



## 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.

	<b>POSITION</b>	<b>GRADE</b>	<b>JOB REF. NO</b>	<b>NO. OF POSTS</b>
1.	Manager, Economic Development & Resource Mobilization	3	KoTDA/HR95/2024	1
2.	Manager Environment, Health & Safety	3	KoTDA/HR96/2024	1
3.	Principal Officer IT Enterprise & Smart City Solutions	4	KoTDA/HR97/2024	1
4.	Senior Procurement & Supplies Officer	5	KoTDA/HR98/2024	2
5.	ICT Engineer (Infrastructure & Facilities)	6	KoTDA/HR99/2024	1
6.	ICT Security Engineer	6	KoTDA/HR100/2024	2
7.	Software Engineer (Full Stack & UI/IX)	6	KoTDA/HR101/2024	1
8.	Human Resource Officer	6	KoTDA/HR102/2024	1
	<b>Total Number of Posts</b>			<b>10</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/>

*The Authority offers competitive salaries as per the approved salary scales.*

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](mailto: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 **April 22<sup>nd</sup>, 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.***

**Details of the Posts:**

<b>Job Title:</b>	<b>Manager, Economic Development &amp; Resource Mobilization</b>
<b>Ref No:</b>	KoTDA/HR95/2024
<b>Grade:</b>	3
<b>Terms of Service</b>	5 Year Contract, Renewable Subject to Satisfactory Performance
<b>Department</b>	Corporate Research & Strategy
<b>Job Purpose</b>	The Manager, Economic Development & Resource Mobilization is responsible for developing, implementing and reviewing the Authority’s economic development and resource mobilization strategy in order to ensure the economic and social sustainability of the Technopolis. They are responsible for coordinating the development of funding proposals and partnership engagements and aligning resources mobilized to support Authority’s Strategic Framework.
<b>Reporting Mechanism</b>	The Manager, Economic Development & Resource Mobilization reports to the Chief Manager, Corporate Research & Strategy
<b>Duty Station</b>	Konza Technopolis



