KONZA TECHNOPOLIS DEVELOPMENT AUTHORITY

INTERNAL JOB VACANCIES -ADVERTISEMENT

As part of the Authority's wider career planning and progression efforts, we are seeking to recruit from within qualified and experienced individuals who will play a crucial role in the development of the Konza Technopolis into a leading global Technopolis and innovation hub.

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

	POSITION	GRADE	JOB REF. NO	NO. OF POSTS
1.	Systems Operations Engineer	6	KoTDA/HR64/2024	1
2.	IT Engineer (Infrastructure & Facilities)	6	KoTDA/HR65/2024	1
3.	IT Enterprise & Customer Experience Officer	6	KoTDA/HR66/2024	3
4.	IT Program Officer	6	KoTDA/HR67/2024	1
5.	Network Engineer	6	KoTDA/HR68/2024	2
6.	IT Service Management Engineer	6	KoTDA/HR69/2024	2
7.	Software Engineer (Full Stack & UI/IX)	6	KoTDA/HR70/2024	2
8.	Cloud Developer (Paas & Saas)	6	KoTDA/HR71/2024	1
9.	Office Administrator	6	KoTDA/HR72/2024	2
10.	Office Assistant	10	KoTDA/HR73/2024	1
11.	Accountant	6	KoTDA/HR74/2024	2
12.	Driver	9	KoTDA/HR75/2024	1
	Total Number of Posts			**19**

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, copies of relevant academic and professional certificates, and National ID in PDF format to **recruitment@konza.go.ke**..

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. Clearance from the Ethics and Anti- Corruption Commission;

v. Report from an approved Credit Reference Bureau.

All applications should be received before/on **Monday 26th February 2024.** No hard copy applications will be accepted.

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.***

Details of the Posts:

Job Title:	**Systems Operations Engineer**
Ref No:	KoTDA/HR64/2024
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m.
Terms of Service	Permanent and Pensionable
Department	IT & Smart City Solutions
Duty Station	Konza Technopolis
Job Specification	Duties and responsibilities i. Review software and hardware systems, data management, and operational processes to evaluate and design systems for accuracy, usability and efficiency in critical operations; ii. Install, configure, test and maintain operating systems, application software, hardware, and system management tools; iii. Proactively ensure the highest levels of systems and infrastructure availability; iv. Monitor and test application performance for potential bottlenecks, identify possible solutions, and work with ops team and developers to implement needed software, software fixes, or processes; v. Maintain security, backup, and redundancy strategies; vi. Write and maintain custom scripts to increase system efficiency and lower the human intervention time on any tasks; vii. Integrate software and hardware systems where needed to reduce human data entry or opportunities for human error; viii. Participate in the design of information and operational support systems; ix. Document system protocols and train team members on systems and processes; x. Work with external or internal resources to deploy new software/hardware solutions like CRM integrations, data dashboards, or secure data management systems; liaise with vendors and other IT personnel for problem resolution; and

	xi. Manage and monitor all installed software/hardware systems.
Person Specification	For appointment to this grade a candidate must have: - i. Bachelor's degree in computer science or equivalent qualification from a recognized institution; ii. Proficiency in computer applications
Job Title:	**ICT Engineer (Infrastructure & Facilities)**
Ref No:	KoTDA/HR65/2024
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m.
Terms of Service	Permanent & Pensionable
Department	IT & Smart City Solutions
Duty Station	Konza Technopolis
Job Specification	Duties and responsibilities i. Implements approaches to reducing operational costs while improving overall ICT facilities efficiency; ii. Designs and Maintains physical facilities including power, cooling and other necessary infrastructure; iii. Assesses/certifies the power, cooling, space, and weight sizing requirements for new activities in ICT facilities; iv. Collaborates with cross-functional teams to design and develop power systems and infrastructure that meet business needs; v. Develops and implements a facilities management program including preventative maintenance and life-cycle requirements, as well as conducting and documenting regular ICT facilities inspections; vi. Develops and Maintains asset management plans for the ICT equipment and facilities; vii. Implements systems and procedures to ensure that all statutory compliance systems and occupational health and safety requirements are managed and fulfilled; viii. Implements maintenance reports and procedures; ix. Plans by foreseeing the facility's upcoming needs and requirements; x. Works with support service vendors to resolve conflicts and issues when handling ICT issues; xi. Monitors activities, procedure, and utilization within the ICT facilities to maintain policies and to comply with the regulation; and xii. Ensures compliance with relevant ICT engineering policies, standards, and legislation.
Person Specification	For appointment to this grade, a candidate must have: - i. Bachelor's degree in security engineering, Cybersecurity, Computer Science, Information Technology (IT), electrical engineering or any other equivalent qualifications from a recognized institution.

