and standards;



	<ul style="list-style-type: none"> x. Review and advise on costs for buildings and associated structures/works; and xi. Review and advise on any changes to costs on ongoing projects.
Person Specification	<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> i. At least four (4) years relevant work experience; ii. Bachelor's Degree in quantity surveying or building economics or equivalent qualifications from a recognized institution; iii. Registered Quantity Surveyor (Board of Registration of Architects and Quantity Surveyors) iv. A supervisory skills course from a recognized institution; v. Shown merit and ability as reflected in work performance and results; and vi. Proficiency in computer applications
Job Title:	Mechanical Engineer
Ref No:	KoTDA/HR81/2024
Grade:	6
Terms of Service	Permanent & Pensionable
Department	Construction, Operations & Management
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Prepare the statement of requirements for mechanical services for buildings and associated structures/works under guidance of a registered engineer; ii. Prepare/review preliminary cost estimates for mechanical services; iii. Prepare/ensure mechanical design is consistent with KoTDA Smart City design guidelines and applicable standards under guidance of a registered engineer; iv. Liaise with other team members/designers to agree on design layouts and get comments from stakeholders; v. Prepare/ensure is a complete set of mechanical drawings and specifications are prepared and approved before tendering process under guidance of a registered engineer; vi. Prepare all relevant drawings, specifications etc, to be incorporated in contract agreement under guidance of a registered engineer; vii. To conduct site visits as necessary to ensure mechanical plans, details and specifications are followed during implementation under guidance of a registered engineer; viii. To ensure that as-built drawings reflecting final mechanical drawings and specifications and operation manuals are issued to KoTDA for archiving;



	<ul style="list-style-type: none"> ix. Undertake detailed inspections are done to ascertain rectification of mechanical defects identified at practical completion/ handover/ taking over stage under guidance of a registered engineer; and x. Support the property management unit in mechanical designs and specifications in maintenance works. xi. Design and analysis of sustainable and energy-efficient building design and operation, executing LEED or other green rating system certifications, policy development related to sustainable operational practices.
Person Specification	<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> i. Bachelor's Degree in Mechanical engineering or relevant qualification from a recognized institution; ii. Be registered by the Engineers Registration Board of Kenya as a Graduate Engineer; iii. Proficiency in computer applications;
Job Title:	Quantity Surveyor
Ref No:	KoTDA/HR82/2024
Grade:	6
Terms of Service	Permanent & Pensionable
Department	Construction, Operations & Management
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Prepare or review the cost, tender, and contract management of buildings and associated structures/works at Konza Technopolis; ii. Provide cost, tender, and contract management advice on maintenance of buildings and associated structures/works; iii. Prepare or review applicable cost, tender and contract standards and guidelines; and iv. Ensure implementation of set cost, tender and contract standards and guidelines v. Coordinate the preparation of statement detailing scope of works for buildings and associated structures/works; vi. Evaluate and agree on a cost plan for buildings and associated structures/works are prepared based on analysis of similar projects/ market; vii. Liaise with the designers to come up with an economical design; viii. Ensure cost estimates based on detailed measurements of detailed designs with input from designers are prepared and approved before tendering process; ix. Analyze and report on risks associated with appointment of contractors, schedule management and procurement of materials; x. Evaluate and deal with contractual claims;



	<ul style="list-style-type: none"> xi. Coordinate the preparation/review of final accounts and final payments to contractors and consultants; and xii. Review and accept close-out report highlighting recording the cost management activities and changes in costs, etc. that have occurred in the course of the project.
Person Specification	<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> i. Bachelor's degree in quantity surveying or Building Economics or equivalent and relevant qualification from a recognized institution; ii. Registered Quantity Surveyor (Board of Registration of Architects and Quantity Surveyors); and iii. Proficiency in computer applications.
Job Title:	Structural Engineer
Ref No:	KoTDA/HR83/2024
Grade:	6
Terms of Service	Permanent & Pensionable
Department	Construction, Operations & Management
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Prepare or review the structural and civil planning, design, and construction of buildings and associated structures/works in collaboration with other infrastructure divisions; ii. Provide structural and civil works advice on maintenance of buildings and associated structures/works; iii. Prepare or review of applicable structural/civil engineering standards and guidelines in line with Konza Smart city Guidelines, local and international best standards; and iv. Ensure implementation of set structural standards and guidelines during all phases of the program/project lifecycle while adhering to the highest local and international best standards. v. Prepare design criteria report for buildings and associated structures/works; vi. Evaluate and agree on the general layouts (grid lines) of the structure and assess the most economical conceptual framework to effect efficient transfer of loads through the various structural members to the foundations; vii. Ensure structural design is consistent with KoTDA Smart city design guidelines and applicable local and international standards; viii. Ensure optimized designs and dimensioning for complete structure including column sizing, beam depths, structural steelwork members



