



INTERNAL ADVERTISEMENT FOR VACANT POSTS

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 applications from suitably qualified officers serving in the Authority for the following vacant posts.

Position	Grade	JOB REF. NO	NO Of Posts
Principal Economic Development & Resource Mobilization Officer	4	KoTDA/HR01/2024	1
Principal Innovation Officer	4	KoTDA/HR02/2024	1
Principal Human Resource Officer	4	KoTDA/HR03/2024	1
Principal Urban Planning & Permitting Officer	4	KoTDA/HR04/2024	1
Principal Water & Sanitation Engineer	4	KoTDA/HR05/2024	1
Principal Legal Officer	4	KoTDA/HR06/2024	1
Principal Property Management Officer	4	KoTDA/HR07/2024	1
Senior Internal Auditor	5	KoTDA/HR08/2024	1
Senior Accountant	5	KoTDA/HR09/2024	1
Senior Investor Facilitation & OSS Officer	5	KoTDA/HR10/2024	1
Senior Office Administrator	5	KoTDA/HR11/2024	1
Senior Monitoring, Evaluation & Quality Assurance Officer	5	KoTDA/HR12/2024	1
Senior Security Operations & Emergency Services Officer	5	KoTDA/HR13/2024	1
Senior Assistant Office Administrator	7	KoTDA/HR14/2024	1
Senior Assistant Property Management Officer	7	KoTDA/HR15/2024	1
Procurement & Supplies Officer	6	KoTDA/HR16/2024	1
Total			16

HOW TO APPLY

1. All applications should include the **job title, job ref** on the **subject line** of the **application email**.
2. Each application must be accompanied with a cover letter, detailed curriculum vitae, copies of relevant academic and professional certificates, testimonials and other relevant supporting documents and copy of the National ID.
3. Required documents should be scanned in PDF format as one continuous document however if the documents are many, they can be separated to a maximum of three PDF documents



and sent by EMAIL ONLY to recruitment@konza.go.ke.

Applications must be addressed to the address below and must be received on or before **5.00 p.m. on Tuesday 18th June 2024**.

Chief Executive Officer
Konza Technopolis Development Authority
7th Floor, Konza Complex
P.O Box 1-90150
KONZA TECHNOPOLOIS

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.

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 and successful candidates will be contacted. **Canvassing in any form will lead to automatic disqualification.***



Details of the Posts:

Job Title:	Principal Economic Development & Resource Mobilization Officer
Ref No:	KoTDA/HR01/2024
Grade:	4
Basic Salary Scale	Ksh 110,000- 200,000 p.m.
Terms of Service	Permanent and Pensionable
Department	Corporate Research & Strategy
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <p>Planning</p> <ol style="list-style-type: none"> i. Oversees planning and socioeconomic development framework of Konza Technopolis through utilization of ICT into a globally competitive smart city; ii. Lays out strategies and plans to stimulate planned growth and organic growth of the Technopolis towards achieve set targets; iii. Reviews and analyses the economic structure of Konza Technopolis to identify its key economic sectors and critical economic drivers; iv. Facilitates sustainable economic interactions, removal of economic impediments and easing of market externalities to support enterprise and startup development; v. Leads the identification of potential areas for economic diversification and linkages with targeted industries, development partners, donors and populations; vi. Formulates economic strategies, development plans and frameworks to attract population, enterprises and other economic actors who generate sustainable economic activities; vii. Advises and review project feasibility reports, economic feasibility plans, financing plans, environmental documents, design plans, and other technical studies required for the planning, design and development of projects; viii. Coordinates implementation of the Sustainable Development Goals (SGDs) and reporting of implementation. ix. Organises public participation and stakeholder consultations on Economic Planning and Development programmes of the Technopolis; <p>Partnership & Resource Mobilization</p> <ol style="list-style-type: none"> i. Create effective mechanisms for coordination, resource mobilization and partnerships with various stakeholders. ii. Mobilize funds for the development of Konza Technopolis and support relevant fund-raising activities;