<p><b>Job Specification</b></p>	<p>Duties and Responsibilities</p> <p><b>Planning</b></p> <ol style="list-style-type: none"> <li>i. Advise management on policies and strategies relating to research, planning and economic development.</li> <li>ii. Overseeing strengthening of intergovernmental economic planning and development matters with the relevant agencies;</li> <li>iii. Overseeing provision of technical support to committees responsible for development, implementation and coordination of Masterplans and other development blueprints;</li> <li>iv. Liaising with various government agencies to propose changes (Policy advocacy).</li> <li>v. Overseeing preparation of planning and economic development quarterly and annual progress reports;</li> <li>vi. Overseeing national development activities at Konza Technopolis and the Buffer Zone;</li> <li>vii. Facilitating public participation and stakeholder consultations on Economic Planning and Development programmes of the Technopolis;</li> <li>viii. Guiding dissemination of national plans, policies and strategies;</li> <li>ix. Facilitating research on topical and emerging socio-economic issues on smart cities;</li> <li>x. Developing outreach programmes as part of the Knowledge Sharing strategy in the Authority</li> <li>xi. Facilitating identification and documentation of cross cutting and emerging economic issues.</li> </ol> <p><b>Partnership &amp; Resource Mobilization.</b></p> <ol style="list-style-type: none"> <li>i. Oversight the development and coordination of the Authority's Partnerships Plan and Resource Mobilization Plan facilitating public-private partnerships involving local government and private investors;</li> <li>ii. Implement partnership strategies to establish synergies and collaborations between the Authority and relevant government agencies, private sector, community, and development partners;</li> <li>iii. Develop, align, and implement resource mobilization and partnership strategies to support the implementation of Konza Technopolis Master Plan, Strategic Plan and Annual Workplans;</li> <li>iv. Identify and implement strategic partnerships aligning with short and long-range planning framework to achieve the Authority's strategic objectives;</li> <li>v. Identify and map the potential and emerging sources of funding and assessing their current usage and potential for the future</li> <li>vi. Coordinate the preparation of partnership agreements, MoUs, progress reports and status updates for the government, donors, and development partners of Technopolis;</li> <li>vii. Coordinates development of proposals for funding and effective marketing and creation of awareness of KOTDA products;</li> </ol>
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	<ul style="list-style-type: none"> <li>iii. Establishes and maintains liaison with the Authority's development and strategic partners and policymakers;</li> <li>ix. Preparing reports to donors and relevant agencies;</li> <li>x. Promotes Konza Technopolis interests amongst various stakeholders.</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' experience, three (3) of which must be in a senior management level;</li> <li>ii. Master's degree in Business Administration, Economics, Finance, Public Policy, or related disciplines from a recognized institution;</li> <li>iii. Bachelor's degree in any of the following disciplines: Economics, Statistics, Finance, Mathematics, Public Policy, Project management, Development studies, Business related studies or related disciplines from a recognized institution;</li> <li>iv. Possesses relevant professional qualifications;</li> <li>v. Management course from a recognized institution;</li> <li>vi. Be a member of a relevant professional body in good standing;</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>Manager, Environment, Health &amp; Safety</b>
<b>Ref No:</b>	KoTDA/HR96/2024
<b>Grade:</b>	3
<b>Terms of Service</b>	5 Year Contract, Renewable Subject to Satisfactory Performance
<b>Department</b>	Physical Planning, Compliance & Environment
<b>Job Purpose</b>	The Manager, Environment, Health and Safety is responsible for promoting environmental quality, development and implementation of sustainable development policies, initiate, construct, operate, maintain and manage parks and open spaces, promote and monitor health and safety policies and biodiversity management at Konza Technopolis.
<b>Reporting Mechanism</b>	The Manager, Environment, Health & Safety reports to the Chief Manager, Physical Planning, Compliance & Environment
<b>Duty Station</b>	Konza Technopolis
<b>Job Specification</b>	<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> <li>i. Oversee the development and adoption of policies, standards, and guidelines for Konza Technopolis environmental conservation and sustainable development initiatives;</li> <li>ii. Oversee the development and implementation of the Division's strategies and action plans that ensures environmental conservation; sustainable development of infrastructure; and sustainable management of solid waste within the city;</li> </ul>



	<ul style="list-style-type: none"> <li>iii. Oversees the review and provision of professional support and advice on environmental and sustainable development to support the undertaking of studies, appraisals or research aimed at determining viability and approach to undertake Technopolis infrastructure;</li> <li>iv. Plan and coordinate the preparation environmental conservation and sustainable development initiatives technical documents to be used in authorizing project implementation;</li> <li>v. Coordinate the provision of technical support and advice to programs and initiatives spearheaded by other entities working in collaboration with the Authority to support the environmental conservation and sustainable development initiatives development;</li> <li>vi. Oversee planning, implementation, monitoring and control of environmental conservation and sustainable development initiatives on all Technopolis infrastructure in coordination with other infrastructure divisions;</li> <li>vii. Advise on environmental conservation and sustainable development initiatives to support the strategic plan development/ review;</li> <li>viii. Support the in prospecting and analyzing new initiatives aimed at development promoting environmental conservation and sustainable development; and</li> <li>ix. Oversee the initiation of environmental conservation and sustainable development;</li> <li>x. Oversees the Establishment of procedures for approval of materials, sample work and methodologies to be incorporated or followed during construction of environmental conservation and sustainable development initiatives;</li> <li>xi. Oversee the operation and maintenance of environmental conservation and sustainable development initiatives assets.</li> <li>xii. Leads, coaches and mentors the team creating an environment that promotes creativity, innovations and maximizes the potential of the team.</li> </ul>
<p><b>Person Specification</b></p>	<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 in Environmental, Health &amp; Safety, three (3) of which must be in a management position;</li> <li>ii. Master's Degree in Environment Science, Environment Resource Conservation, Natural Resource Management, Wildlife Conservation and Management, Ecologists or relevant qualifications from a recognized university.</li> <li>iii. Bachelor's degree Environment Science, Environment Resource Conservation, Natural Resource Management, Wildlife Conservation and Management, Ecologists or relevant qualifications from a recognized university.</li> <li>iv. NEBOSH international certificate in health and safety and other relevant trainings.</li> <li>v. Professional qualification</li> </ul>