	ii. Proficiency in computer applications
Job Title:	**IT Enterprise & Customer Experience Officer**
Ref No:	KoTDA/HR66/2024
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m.
Terms of Service	Permanent & Pensionable
Department	IT & Smart City Solutions
Duty Station	Konza Technopolis
Job Specification	**Duties and responsibilities** i. Takes part in the formulation of strategies for delivering on the overall DC & Cloud business objectives; ii. Compiles lists of prospective client businesses using trade directories and other sources; iii. Works directly with customers, vendors, and the technical teams to ensure Data Centre targets are met; iv. Works with cross-functional teams to lead the development and management of new of Cloud and value-added products and services; v. Manages DC & Cloud services revenue and business goals, and drive actions to rapidly accelerate growth and ensure IT capex sustainability; vi. Ensures the positioning of the Authority Data Center & Cloud infrastructure services to align with clients' business needs; vii. Gathers technical, financial, market and other relevant information to create compelling products and services for the customer base, in line with the Authority's product roadmap; viii. Shares information with marketing regarding business issues and industry information that aid development of market-specific action plans and sales strategies. ix. Develops and drives marketing campaigns and leads generation activities to maximize revenue contribution of the Cloud business to the company; x. Maintains an in-depth knowledge of Cloud based solutions/services and customers' business issues to drive innovation in these areas; xi. Quotes and negotiates prices and credit terms, and completing contracts and recording orders; and xii. Assesses customers' needs and explaining the goods and services which meet their needs.
Person Specification	For appointment to this grade, a candidate must have: -

	i. Bachelor's degree in Information Technology, Computer Science, Business IT, Computer Engineering, or any other relevant and equivalent qualification from a recognized Institution; and ii. Proficiency in computer applications
Job Title:	**IT Program Officer**
Ref No:	KoTDA/HR67/2024
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m.
Terms of Service	Permanent & Pensionable
Department	IT& Smart City Solutions
Duty Station	Konza Technopolis
Job Specification	Duties and responsibilities i. Monitor project progress and implementing changes where necessary. ii. Monitor expenditures in accordance with the budget. iii. Ensure compliance with objectives, organizational policies, procedures, and standards. iv. Compile project reports and informing management regarding problems. v. Set project goals and coming up with plans to meet those goals vi. Maintain project timeframes, budgeting estimates and status reports vii. Manage resources for projects viii. Coordinate project team members and developing schedules and individual responsibilities ix. Implement IT strategies that deliver projects on schedule and within budget x. Conduct risk assessments for projects
Person Specification	For appointment to this grade, an officer must have: i. Bachelor's degree in Information Technology, Computer Science, Business IT, Computer Engineering, or any other relevant and equivalent qualification from a recognized Institution ii. Proficiency in Computer Applications
Job Title:	**Network Engineer**
Ref No:	KoTDA/HR68/2024
Grade:	6

Basic Salary Scale	Ksh 60,000- 110,000 p.m.
Terms of Service	Permanent & Pensionable
Department	IT & Smart City Solutions
Duty Station	Konza Technopolis
Job Specification	Duties and responsibilities i. Route protocols of BGP, OSPF and data carrying techniques MPLS as well as Segmented Routing; ii. Carry out in-depth analysis of network traffic and provide detailed reports as required; iii. Design, Implement and Deploy IP Networks, Transmission networks as well as documenting and storing detailed HLD, LLD and As-Builts documents; iv. Perform Radio links profiles and feasibility Vs AGL and AMSL layers, using available Tools; v. Configure management of customer organizational environment, mission, and terrestrial network communications infrastructure and configuration management/requirements process; vi. Implement EPON/GPON networks for FTTX solutions; vii. Implement carrier grade networks; viii. Analyze and troubleshoot network communications failures and bottlenecks and developing network RCAs based on the incidences; ix. Assist in technical strategies in the design, configuration and maintenance of LAN, WAN, Data Centre Networks wireless networks to ensure the stability, integrity and operational effectiveness and efficiency of network services; and x. Provide technical support and guidance (Level 2 and above) in troubleshooting network performance issues.
Person Specification	For appointment to this grade, an officer must have: i. Bachelor's Degree Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering, or any other relevant and equivalent qualification from a recognized Institution. ii. Proficiency in computer applications.
Job Title:	**IT Service Management Engineer**
Ref No:	KoTDA/HR69/2024
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m.
Terms of Service	Permanent & Pensionable

