**KONZA TECHNOPOLIS
DEVELOPMENT AUTHORITY**

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.	Principal Internal Auditor	4	KoTDA/HR103/2024	1
2.	Network Engineer	6	KoTDA/HR104/2024	1
3.	Innovation Officer	6	KoTDA/HR105/2024	1
	Total Number of Posts			**3**

HOW TO APPLY

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/

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 **July 16th, 2024.**

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).

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:	**Principal Internal Auditor**
Ref No:	KoTDA/HR103/2024
Grade:	4
Terms of Service	Permanent & Pensionable
Department	Internal Audit & Risk Assurance
Duty Station	Konza Technopolis
Job Specification	Duties and responsibilities **Internal Audit & Risk Assurance** i. Developing flexible risk based annual audit plan using Authority risk assessment, including any risks or control concerns identified by the management; ii. Managing the implementation of the annual audit plan as approved, including as appropriate any special tasks or projects requested by Management and the Audit Committee; iii. Developing audit programmes and reviewing audit working papers to ensure they are complete and available audit evidence fully supports audit opinions and recommendations; iv. Lead in conducting annual audits of all operations and systems. v. Reviewing and compiling the audit reports for all risk-based audits conducted by Internal Audit staff and following up implementation of the audit recommendations;

	vi. Managing the implementation of the annual audit plan as approved, including as appropriate any special tasks or projects requested by management and the Audit Committee;
	vii. Formulating and coordinating implementation of internal audit policies, strategies, identify areas that offer opportunities for improvement and make appropriate recommendations;
	viii. Preparing a report on the accuracy of Financial Statements
	ix. Carrying out special audits and investigations (ad-hoc) as may be required from time to time; and
	x. Review internal audits and appraise the soundness, adequacy and application of accounting, financing, procurement and other operating controls.
	xi. Perform operational reviews and appraise the effectiveness and efficiency in which the Authority's resources are employed.
	xii. Assisting and providing secretarial services to the Board Audit and Risk Committee
	Information Systems Audit
	i. Independently assessing, testing, and reporting on the design and operating effectiveness of internal controls related to information technology systems within the Authority.
	ii. Developing flexible risk based annual audit plan using Authority risk assessment, including any risks or control concerns identified by the management;
	iii. Managing the implementation of the annual audit plan as approved, including as appropriate any special tasks or projects requested by Management and the Audit Committee;
	iv. Developing audit programmes and reviewing audit working papers to ensure they are complete and available audit evidence fully supports audit opinions and recommendations;
	v. Lead in conducting annual audits of all operations and systems.
	vi. Reviewing and compiling the audit reports for all risk-based audits conducted by Internal Audit staff and following up implementation of the audit recommendations;
	vii. Managing the implementation of the annual audit plan as approved, including as appropriate any special tasks or projects requested by management and the Audit Committee;
	viii. Formulating and coordinating implementation of internal audit policies, strategies, identify areas that offer opportunities for improvement and make appropriate recommendations;
	ix. Preparing a report on the accuracy of Financial Statements
	x. Carrying out special IT audits and investigations (ad-hoc) as may be required from time to time; and
	xi. Review internal audits and appraise the soundness, adequacy and application of IT and other operating and general controls.

	xii. Perform operational reviews and appraise the effectiveness and efficiency in which the Authority's resources are employed. xiii. Assisting and providing secretarial services to the Board Audit and Risk Committee
Person Specification	For appointment to this grade, a candidate must have: - i. At least eight (8) years relevant working experience, three (3) of which must have been at a supervisory role; ii. Masters' degree in Business Administration or related disciplines; iii. Bachelor's degree in Commerce, Finance, Accounts, Business Administration, Information Technology (IT), Computer Science, Bachelor of Commerce, Business Information Technology or relevant qualifications from a recognized institution; iv. CPA (K), or CIA, or Certified Chartered Accountant (ACCA), Professional Certification in information systems, IT security management, data protection, cloud computing, computer networking, systems security, IT infrastructure, database management, programming or Certified Information Systems Auditor, CAAT or relevant qualification from a recognized institution; v. Must be a member with the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal Auditors (IIA) in good standing; vi. Proficiency in computer applications and computer aided audit tools (CAATs); vii. Management Course from a recognized institution; viii. Shown merit and ability as reflected in work performance and results
Job Title:	**Network Engineer**
Ref No:	KoTDA/HR104/2024
Grade:	6
Terms of Service	Permanent & Pensionable
Department	ICT & 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, a candidate 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:	**Innovation Officer**
Ref No:	KoTDA/HR105/2024
Grade:	6
Terms of Service	Permanent & Pensionable
Department	Business Development & Innovation
Duty Station	Konza Technopolis
Job Specification	Duties and responsibilities i. Supervises execution of business models for knowledge and innovation programs in Konza Technopolis; ii. Supervises the operations of the Konza Innovation pipeline and virtual Konza Innovation Ecosystem; iii. Engages in resource mobilization initiatives for Knowledge Economy and Innovation; iv. Maintains linkages with selected global innovation centers;

	v. Maintains collaboration between industry players, education institutions and R&D centers; vi. Promotes open innovation and processes that inspire creative thinking; vii. Runs the operations of the Konza Innovation and Co-working space hub; viii. Manage the community experience and infrastructure, and foster growth and engagement; ix. Run the operations of the Konza Innovation Hub and Co-working space; x. Support the establishment of STEM research institutes, laboratories and Knowledge hubs xi. Manage and coordinate innovation activities in partnership with actors in the industry. xii. Supervises execution of the enterprise development and support strategies that deliver investment in and objectives of Konza Technopolis;
Person Specification	For appointment to this grade, a candidate must have: - i. Bachelor's degree in Economics, Marketing, Communications, Business Administration, Sciences, Engineering, Education, ICT, or similar qualifications from a recognized institution ii. Proficiency in Computer Applications