	<ul style="list-style-type: none"> iii. Coordinate preparation of partnerships and resource mobilization status reports; iv. Monitoring and evaluating resource mobilization activities. v. Developing and writing compelling and impactful funding proposals vi. Spearheading the development, review and implementation of resource mobilization policies and strategies; vii. Undertaking continuous analysis of partners' policies and practices and their impact on the Authority; and viii. Establishing appropriate linkages and partnerships with other participating departments and agencies.
Person Specification	<p>For appointment to this grade a candidate must have: -</p> <ul style="list-style-type: none"> i. At least eight (8) years of work experience in resource mobilization and partnership, three (3) of which must be in a supervisory role; ii. Master's degree in Business Administration, Economics, Finance, Public Policy, or related disciplines from a recognized institution; iii. Bachelor's Degree in Finance, Economics, Marketing, Public Relations, Business Development, Development Studies, International Relations, Public Administration and Business Administration, project management or equivalent qualifications from a recognized institution; iv. Possesses relevant professional qualifications; v. Management Course from a recognized institution; vi. Be a member of a relevant professional body; vii. Shown merit and ability as reflected in work performance and results; and viii. Proficiency in computer applications.
Job Title:	Principal Innovation Officer
Ref No:	KoTDA/HR02/2024
Grade:	4
Basic Salary Scale	Ksh 110,000- 200,000 p.m.
Terms of Service	Permanent & Pensionable
Department	Business Development & Innovation
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Leads implementation of the strategy that delivers deliver the Knowledge Based Economy and Innovation ecosystem, ensuring ready access to businesses and public bodies in line with the objectives of Konza Technopolis; ii. Manages stakeholder engagement, partnerships, programs, and linkages between Konza Technopolis and stakeholders in the innovation ecosystem;



	<ul style="list-style-type: none"> iii. Leads the development and implementation of business models for knowledge and innovation programs in Konza Technopolis; iv. Leads the development of funding proposals for identified innovation initiatives, working with partners to access financial and technical support to catalyze economic growth of the Technopolis; v. Coordinates the implementation of policies and procedures for business incubation at Konza Technopolis; vi. Coordinates the implementation of activities and programs to facilitate commercialization of innovations; vii. Coordinates the collaboration with/establishment of knowledge hubs, innovation centers and research and development institutes, international development partners and foundations to support innovations; viii. Manages the set up and operations Konza Enterprise Center; ix. Manages the set up and operations of the Konza Innovation and Co-working hub; x. Manages the operations of the Konza Innovation fund; xi. Manages the set up and operations of the Konza Technology Transfer and Commercialization Office; xii. Facilitates the establishment foundations for supporting innovations, research institutes and knowledge hubs and platforms for launch of businesses and products under Knowledge Economy and Innovation; xiii. Develops the Konza innovation pipeline and virtual Konza innovation ecosystem; and xiv. Manages the collaboration between industry players, education institutions and R&D centres.
<p>Person Specification</p>	<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> i. At least eight (8) years relevant working experience, three (3) of which should be in a supervisory / middle 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 Commerce, Business Administration, Economics, Finance, Marketing, Communications, ICT, Education, Sciences, Engineering, Innovation, Project Management, Innovation Management or similar qualifications from a recognized institution; iv. Relevant professional qualification from a recognized institution; v. Membership to a relevant professional body; vi. Management course from a recognized institution;



	<ul style="list-style-type: none"> vii. Shown merit and ability as reflected in work performance and results; viii. Proficient in computer applications.
Job Title:	Principal Human Resource Officer
Ref No:	KoTDA/HR03/2024
Grade:	4
Basic Salary Scale	Ksh 110,000- 200,000 p.m.
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. Develops and implements the Human Resources plan that aligns with the overall mission and strategy of the organization; ii. Ensures recruitment, induction, performance appraisals, contract compliance and renewals and exits are correctly managed; iii. Development, implementation and review of the Human Resource Career Guidelines for career development and succession planning; iv. Develops a talent model that ensures the Authority has a pool of qualified, talented human resource with the required competencies; v. Develops and implements performance management processes and systems for the Authority and links these processes to the overall organisational strategy; vi. Identifies, designs and implements training and leadership development programs based on identified needs; vii. Analyses HR Data to diagnose needs and forecast trends and strategize solutions or plans for optimization; viii. Coordinates implementation of coaching programmes aimed at enhancing employee professional and personal development; ix. Coordinates implementation of culture and change management programmes within the organisation; x. Oversees the effective administration of the payroll system; xi. Responsible for the management and administration of staff welfare and benefits requirements including medical cover, group life /accident cover, pension scheme and Staff Welfare; xii. Reviews HR divisional activities for potential and existing areas of risk exposure and make recommendations and appropriate risk mitigation measures; and xiii. Implements diversity, equity, inclusion, and belonging programs that harness on the diversity in the team.