	<p>sizing necessary for architectural and building services detailed design work;</p> <ul style="list-style-type: none"> ix. Ensure proper sizing and dimensioning for: access/exit road; storm water and outfall drainage works; foul water drainage works; water supply mains between mains and underground water tanks for coordination of architectural and building services detailed design work; x. Ensure that detailed design calculations for the structural systems structure are undertaken; xi. Ensure a complete set of structural and civil drawings and specifications are prepared and approved before tendering process; xii. Review and accept close-out report highlighting the design criteria and design issues, loads, changes in structural concept, specifications, etc. that have occurred in the course of the project; and xiii. Ensure that detailed inspections are done to ascertain rectification of structural/civil defects (workmanship) identified at practical completion/ handover/ taking over stage.
Person Specification	<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> i. Bachelor's Degree in Civil and Structural Engineering or relevant qualifications from a recognized institution; ii. Be registered by the Engineers Registration Board of Kenya as a Graduate Engineer; and iii. Proficiency in computer applications
Job Title:	Architect
Ref No:	KoTDA/HR84/2024
Grade:	6
Terms of Service	Permanent & Pensionable
Department	Construction, Operations & Management
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Prepare or review the architectural planning, design, and construction of buildings and associated structures/works in collaboration with other infrastructure divisions; ii. Provide architectural advice on maintenance of buildings and associated structures/works; iii. Prepare or review applicable architectural standards and guidelines in line with the Konza Technopolis Smart City Guidelines; iv. Prepare outline requirements and plan for buildings and associated structures/works;



	<ul style="list-style-type: none"> v. Review architectural aspects in studies and appraisals to ensure adherence to the Konza Technopolis Smart City Guidelines and requirements as well as applicable local and international laws, regulations, and standards; vi. Prepare architectural technical documents to be used in authorising project implementation; vii. Ensure architectural design is consistent with KoTDA Smart City design guidelines and applicable local and international standards; viii. Draft the design brief and decide on particular proposals including planning arrangement, appearance, construction method and outline specifications; ix. Ensure a complete set of all architectural drawings and specifications are prepared before tendering process; x. Prepare all relevant drawings, specifications etc, to be incorporated in contract agreement; xi. Conducts site visits as necessary to ensure architectural plans, details and specifications are adhered to during implementation; xii. Reviews as-built Architectural drawings; xiii. Ensure that final architectural drawings and specifications are issued to KoTDA for archiving in the specified format and numbers; and xiv. Undertake detailed inspections to ascertain rectification of architectural defects identified at practical completion/ handover/ taking over.
Person Specification	<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> i. Bachelor's degree in Architecture or equivalent qualification from a recognized institution; ii. Registered by the Board of Registration of Architects and Quantity Surveyors (BORAQS) iii. Proficiency in computer applications
Job Title:	Transport & Streetscape Engineer
Ref No:	KoTDA/HR85/2024
Grade:	6
Terms of Service	Permanent & Pensionable
Department	Construction, Operations & Management
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Prepare outline requirements and plan for streetscape and transport infrastructure; ii. Review streetscape and transport aspects in studies and appraisals to ensure adherence to the Authority's guidelines and requirements as well as applicable laws, regulations, and standards;