	<ul style="list-style-type: none"> <li>vi. Management Course from a recognized institution;</li> <li>vii. Membership to professional body where applicable</li> <li>viii. Shown merit and ability as reflected in work performance and results; and</li> <li>ix. Proficiency in Computer Applications</li> </ul>
<b>Job Title:</b>	<b>Principal Officer IT Enterprise &amp; Smart City Solutions</b>
<b>Ref No:</b>	KoTDA/HR97/2024
<b>Grade:</b>	4
<b>Terms of Service</b>	Permanent & Pensionable
<b>Department</b>	ICT & Smart City Solutions
<b>Job Purpose</b>	The Principal Officer IT enterprise and smart city solutions will be responsible for managing the division, overseeing the implementation of the division strategies and plans for delivering of the overall objectives.
<b>Reporting Mechanism</b>	The Principal Officer IT enterprise and smart city solutions reports to the Manager, IT Enterprise & Smart City Solutions
<b>Duty Station</b>	Konza Technopolis
<b>Job Specification</b>	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> <li>i. Manages the development of IT/IoT products and services within the Technopolis.</li> <li>ii. Oversees and coordinates the formulation and implementation of relevant strategies for commercializing IT Solutions;</li> <li>iii. Coordinates the formulation and implementation strategies for delivering on the overall IT business objectives;</li> <li>iv. Oversees the development of 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;</li> <li>v. Facilitates the troubleshooting, debugging and upgrading of existing IT and smart city solutions;</li> <li>vi. Manages the deployment of customer workloads into the Konza Cloud and increase their consumption of the platform by providing deployment guidance, supporting development of the customers' cloud adoption model, and providing appropriate recommendations to overcome blockers; and</li> <li>vii. Oversees the development of business models for ICT solutions such as Platform as a Service (PaaS), Software as a Service (SaaS), Infrastructure as a Service (IaaS) and applications</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 eight (8) years in relevant work experience and at least three (3) years in a supervisory role;</li> </ul>



	<ul style="list-style-type: none"> <li>ii. Bachelor's degree in Information Technology, Computer Science, Business IT, Software Engineering, Computer Engineering or Equivalent qualifications;</li> <li>iii. Master's degree in Information Technology, Computer Science, Business IT, Software Engineering, Computer Engineering or equivalent qualification from recognized institution;</li> <li>iv. Certification from a recognized professional body;</li> <li>v. Management course from a recognized institution;</li> <li>vi. Membership of a recognized professional body;</li> <li>vii. Shown merit and ability as reflected in in work performance and results; and</li> <li>viii. Proficiency in computer applications</li> </ul>
<b>Job Title:</b>	<b>Senior Procurement &amp; Supplies Officer</b>
<b>Ref No:</b>	KoTDA/HR98/2024
<b>Grade:</b>	5
<b>Terms of Service</b>	Permanent & Pensionable
<b>Division</b>	Supply Chain Management
<b>Duty Station</b>	Konza Technopolis
<b>Job Specification</b>	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> <li>i. Plan and manage all activities involved in sourcing suppliers, procurement, quality assurance, financial, logistics and delivery activities.</li> <li>ii. Schedule quotations and tenders forwarding and determine the supplier with the lowest price quoted;</li> <li>iii. Provide oversight to the requisitions process to ensure competitive quotations for the purchases of goods and services;</li> <li>iv. Develop key processes, procedures, and work templates to ensure continuous improvement and adhere to the best practice standards</li> <li>v. Implement procurement and disposal activities;</li> <li>vi. Implement and Review contract documents for goods, works and services;</li> <li>vii. Liaise with the user department to ensure effective implementation of contracts for goods, works and services;</li> <li>viii. Provide secretariat services to committees to procurement of goods and services, and disposal of assets;</li> <li>ix. Identify cost saving and cost reduction opportunities to receive value for money</li> <li>x. Prepare and administers routine correspondence, negotiation memoranda, and contract documentation to ensure timely and coordinated submittal.</li> <li>xi. Support mid to high level business development, contracts, and project management professionals in working with internal or</li> </ul>