Person Specification	<p>For appointment to this grade, a candidate must have: -</p> <ol style="list-style-type: none"> i. A minimum period of eight (8) years in relevant work experience and at least three (3) years in a supervisory role; ii. Master's degree in Human Resource Management or equivalent qualification from recognized institution; iii. Bachelor's degree in Human Resource Management or Equivalent qualifications; iv. Certified Human Resource Professional, CHRP (K); v. Management course from a recognized institution; vi. Membership of the Institute of Human Resource Management (IHRM); vii. Shown merit and ability as reflected in work performance and results; and viii. Proficiency in computer applications.
Job Title:	Principal Urban Planning & Permitting Officer
Ref No:	KoTDA/HR04/2024
Grade:	4
Basic Salary Scale	Ksh 110,000- 200,000 p.m.
Terms of Service	Permanent & Pensionable
Department	Physical Planning, Compliance & Environment
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ol style="list-style-type: none"> i. Periodic review of the masterplan to facilitate necessary changes as and when required. ii. Provision of strategic input for the day-to-day implementation of the Konza Technopolis Masterplan. iii. Provide technical support for investor settlement to the business Development Department. iv. Provide Technical support to Machakos, Makueni and Kajiado counties in the Buffer Zone. v. Preparation of short- and long-term scenarios required for the implementation of subsequent phases of the Konza project. vi. Preparation of current, midterm as well as long term planning policies for the development of Konza.



	<ul style="list-style-type: none"> vii. Undertake urban planning research as input into the policy formulation process for Konza Technopolis. viii. Development of urban development standards for Konza Technopolis. ix. Provide advisory on Technopolis matters to other governmental institutions and parties.
Person Specification	<p>For appointment to this grade, an officer must have:</p> <ul style="list-style-type: none"> i. A minimum period of eight (8) years in relevant work experience and at least three (3) years in a supervisory role; ii. Master's Degree in urban planning, physical planning, Land Use Planning, community development studies, or equivalent qualification from a recognized institution. iii. Bachelor's degree in urban planning, physical planning, community development studies, social work or relevant qualification from a recognized institution; iv. Membership to a professional body; v. Management Course from a recognized institution; vi. Shown merit and ability as reflected in work performance results; and vii. Proficiency in Computer applications.
Job Title:	Principal Water & Sanitation Engineer
Ref No:	KoTDA/HR05/2024
Grade:	4
Basic Salary Scale	Ksh 110,000- 200,000 p.m.
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 Solid Waste, water and sanitation facilities and utilities for Konza Technopolis; ii. Designs, develops and maintains of Solid Waste, water and sanitation facilities for Konza Technopolis; iii. Inspects and approves construction of drinking water, waste water, recycled water, water hydrants , rain water and surface run off facilities; iv. Inspects and approves construction of Solid waste facilities;



	<ul style="list-style-type: none"> v. Reviews for approval Konza Technopolis design details and specifications for construction of drinking water, waste water, recycled water, water hydrants, rain water and surface run off infrastructure and facilities; vi. Reviews for approval Konza Technopolis design details and specifications for construction of solid waste discharge valves, waste separator, rotating screens, waste compactor, waste container, exhausters, air filters and electrical control systems and infrastructure and facilities; vii. Supervises consultants and contractors appointed by the Authority to implement Solid Waste, water and waste water infrastructure and related facilities; viii. Supervises and inspects Solid waste, water and sanitation construction works; ix. Inspects for certification and acceptance of constructed solid waste discharge valves, waste separator, rotating screens, waste compactor, waste container, exhausters, air filters and electrical control systems; x. Inspects for certification and acceptance of constructed drinking water, waste water, recycled water, water hydrants, rain water and surface run off facilities; and xi. Provides Solid Waste, Water and Sanitation engineering advice to the Authority.
<p>Person Specification</p>	<p>For appointment to this grade, an officer must have:</p> <ul style="list-style-type: none"> i. A minimum period of eight (8) years work experience as a Water and Sanitation engineering, Solid Waste Engineering, Biosystems engineering, Mechanical Engineering, Chemical engineering, three (3) of which should be in a supervisory role; ii. Masters Degree in Water and Sanitation engineering, Solid Waste Engineering, Biosystems engineering, Mechanical Engineering, Chemical engineering or relevant qualifications from a recognized institution iii. Bachelor's degree in water and Sanitation engineering, Solid Waste Engineering, Biosystems engineering, Mechanical Engineering, Chemical engineering or relevant qualifications from a recognized institution; iv. Management Course from a recognized institution; v. Registered as a Professional Engineer by EBK and a corporate member of the Institution of Engineers of Kenya; vi. Shown merit and ability as reflected in work performance and results; and vii. Proficiency in computer applications.