Department	IT & Smart City Solutions
Duty Station	Konza Technopolis

Job Specification	Duties and responsibilities
	
	   i. Research and implement virtual conversational interfaces for Customer Experience officers e.g., AI based Chatbot.
	   ii. Develop the operating model for Intelligent Operations Center (IOC) to ensure incident tickets are captured and tracked.
	   iii. Provide support to end-users , and handle escalations from tier 1 and Tier 2 support.
	   iv. Handle Incidents response, monitor, investigate, project implement, as well as basic operational support.
	   v. Provide resolution of potential and actual service problems.
	   vi. Supervise the prioritization of tickets, queue management, scheduling, and resource planning.
	   vii. Assist in the development, monitoring, and enforcement of knowledgebase that outline how problems are identified, documented, assigned, and corrected
	   viii. Document Service Desk activities, identify problem areas, document resolutions, and devise and deliver solutions

Person Specification	For appointment to this grade, an officer must have:
	
	   i. Bachelor's degree in Information Technology, Computer Science, Business IT, Computer Engineering, or any other relevant and equivalent qualification from a recognized Institution
	   ii. Proficiency in computer applications

Job Title:	**Software Engineer (Full Stack &UI/IX)**
Ref No:	KoTDA/HR70/2024
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m.
Terms of Service	Permanent & Pensionable
Department	IT & Smart City Solutions
Duty Station	Konza Technopolis

Job Specification	Duties and responsibilities
	
	   i. Develops software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle;
	   ii. Tests, maintain and recommend software improvements to ensure strong functionality and optimization;
	   iii. Improves operations in the data center by conducting systems analysis; recommending changes in policies and procedures;

	iv. Troubleshoots, debug and upgrade existing systems in the data center; v. Analyses user requirements and convert requirements to design documents; vi. Ability to develop software using a variety of programming languages, and have excellent knowledge of relational databases, SQL and ORM technologies; vii. Develops and direct software system testing and validation procedures, programming, and documentation; viii. Designs creative prototypes according to specifications; ix. Writes high quality source code to program complete applications within deadlines; x. Performs unit and integration testing before launch; and xi. Obtains and licenses software used in the data center by obtaining required information from vendors; recommending purchases; testing and approving products.
Person Specification	For appointment to this grade, an officer must have: i. Bachelor's degree in computer science, software engineering or equivalent qualification from a recognized institution; and ii. Proficiency in computer applications
Job Title:	**Cloud Developer (PaaS & SaaS)**
Ref No:	KoTDA/HR71/2024
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m.
Terms of Service	Permanent & Pensionable
Department	IT & Smart City Solutions
Duty Station	Konza Technopolis
Job Specification	Duties and responsibilities i. Designs, develop, and deploy modular cloud-based systems; ii. Develops and maintains cloud solutions in accordance with best practices; iii. Ensures efficient functioning of data storage and process functions in accordance with organization security policies and best practices in cloud security; iv. Identifies, analysess, and resolves infrastructure vulnerabilities and application deployment issues; v. Regularly reviews existing systems and make recommendations for improvements; vi. Interacts with clients, provide cloud supports, and make recommendations based on client needs;