	<p>external teams on issues and developments relative to assigned contracts.</p> <p>xii. Examine and compare contract documents against proposals and negotiation records for accuracy.</p> <p>xiii. Analyses significant, and/or unique contract requirements, special provisions, terms, and conditions to ensure compliance with appropriate laws, regulations, and Authority policies and business unit procedure.</p>
<b>Person Specification</b>	<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> <li>i. Minimum of four(4) years relevant work experience;</li> <li>ii. Bachelor’s degree in Procurement &amp; Supplies Management, Business Administration or equivalent qualification from a recognized institution</li> <li>iii. A Professional qualification from a recognized institution.</li> <li>iv. Member of professional body either Kenya Institute of Supplies Management (KISM) or Chartered Institute of Procurement and Supply (CIPS)</li> <li>v. Supervisory Skills Course from a recognized institution;</li> <li>vi. Shown merit and ability as reflected in work performance and results; and</li> <li>vii. Proficiency in Computer applications.</li> </ul>
<b>Job Title:</b>	<b>ICT Engineer (Infrastructure &amp; Facilities)</b>
<b>Ref No:</b>	KoTDA/HR99/2024
<b>Grade:</b>	6
<b>Terms of Service</b>	Permanent & Pensionable
<b>Department</b>	ICT & Smart City Solutions
<b>Duty Station</b>	Konza Technopolis
<b>Job Specification</b>	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> <li>i. Implements approaches to reducing operational costs while improving overall ICT facilities efficiency;</li> <li>ii. Designs and Maintains physical facilities including power, cooling and other necessary infrastructure;</li> <li>iii. Assesses/certifies the power, cooling, space, and weight sizing requirements for new activities in ICT facilities;</li> <li>iv. Collaborates with cross-functional teams to design and develop power systems and infrastructure that meet business needs;</li> <li>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;</li> <li>vi. Develops and Maintains asset management plans for the ICT equipment and facilities;</li> </ul>





	<ul style="list-style-type: none"> <li>vii. Implements systems and procedures to ensure that all statutory compliance systems and occupational health and safety requirements are managed and fulfilled;</li> <li>viii. Implements maintenance reports and procedures;</li> <li>ix. Plans by foreseeing the facility's upcoming needs and requirements;</li> <li>x. Works with support service vendors to resolve conflicts and issues when handling ICT issues;</li> <li>xi. Monitors activities, procedure, and utilization within the ICT facilities to maintain policies and to comply with the regulation; and</li> <li>xii. Ensures compliance with relevant ICT engineering policies, standards, and legislation.</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 security engineering, Cybersecurity, Computer Science, Information Technology (IT), electrical engineering or any other equivalent qualifications from a recognized institution.</li> <li>ii. Proficiency in computer applications</li> </ul>
<b>Job Title:</b>	<b>ICT Security Engineer</b>
<b>Ref No:</b>	KoTDA/HR100/2024
<b>Grade:</b>	6
<b>Terms of Service</b>	Permanent & Pensionable
<b>Department</b>	ICT & Smart City Solutions
<b>Duty Station</b>	Konza Technopolis
<b>Job Specification</b>	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> <li>i. Analyze network security threats and developing security solutions to mitigate risk;</li> <li>ii. Install and configure firewalls, intrusion detection systems (IDS), and other security technologies;</li> <li>iii. Manage security operations by monitoring security events and identifying potential security risks;</li> <li>iv. Develop security policies and procedures that align with industry standards and best practices;</li> <li>v. Design security measures to protect computer networks, such as firewalls or intrusion detection systems (IDS);</li> <li>vi. Maintain an inventory of software patches for all networked systems and updating them regularly to address vulnerability issues;</li> <li>vii. Perform vulnerability assessments to identify possible security risks;</li> <li>viii. Recommend security solutions based on industry best practices and standards, such as the National Institute of Standards and Technology (NIST) Cybersecurity Framework;</li> </ul>