Job Title:	Principal Legal Officer
Ref No:	KoTDA/HR06/2024
Grade:	4
Basic Salary Scale	Ksh 110,000- 200,000 p.m.
Terms of Service	Permanent & Pensionable
Department	Corporation Secretary & Legal Services
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ol style="list-style-type: none"> i. Develop strategies, policies, and procedures for contract management. ii. Develop the Authority's templates for legal agreements. iii. Review and approve agreements for execution and attend to the execution of Contracts by the Authority. iv. Oversee the preparation of monthly, quarterly, and annual reports for the contracts. v. To review all contracts or any other documentation where the Authority has committed itself and assess legal implications that need to be brought to the attention of the CEO. vi. To ensure regulatory and statutory contractual compliance by the various projects and Authority engagements. vii. Attend, engage, and participate in contract negotiations on engagements/transactions that the Authority and support Department are getting involved in. viii. Ensure up to standard review and drafting and if in order recommend for signing all contracts and other legal documents on behalf of the Authority in a timely manner. ix. Ensure Authority contractual transactions comply with corporate laws and regulations. x. Ensure all legal agreements and contracts entered by the Authority are legally sound and minimize risks and other exposure to the Authority. xi. Coordinate approvals from the Attorney General's Office and other Government ministries on Contracts. xii. Ensure accuracy and appropriateness of contracts text and attachments. xiii. Keep track of contracts extensions and expiry. <p>Dispute Resolution</p>



	<ul style="list-style-type: none"> i. Develop and oversee the implementation of the dispute resolution strategies, polices and mechanisms for the Authority. ii. Resolve disputes in consultation with all affected parties, to ensure that they do not lead to litigation. iii. Develop and implement preventive legal strategies aimed at forestalling disputes at the Authority. iv. Ensure legal representation of the Authority in all judicial bodies – Courts, Dispute Adjudication Boards, Arbitration. v. Liaise with other departments in managing Disputes. vi. Regularly review and monitor court matters by and against the Authority with a view to concluding matters in a timely and cost-effective manner. vii. Ensure that all pleadings, evidence, and witness statements are drafted and filed accordingly. viii. Ensure that the witnesses are prepared accordingly and that they attend court for the hearings. ix. Ensure compliance with court orders and decrees. x. Coordinate and supervising investigation for efficient evidence gathering. xi. To liaise with and manage external lawyers in ongoing litigation where applicable. xii. Prepare sound legal opinions on litigation matters that affect the Authority. xiii. Oversee the conduct of legal research on litigation issues that affect the Authority. xiv. Prepare the litigation and dispute resolution reports. xv. Develop the budget and the work plan.
<p>Person Specification</p>	<p>For appointment to this grade, an officer must have:</p> <ul 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. A minimum of Eight (8) years’ experience, at least three (3) experience in a supervisory role with experience in contracting ,legal drafting, litigation and dispute resolution in the public sector. iii. Bachelor of Laws degree from a recognized institution. iv. Postgraduate Diploma in Law from the Kenya School of Law. v. Advocate of the High Court Kenya. vi. Membership to the Law Society of Kenya with a current practicing certificate. vii. Certificate in Management Course from a recognized institution. viii. Shown merit and ability as reflected in work performance and results; and ix. Proficiency in computer applications.