	<ul style="list-style-type: none"> iii. Provide technical support and advice to programmes and initiatives spearheaded by other entities working in collaboration with the Authority to support the smart city vision; iv. Review streetscape and transport technical documents to be used in authorising project implementation; v. Collaborate with consultants in streetscape and transport infrastructure designs; vi. Review streetscape and transport infrastructure designs and specifications to ensure compliance with the Authority's guidelines and requirements as well as applicable laws, regulations, and standards; vii. Collaborate with all entities supporting the development of streetscape and transport infrastructure; viii. Participate in the commencement of construction of streetscape and transport infrastructure; ix. Ensure relevant documents such as inspections, work approval and test certificates are provided to support payment of streetscape and transport infrastructure; x. Undertake tests and inspections of streetscape and transport infrastructure to ensure compliance with contract requirements technical specifications; xi. Participate in reviewing streetscape and transport infrastructure costs; xii. Review any changes to technical requirements and specifications for ongoing projects; xiii. Provide input to progress reports especially streetscape and transport infrastructure; xiv. Prepare and ensure storage of streetscape and transport infrastructure project documentation (including designs, as built drawings, operational and maintenance manuals) for proper archival and retrieval; xv. Implement maintenance on streetscape and transport infrastructure.
Person Specification	<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> i. Bachelor's degree in Civil & Structural Engineering or equivalent and relevant qualification from a recognized institution; ii. Be registered by the Engineers Registration Board of Kenya as a Graduate Engineer; and iii. Proficiency in computer applications.
Job Title:	Energy Engineer
Ref No:	KoTDA/HR86/2024
Grade:	6
Terms of Service	Permanent & Pensionable



Department	Construction, Operations & Management
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Ensures sufficient supply of electrical power, gas and green energy to residents of Konza Technopolis; ii. Supervises the construction of electrical power, gas and green energy facilities in Konza Technopolis. iii. Reviews proposals, plans and designs for construction of electrical power, gas and green energy facilities submitted to the Konza Technopolis Authority by consultants and contractors. iv. Designing, installation and commissioning of electrical systems
Person Specification	<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> i. Bachelor's Degree in electrical engineering or relevant qualification from a recognized institution; and; ii. Registered by the Engineers Board of Kenya and the IEK; iii. Proficiency in computer applications.
Job Title:	Water & Sanitation Engineer
Ref No:	KoTDA/HR87/2024
Grade:	6
Terms of Service	Permanent & Pensionable
Department	Construction, Operations & Management
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Maintains water and sanitation facilities for Konza Technopolis; ii. Supervises and inspects water and sanitation construction works; iii. Supervises consultants and contractors appointed by the Authority to implement water and sanitation projects and programmes in Konza Technopolis; iv. Reviews water and sanitation designs for development plans; v. Supports in the administration of contracts, including checking on the estimate costs of new water works, assisting in checking the adherence to specifications and standards while ensuring that the project is progressing on; vi. Provides water and sanitation engineering advice to the Authority. vii. Liaises on behalf of the Authorities with external Stakeholders supporting the provision of Water and Sanitation facilities to the Technopolis



Person Specification	For appointment to this grade, a candidate must have: - <ul style="list-style-type: none"> i. Bachelor's Degree in water and sanitation engineering, Biosystems engineering, chemical engineering or relevant qualifications from a recognized institution; ii. Be registered by the Engineers Registration Board of Kenya as a Graduate Engineer; iii. Proficiency in computer applications.
Job Title:	Security Operations & Emergency Services Officer
Ref No:	KoTDA/HR88/2024
Grade:	6
Terms of Service	Permanent & Pensionable
Division	Security Operations & Emergency Services
Duty Station	Konza Technopolis
Job Specification	Duties and responsibilities <ul style="list-style-type: none"> i. Interpreting and implementing policies, standards norms and procedures pertaining to the security operations and emergency services function; ii. Carrying out prevention and investigation of fraud and theft cases as per laid down procedures; iii. Conducting investigations on criminal cases and presenting them to police for appropriate action; iv. Participating in implementation of emergency, safety and security measures and regulations by employees and customers; v. Safeguarding Technopolis assets against theft, pilferage, damage, misuse or sabotage; vi. Participating in conducting investigations of security breach and emergency events and recommend ways of reducing them; vii. Liaising with law enforcement agencies to ensure effective execution of Security operations and emergency services; viii. Supervising contracted guards manning the Technopolis installations and premises and assets; ix. Holding meetings with internal/external customers on matters of general security and emergency response; x. Ensuring Security Operations and emergency services are consistent with the Authority's objectives; xi. Preparing timely and accurate security reports.
Person Specification	For appointment to this grade, a candidate must have: - <ul style="list-style-type: none"> i. Bachelor's Degree in any of the following disciplines: - Criminology, Forensic science or any other relevant and equivalent qualifications from a recognized Institution;