	vii. Maintains Cloud OPEX & related CAPEX within Budget; viii. Administers, configures and troubleshoots of server/storage hardware and operating system software. This includes implementation of tactical service improvements, upgrades and patching; ix. Collaborates with the team and various stakeholders to identify technical problems, design solutions for them and help implement where required; 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; xi. Remediates of Security, Compliance and Audit Issues within the Cloud & Core Infrastructure; xii. Technical support for assigned organization initiatives and projects; xiii. Participation in feasibility studies and testing for new IT infrastructure components; and xiv. Maintenance of systems documentation and procedures.
Person Specification	For appointment to this grade, an officer must have: i. Bachelor's degree in in Engineering, Computer Science or equivalent qualification from a recognized institution; ii. Proficiency in computer applications
Job Title:	**Office Administrator**
Ref No:	KoTDA/HR72/2024
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m
Terms of Service	Permanent & Pensionable
Department	Corporate Services
Duty Station	Konza Technopolis
Job Specification	Duties and responsibilities 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 team is well prepared for those meetings, preparing agendas/ notices, pre-meeting briefings and meeting presentation papers iv. Organizing, maintaining diaries, making appointments for efficient departmental time schedules; v. Devising and maintaining office systems that include data management and files in the Office attached for efficient records preservation;

	vi. Provides administrative services to the KoTDA team, including Managing travel arrangements for staffs undertaking work trip (including visas/accommodation); 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; 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; x. Ensure that the outcome of meetings such as decisions and reports are properly finalized and disseminated; and xi. Requisition for departmental user items like stationery and hospitality items for use by the staff.
Person Specification	For appointment to this grade, an officer must have: i. Bachelor's degree in Administrative Services, Office Management, Secretarial, and Clerical related studies or equivalent qualification from a recognized institution; ii. Proficiency in Computer Applications.
Job Title:	**Office Assistant**
Ref No:	KoTDA/HR73/2024
Grade:	10
Basic Salary Scale	Ksh 18,000- 30,000 p.m
Terms of Service	Permanent & Pensionable
Department	Corporate Services
Duty Station	Konza Technopolis
Job Specification	Duties and responsibilities i. Facilitating hospitality for members of staff, staff meetings and high-level stakeholders' meetings; ii. Makes requisition for office supplies and distributes to offices; iii. Process, sort and route incoming and outgoing correspondences as well as deliver files and letters to the respective action officers; iv. Photocopies, scans, appropriate documents and Maintains office files at the departments and units; v. Shops for low value office supplies and consumables; vi. Supervises outsourced office sanitization and fumigation; vii. Maintains hygiene kitchen environment and safe food handling; viii. Reports any damages that occur in the offices to the property management section for timely repair; ix. Provides administrative support to the office deployed; x. Arranging for meeting venues professionally and timely;

	xi. Performing office and mesenterial duties; and
	xii. Other office duties as assigned.
Person Specification	For appointment to this grade, an officer must have: i. Must have Kenyan certificate of secondary Education (KCSE) or Equivalent ii. Proficiency in Computer Applications
Job Title:	**Accountant**
Ref No:	KoTDA/HR74/2024
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m.
Terms of Service	Permanent & Pensionable
Department	Corporate Services
Duty Station	Konza Technopolis
Job Specification	Duties and responsibilities i. Maintaining up-to-date books of accounts ii. Submission of statutory deductions; iii. Preparation of responses to audit queries and PIC inquiries; iv. Preparation of quarterly and annual financial statements for the Authority v. Timely preparation of bank reconciliation statements vi. Interpreting regulations of the Authority pertaining to financial control and management; vii. Preparation of budgets and work plans for the section. viii. Provision of accurate, timely and reliable financial information; ix. Timely submission of annual financial statements of accounts; x. Interpreting of financial policies for sound accounting principles, practices and control and management of corporate tax, VAT and other statutory deductions. xi. Verifying posting of payments and receipts in the cashbook for accuracy balancing and reconciling on daily basis; 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 xiii. Reviews staff surrenders for accuracy & completeness before posting into ERP system.
Person Specification	For appointment to this grade, an officer must have: i. Bachelor's 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

Job Title:	Driver
Ref No:	KoTDA/HR75/2024
Grade:	9
Basic Salary Scale	Ksh 22,000- 40,000 p.m.
Terms of Service	Permanent & Pensionable
Department	Corporate Services
Duty Station	Konza Technopolis
Job Specification	Duties and responsibilities 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	For appointment to this grade, an officer must have: 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