Job Title:	Principal Property Management Officer
Ref No:	KoTDA/HR07/2024
Grade:	4
Basic Salary Scale	Ksh 110,000- 200,000 p.m.
Terms of Service	Permanent & Pensionable
Department	Corporate Services
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ol style="list-style-type: none"> i. Coordinates repair and maintenance of KoTDA properties; ii. Coordinates management of outsourced property management services; iii. Negotiates and administers property leases, lease renewals and rental reviews and effectively communicates any reviews to tenants. iv. Develops and implements rent & utilities collection policy for prompt and optimum revenue collection; v. Develops and implement best practices, procedures and standards in real estate operations and maintenance for optimal investment performance; vi. Oversees continuous supply of power, water and other utilities to the tenants and investors; vii. Monitors and follows up timely payment of properties and utilities expenses; viii. Ensures compliance of health and safety regulatory requirements; ix. Assesses, minimizes, and mitigates risks at the properties ensuring that the properties are adequately insured, and conduct weekly risk assessments to identify safety issues and to proactively correct them; and x. Prepares and submit timely and accurate quarterly property & utilities reports and cash flows projections.
Person Specification	<p>For appointment to this grade, an officer must have:</p> <ol style="list-style-type: none"> i. A minimum period of eight (8) years in relevant work experience and at least three (3) years in a supervisory role; ii. Masters' degree in Real Estate Economics, Valuation and Property Management, Facilities Management, Construction Management or equivalent qualification from recognized institution iii. Bachelor's degree in Real Estate, Land Economics, or equivalent qualification from a recognized institution; iv. Registered and Licensed Valuer/ Estate Agent by the Valuers Registration Board v. Management course from a recognized institution;



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	<ul style="list-style-type: none"> vi. Membership of the Institute of Surveyors of Kenya (ISK) or any other relevant professional body. vii. Shown merit and ability as reflected in work performance and results; and viii. Proficiency in Computer Applications;
Job Title:	Senior Internal Auditor
Ref No:	KoTDA/HR08/2024
Grade:	5
Basic Salary Scale	Ksh 84,000- 160,000 p.m.
Terms of Service	Permanent & Pensionable
Department	Internal Audit & Risk Assurance
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Undertaking risk-based audit, value for money and systems audit as per approved audit programs and maintain complete working papers; ii. Participating in preparation of audit procedures of a given assignment; iii. Carrying out audit tests and procedures as per audit programs; iv. Preparing timely and accurate draft reports for review with supervisor; v. Conducting special audit assignments as assigned; vi. Undertaking follow-up audits to determine whether agreed recommendations on the past reviews are being undertaken by the process owner; vii. Reviewing the internal controls of the Authority on financial and other operations and ensuring economy, efficiency and effectiveness in financial and operating systems including computer systems. viii. Perform operational reviews and appraise the effectiveness and efficiency in which the Authority's resources are employed. ix. Verifying the existence and safety of Assets x. Supervising and reviewing of internal auditors work. xi. Appraise the soundness, adequacy and application of accounting, financing, procurement, ICT and other operating controls; and xii. Ascertain the extent of compliance with the Authority's operational tools and instruments.
Person Specification	<p>For appointment to this grade, an officer must have:</p> <ul style="list-style-type: none"> i. At least four (4) years relevant working experience; ii. Bachelor's degree in Commerce, Finance, Accounts, Business Administration or relevant qualifications from a recognized institution;



	<ul style="list-style-type: none"> iii. CPA K), or CIA, or Certified Chartered Accountant (ACCA), Certified Information Systems Auditor (CISA) or relevant qualification from a recognized institution; iv. Supervisory course from a recognized institution; v. Shown merit and ability as reflected in work performance results; and vi. Proficiency in computer applications.
Job Title:	Senior Accountant
Ref No:	KoTDA/HR09/2024
Grade:	5
Basic Salary Scale	Ksh 84,000- 160,000 p.m.
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. Maintaining up-to-date books of accounts ii. Overseeing submission of statutory deductions; iii. Coordinating the preparation of responses to audit queries and PIC inquiries; iv. Coordinating preparation of quarterly and annual financial statements for the Authority v. Ensuring timely preparation and Approval of bank reconciliation statements vi. Interpreting regulations of the Authority pertaining to financial control and management; vii. Coordinating preparation of budgets and work plans for the section. viii. Ensuring provision of accurate, timely and reliable financial information; ix. Ensuring timely submission of annual financial statements of accounts; and x. Interpreting of financial policies for sound accounting principles, practices and control and management of corporate tax, VAT and other statutory deductions.
Person Specification	<p>For appointment to this grade, an officer must have:</p> <ul style="list-style-type: none"> i. A minimum of four (4) years relevant work experience; ii. Bachelor's Degree in Commerce, Business Management, Business Administration (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized;