	ii. Proficiency Computer applications.
Job Title:	Senior Electrician
Ref No:	KoTDA/HR89/2024
Grade:	7
Terms of Service	Permanent & Pensionable
Department	Construction, Operations & Management
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Ensures sufficient supply and distribution of electrical power, gas and green energy to residents of Konza Technopolis; ii. Supervises the construction of electrical power, gas and green energy facilities in Konza Technopolis. iii. Reviews proposals, plans and designs for construction of electrical power, gas and green energy facilities submitted to the Konza Technopolis Authority by consultants and contractors. iv. Designing, installation and commissioning of electrical systems
Person Specification	<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> i. A minimum of (4) years' work experience as Technician (Electrical Engineering); ii. Diploma in any of the following disciplines; - Electrical engineering, power option or Telecommunications Option) offered by Kenya National Examination Council (KNEC) or other equivalent qualifications from recognized Institution; iii. Be registered with EPRA -Class A-1 licensed electrician by the Energy and Petroleum Regulatory Authority. iv. Supervisory Skills Course from a recognized institution; v. Shown merit and ability as reflected in work performance and results; and vi. Proficiency in computer applications.
Job Title:	Senior Technician (Instrumentation & Control Engineering)
Ref No:	KoTDA/HR90/2024
Grade:	7
Terms of Service	Permanent & Pensionable
Department	Construction, Operations & Management
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Ensures all electrical installations in Authority facilities comply with standards;



	<ul style="list-style-type: none"> ii. Performs all necessary electrical installations, maintenance, and repairs, according to the supervisor's instructions. iii. Performs repair or maintenance works needed in electrical installations and equipment; iv. Carries out critical rehabilitation tasks and corrective maintenance interventions and the coordination and execution of required tasks as well as installation of needed electrical equipment as defined; v. Designs security systems, access control, structured cabling and Building automation systems, video conferencing, public address systems and other telecommunication systems; generators, electrical sub-stations, solar and other renewable energy sources, and integrated building/parking management systems; vi. Design and analysis of sustainable and energy-efficient building design and operation, executing LEED or other green rating system certifications, policy development related to sustainable operational practices. vii. Responsible for the correct power up of all the equipment
Person Specification	<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> i. A minimum of (4) years' work experience as Technician (Electrical Engineering); ii. Diploma in Electrical engineering or equivalent qualification from recognized Institution; iii. Be registered with Energy and Petroleum Regulatory Authority (EPRA); iv. Supervisory Skills Course from a recognized institution; v. Shown merit and ability as reflected in work performance and results; and vi. Proficiency in computer applications.
Job Title:	Electrician
Ref No:	KoTDA/HR91/2024
Grade:	8
Terms of Service	Permanent & Pensionable
Department	Construction, Operations & Management
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Ensures sufficient supply and distribution of electrical power, gas and green energy to residents of Konza Technopolis; ii. Supervises the construction of electrical power, gas and green energy facilities in Konza Technopolis.