	<ul style="list-style-type: none"> <li>ix. Develop plans for disaster recovery in case of a cyberattack or data breach to ensure minimal business interruption; and</li> <li>x. Develop and implement an incident response plan.</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 Information Technology, Computer Science, or any other equivalent qualifications from a recognized institution;</li> <li>ii. Proficiency in computer applications.</li> </ul>
<b>Job Title:</b>	<b>Software Engineer (Full Stack &amp; UI/IX)</b>
<b>Ref No:</b>	KoTDA/HR101/2024
<b>Grade:</b>	6
<b>Terms of Service</b>	Permanent & Pensionable
<b>Department</b>	ICT & Smart City Solutions
<b>Duty Station</b>	Konza Technopolis
<b>Job Specification</b>	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> <li>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;</li> <li>ii. Tests, maintain and recommend software improvements to ensure strong functionality and optimization;</li> <li>iii. Improves operations in the data center by conducting systems analysis; recommending changes in policies and procedures;</li> <li>iv. Troubleshoots, debug and upgrade existing systems in the data center;</li> <li>v. Analyses user requirements and convert requirements to design documents;</li> <li>vi. Ability to develop software using a variety of programming languages, and have excellent knowledge of relational databases, SQL and ORM technologies;</li> <li>vii. Develops and direct software system testing and validation procedures, programming, and documentation;</li> <li>viii. Designs creative prototypes according to specifications;</li> <li>ix. Writes high quality source code to program complete applications within deadlines;</li> <li>x. Performs unit and integration testing before launch; and</li> <li>xi. Obtains and licenses software used in the data center by obtaining required information from vendors; recommending purchases; testing and approving products.</li> </ul>
<b>Person Specification</b>	For appointment to this grade, a candidate must have: -



	<ul style="list-style-type: none"> <li>i. Bachelor's degree in computer science, software engineering or equivalent qualification from a recognized institution; and</li> <li>ii. Proficiency in computer applications</li> </ul>
<b>Job Title:</b>	<b>Human Resource Officer</b>
<b>Ref No:</b>	KoTDA/HR102/2024
<b>Grade:</b>	6
<b>Terms of Service</b>	Permanent & Pensionable
<b>Department</b>	Corporate Services
<b>Duty Station</b>	Konza Technopolis
<b>Job Specification</b>	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> <li>i. Implements human resource management policies, laws, regulations, procedures and systems;</li> <li>ii. Conducts recruitment and selection of staff including preparation of job adverts, shortlisting, interviewing, reference checking and making offers to candidates;</li> <li>iii. Executes people systems and policies across the employee lifecycle, including conflict resolution and employee relations, off-boarding, performance management, benefits enrolments &amp; changes, leave and general employee support;</li> <li>iv. Develops orientation programmes and oversees staff induction for new hires;</li> <li>v. Prepares training plan and follow up to ensure trainings are conducted;</li> <li>vi. Analyses the utilization of human resources in the Authority and advises on proper deployment;</li> <li>vii. Payroll processing and administration in liaison with Finance division to ensure salaries are accurate and paid on time and keep records;</li> <li>viii. Liaises with the Pension Scheme Administrator to update records of new and retiring/exiting members to ensure accurate computation and pay of pension benefits;</li> <li>ix. Reviews and analyses HRIS system to ensure data integrity; and</li> <li>x. Implements cross cutting initiatives in the Authority including championing diversity and Inclusivity programs.</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 human resource management or Social science or any other relevant qualifications;</li> <li>ii. Proficiency in computer applications</li> </ul>