	<ul style="list-style-type: none"> iii. Passed Part III of the Certified Public Accountants (CPA) Examination/ACCA affiliate Exams. iv. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body; v. Supervisory Skills Course from a recognized institution; vi. Shown merit and ability as reflected in work performance and results; vii. Proficiency in computer applications
Job Title:	Senior Investor Facilitation & OSS Officer
Ref No:	KoTDA/HR10/2024
Grade:	5
Basic Salary Scale	Ksh 84,000- 160,000 p.m.
Terms of Service	Permanent & Pensionable
Department	Business Development & Innovation
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Management of the one stop shop ii. Customer service and relationship deepening. iii. Evaluating and appraising projects for approvals and licenses. iv. Facilitation of required approvals, licenses, permits and other authorizations from relevant authorities. v. Facilitating connections of new investments to basic services and facilities. vi. Preparing new projects for issuance of the KoTDA license. vii. Managing and providing information on investment sites. viii. Drawing up linkage programmes for real estate investors, financier, off takers and potential tenants. ix. Reviewing potential business proposals and making recommendations for investment; x. Facilitating negotiations for contracts for alternative revenue sources; xi. Coordinating and leading income generation activities. xii. Supporting business units in new product and service initiatives. xiii. Facilitating Collaboration with all government, bodies and private sector for ease of doing business at KT. xiv. Maintaining relationships with all stakeholders-internal and external



Person Specification	<p>For appointment to this grade, an officer must have:</p> <ul style="list-style-type: none"> i. At least four (4) years relevant work experience. ii. Bachelor's degree in Economics, Marketing, Communications, BCom, Business Administration, Sciences, IT, Real estate Management, or similar qualifications from a recognized institution iii. Relevant professional qualification course iv. Supervisory Skills Course from a recognized institution. v. Membership to a relevant professional body. vi. Shown merit and ability as reflected in work performance and results; and vii. Proficiency in computer applications.
Job Title:	Senior Office Administrator
Ref No:	KoTDA/HR11/2024
Grade:	5
Basic Salary Scale	Ksh 84,000- 160,000 p.m.
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. 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);



	<ul style="list-style-type: none"> 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	<p>For appointment to this grade, an officer 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 Monitoring, Evaluation & Quality Assurance Officer
Ref No:	KoTDA/HR12/2024
Grade:	5
Basic Salary Scale	Ksh 84,000- 160,000 p.m.
Terms of Service	Permanent & Pensionable
Department	Corporate Research & Strategy
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> i. Provide technical expertise in the preparation and implementation of the Authority’s Performance Contract with the government; ii. Coordinate the cascading of the Authority’s Performance Contract to departments for implementation; iii. Manage liaison with relevant government agencies, development partners and stakeholders to ensure requests for information and performance are responded to in a timely manner; iv. Works with project teams, contractors, development partners, and investors to provide technical oversight in the development and implementation of Monitoring Evaluation tools to determine performance, impacts, and sustainability of operations and projects;