	<ul style="list-style-type: none"> iii. Reviews proposals, plans and designs for construction of electrical power, gas and green energy facilities submitted to the Konza Technopolis Authority by consultants and contractors. iv. Designing, installation and commissioning of electrical systems
Person Specification	<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> i. Diploma in any of the following disciplines: - Electrical engineering, power option or Telecommunications Option) offered by Kenya National Examination Council (KNEC) or other equivalent qualifications from recognized Institution; ii. Be registered with Energy and Petroleum Regulatory Authority (EPRA); and iii. Proficiency in Computer applications.
Job Title:	Technician (Instrumentation & Control Engineering)
Ref No:	KoTDA/HR92/2024
Grade:	8
Terms of Service	Permanent & Pensionable
Department	Construction, Operations & Management
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Ensures all electrical installations in Authority facilities comply with standards; ii. Performs all necessary electrical installations, maintenance, and repairs, according to the supervisor's instructions. iii. Performs repair or maintenance works needed in electrical installations and equipment; iv. Carries out critical rehabilitation tasks and corrective maintenance interventions and the coordination and execution of required tasks as well as installation of needed electrical equipment as defined; v. Designs security systems, access control, structured cabling and Building automation systems, video conferencing, public address systems and other telecommunication systems; generators, electrical sub-stations, solar and other renewable energy sources, and integrated building/parking management systems; vi. Design and analysis of sustainable and energy-efficient building design and operation, executing LEED or other green rating system certifications, policy development related to sustainable operational practices. vii. Responsible for the correct power up of all the equipment



Person Specification	For appointment to this grade, a candidate must have: - <ul style="list-style-type: none"> i. Diploma in Electrical engineering or equivalent qualification from recognized Institution; ii. Be registered with Energy and Petroleum Regulatory Authority (EPRA); and iii. Proficiency in computer applications.
Job Title:	Plumber
Ref No:	KoTDA/HR93/2024
Grade:	8
Terms of Service	Permanent & Pensionable
Department	Construction, Operations & Management
Duty Station	Konza Technopolis
Job Specification	Duties and responsibilities <ul style="list-style-type: none"> i. Installation and routine inspection of all water infrastructure, including servicing, repairs and maintenance of all plumbing related equipment and lines within the Authority buildings. ii. Carries out daily checks on water pumps, washrooms, service lines, tanks, chambers, Sewer lines, manholes (all plumbing related areas) iii. Ensures that there are no leakages along waterlines within Authority buildings facilities in Konza, closing and opening the necessary valves as required to ensure that water reaches the respective storages provided iv. Reports any extraordinary challenges encountered while carrying out assigned duties to the Facilities Manager, for appropriate action v. Keeps in safe custody all tools and equipment allocated, spare parts and materials of all jobs in progress and use them correctly vi. Completes opened job cards for all plumbing and related tasks within the expected turn-around times
Person Specification	For appointment to this grade, a candidate must have: - <ul style="list-style-type: none"> i. Diploma in Plumbing or equivalent qualification from a recognized institution. ii. Proficiency in Computer applications.
Job Title:	Driver
Ref No:	KoTDA/HR94/2024
Grade:	9
Terms of Service	Permanent & Pensionable



Department	Corporate Services
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Maintains and updates daily vehicle movement log/schedule and ensuring all trips are pre-authorized by the transport officer before embarking on the trips; ii. Assists in carrying out routine checks on vehicles for detection of malfunctioning of vehicle systems; iii. Ensure there is a documented proper tracking of service intervals; iv. Drives KoTDA vehicle as authorized and Ensuring adherence to traffic laws; v. Maintains cleanliness of the vehicle; vi. Submits regular reports on motor vehicle assigned; vii. Ensure Safety of passengers and goods therein; viii. Ensure Security and safety of the vehicle on and off the road; ix. Ensure Proper mechanical working condition of the vehicle. x. Maintain work tickets for vehicles assigned to them to ensure all journeys are authorized and to ensure accountability; and xi. Monitors and reports expiry of insurance policies for motor vehicles
Person Specification	<p>For appointment to this grade, an officer must have:</p> <ul style="list-style-type: none"> i. Valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive; ii. First Aid Certificate course lasting not less than one (1) week from a recognized institution; iii. A defensive Driving Certificate from the Automobile Association of Kenya (AA) or its equivalent qualification from any other recognized institution; iv. Kenya Certificate of Secondary Education (KCSE) or its equivalent; v. The Occupational Trade Test II Certificate; vi. At least four (4) years driving experience; vii. An accident-free driving period of three (3) years; viii. Passed the Driver Assessment Test; ix. Proficiency in computer applications