	<ul style="list-style-type: none"> v. Provides technical input to support the identification and implementation of Performance incentives initiatives as part of instituting high-performance culture in the authority; vi. Provides technical leadership for collection and analysis of data, facilitates review of performance, and informs Management of the Authority's progress in implementation of mandate; and vii. Provides technical oversight for report writing, documentation, and communication of M&E findings to Management and stakeholders to inform planning, risk management, and policy advocacy for the Technopolis; <p>Quality Assurance</p> <ul style="list-style-type: none"> i. Provides technical expertise in the development and implementation of Standard Operating Procedures (SOPs) and Control Documents across all functions at the Authority. ii. Supports implementation of the quality management framework in line with established systems and procedures for Quality Management Systems and ISO Certification to ensure the Authority remains certified, accredited, and in good standing with regulatory bodies iii. Undertake continuous Quality Audits to ascertain compliance with provisions of the quality standards the Authority is accredited with. iv. Provide technical support for reviews of the Authority's Quality Management policies with a view of updating to benchmark with international standards (best practices v. Coordinate the development of Standard Operating Procedures and Control Documents across all functions at the Authority; vi. Manage the Implement the quality management framework in line with established systems and procedures including QMS and ISO requirements to achieve the goals, objectives, and work standards of the Authority; vii. Coordinate continuous Quality Audits to ascertain compliance with various provisions of the quality standards implemented; viii. Review the Authority's Quality Assurance Policies with a view of updating to benchmark with international standards (best practices); ix. Coordinate the Implementation, monitoring, and continuous improvement of quality programs in the Authority; x. Defining quality procedures in conjunction with operational and technical staff; xi. Implementing an overall Quality Assurance process for the Authority; xii. Maintaining controls and documentation procedures and policies; and
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	xiii. Conducting and scheduling effective training for staff regarding Quality Management Systems.
Person Specification	<p>For appointment to this grade, an officer must have:</p> <ul style="list-style-type: none"> i. At least four (4) years of relevant work experience; ii. Bachelor's degree in any of the following disciplines: Monitoring and Evaluation, Public Policy, Economics, Statistics, Mathematics, Strategic Management, Finance, Risk Management, Business related studies, or related disciplines from a recognized institution; iii. Relevant Professional qualifications and certifications; iv. Membership to a professional body in good standing; v. Supervisory Course from a recognized institution; vi. Shown merit and ability as reflected in work performance and results. vii. Proficiency in computer applications;
Job Title:	Senior Security Operations & Emergency Services Officer
Ref No:	KoTDA/HR13/2024
Grade:	5
Basic Salary Scale	Ksh 84,000- 160,000 p.m.
Terms of Service	Permanent & Pensionable
Division	Security & Emergency Services
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Interpreting and implementing policies, standards norms and procedures pertaining to the security operations and emergency services; ii. As member of the security and Emergency team, participating in implementation of security and emergency measures. iii. Carrying out prevention and investigation of fraud and theft cases as per laid down procedures; iv. Conducting investigations on criminal cases and presenting them to police for appropriate action; v. Participating in implementation of emergency, safety and security measures and regulations by employees and customers; vi. Safeguarding Technopolis assets against theft, pilferage, damage, misuse or sabotage; vii. Participating in conducting investigations of security breach and emergency events and recommend ways of reducing them. viii. Liaising with law enforcement agencies to ensure effective execution of Security operations and emergency services functions; ix. Supervising contracted guards manning the Technopolis installations and premises and assets.



Person Specification	<p>For appointment to this grade, an officer must have:</p> <ol style="list-style-type: none"> i. Minimum of four (4) years' work experience as a security operations and emergency services officer; ii. Bachelor's Degree in any of the following disciplines: - Criminology, Forensic science or any other relevant and equivalent qualifications from a recognized Institution; iii. Supervisory Course from a recognized institution; iv. Shown merit and ability as reflected in work performance and results; and v. Proficiency Computer applications.
Job Title:	Senior Assistant Office Administrator
Ref No:	KoTDA/HR14/2024
Grade:	7
Basic Salary Scale	Ksh 40,000- 90,000 p.m.
Terms of Service	Permanent & Pensionable
Department	Corporate Services
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ol style="list-style-type: none"> i. Draft responses to routine correspondences for the signature of the supervisors; ii. Attend visitors and staff and provide them with basic information on relevant issues and procedures; iii. Assist in the follow-up on logistical arrangements, activity implementation, and provision of updates; iv. Maintain a proper filing and recording system for all incoming and outgoing correspondences and documents; v. Respond to and screen various correspondences such as telephone calls, and e-mail messages and ensure follow-up with supervisors and partners; vi. Keep up-to-date diary of appointments for supervisors; vii. Keep equipment in use in good condition and report on defects for maintenance and other necessary action; viii. Ensure the security of office equipment, confidential documents and records in order to preserve aspects of the Authority's memory. ix. Liaise with relevant offices to secure meeting rooms, request for audio-visual needs and organize catering needs for internal meetings; x. Provide day-to-day routine administrative support to various work units of the assigned Department /Division / Units;



	<ul style="list-style-type: none"> xi. Ensure availability of stationery stock, equipment, and furniture in offices assigned; xii. Perform reception services where required; and xiii. Perform any other relevant duties and responsibilities as may be assigned.
Person Specification	<p>For appointment to this grade, an officer must have:</p> <ul style="list-style-type: none"> i. A minimum of four (4) years in relevant work experience; ii. Diploma in Administrative Services, Office Management, Secretarial, and Clerical related studies. iii. Supervisory Skills Course from a recognized institution; iv. Shown merit and ability as reflected in work performance and results; and v. Proficiency in Computer Applications.
Job Title:	Senior Assistant Property Management Officer
Ref No:	KoTDA/HR15/2024
Grade:	7
Basic Salary Scale	Ksh 40,000- 90,000 p.m.
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. Schedules and supervises maintenance repair work and checks installation and servicing of building equipment plumbing, electrical, carpentry, painting, and landscaping; ii. Coordinates building maintenance and support services such as cleaning, fumigation, gardening and parking. iii. Implements maintenance plans and schedules for building systems and facilities iv. Coordinates building projects such as refurbishments and renovations. v. Plans and coordinates safety inspections and ensure buildings meet health and safety standards vi. Maintains up-to-date database of facilities maintenance service contracts. vii. Schedules routine inspections and records any maintenance need in the Maintenance Log for submission together with inspection reports. viii. Supervises outsourced services including cleaning, maintenance and repairs



	<ul style="list-style-type: none"> ix. Prepares and submit regular reports on maintenance, repairs, safety and other occurrences x. Ensure properties are compliant with all relevant laws and regulations
Person Specification	<p>For appointment to this grade, an officer must have:</p> <ul style="list-style-type: none"> i. Minimum of four (4) years relevant work experience; ii. Diploma in Real Estate/Facilities Management/Construction Management/Electrical Engineering, Plumbing 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 and results; and v. Proficiency in Computer applications.
Job Title:	Procurement & Supplies Officer
Ref No:	KoTDA/HR16/2024
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m.
Terms of Service	Permanent & Pensionable
Division	Supply Chain Management
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Receive purchase requisition from departments and scrutinize the requisitions before initiation of Procurement and develop cost/price proposals. ii. Prepare Invitation and distribution of Tender documents, RFP's and quotations to suppliers. iii. Raise purchase orders for goods and services for approval. iv. Provide secretariat services in disposal of obsolete goods and surpluses and all ad-hoc procurement committees including opening and evaluation of Quotations, Tenders, Proposals and Expressions of Interest, inspection and acceptance and disposal committees v. Source for goods and services for the organization through tenders and quotations to suppliers with proper specifications and TORs as per PPADA. vi. Implement the Risk Management Framework to ensure mitigation against the negative effects on the set objectives. vii. Oversee the Quarterly, Semi-Annual and Annual stock take exercise.



	<ul style="list-style-type: none"> viii. Prepare and Submit of Quarterly, Semi-annually and Annually reports to PPRA and Treasury on implementation of 30% Public procurement preference and reservations. ix. Preparation and Submission of Quarterly, Semi-annually and Annually reports on promotion of local Content to the Ministry of Industrialization, Trade and Enterprise Development. x. Develops specification for equipment, materials, furniture and services in the assigned area of responsibility. xi. Receipt, inspect, and accept or reject goods and services in liaison with the user departments as per the specifications provided on the Local Purchase Orders xii. Guide during the Pre-award Stage by supporting the Contract Holder in Strategy development, managing Expressions of Interests and subsequent tendering cycle process adhered to. xiii. Responsible for tender's Commercial Evaluations and Sensitivity Analyses and combining Commercial and Technical Evaluation results for the final award recommendation. xiv. Guide during the post Award stage to support the users in ensuring delivery of Contract Management Plan (CMP) milestones including any Contract Performance Review exercises and KPIs reviews. xv. Negotiate contract terms and conditions with internal and external business partners xvi. Ensure all changes to Authority's regulations and requirements (including any Safety related items) are incorporated quickly into tender and contract documents (via Variations).
<p>Person Specification</p>	<p>For appointment to this grade, an officer must have:</p> <ul style="list-style-type: none"> i. Bachelor's degree in Procurement & Supplies Management, Business Administration or equivalent qualification from a recognized institution; ii. Proficiency in computer applications