



## 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 smartcity 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.	Chief Manager, Corporate Research & Strategy	2	KoTDA/HR125/2026	1
2.	Executive Secretary/Senior Office Administrator	5	KoTDA/HR126/2026	1
3.	Information Systems Auditor	6	KoTDA/HR127/2026	1
4.	Cloud Developer Paas & Saas	6	KoTDA/HR128/2026	1
5.	IT Program Officer	6	KoTDA/HR129/2026	1
6.	IoT Engineer	6	KoTDA/HR130/2026	1
	<b>Total Number of Posts</b>			<b>6</b>

### 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](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 **25<sup>th</sup> May 2026**.

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:**

<b>Job Title:</b>	<b>Chief Manager, Corporate Research &amp; Strategy</b>
<b>Ref No:</b>	KoTDA/HR125/2026
<b>Grade:</b>	2
<b>Terms of Service</b>	5 Year Contract, Renewable Subject to Satisfactory Performance
<b>Department</b>	Corporate Research & Strategy
<b>Duty Station</b>	Konza Technopolis
<b>Job Specification</b>	<p>Reporting to the CEO, the duties and responsibilities of the Chief Manager will entail:</p> <ol style="list-style-type: none"> <li>i. Provides leadership in the development and implementation of corporate-wide strategies and plans to ensure Konza Technopolis is established to Global Smart City Standards and is economically positioned to drive the country's economic development agenda as envisaged in the Vision 2030 Blueprint, SDGs, and other global development standards for smart and sustainable cities and areas of innovation.</li> <li>ii. Oversees the development and implementation of resource Mobilization Strategies as per Konza Technopolis Masterplan, Feasibility Studies, Strategic Plan and Annual Workplans with a focus to raise approximately Ksh. 20 billion annually towards project finance for mega infrastructure projects and business operations for the development of Konza Technopolis as envisioned in the strategic plan and master plan.</li> <li>iii. Provides oversight in the organization-wide research with global, regional and national benchmarks to inform competitive policy, strategy, resource planning and mobilization for socio-economic development of Konza Technopolis.</li> <li>iv. Spearheads the planning for major development projects, including coordinating and overseeing the preparation of proposals, performance appraisals, economic feasibility plans, financing plans, design plans, and other technical studies required for the planning, design and development of commercial and industrial projects</li> <li>v. Spearheads identification, prioritization and supports the implementation of key enablers of development across the organization for the development of Konza Technopolis as envisaged.</li> <li>vi. Spearheads the Authority's Performance Contracting process cycles in line with the Government's performance contracting guidelines.</li> <li>vii. Spearheads the development and implementation of the Authority's partnership and resource mobilization strategy and leads in the development of systems effective partnership management at a global, regional and local level to maximize the achievement of Konza Technopolis mandate.</li> <li>viii. Oversees the development, implementation and reporting of the Authority's</li> </ol>



	<p>corporate performance system for sustained high-performance benchmarking with global key Performance Indicators for smart cities to ensure the city is well-positioned to grow as a global innovation hub.</p> <ul style="list-style-type: none"> <li>ix. Oversees the development of business plans and annual work plans and establishes proper performance monitoring and control systems and procedures; and recommends to the Board for approval and implementation.</li> <li>x. Oversees the development, implementation and monitoring of Economic development strategies and objectives to accelerate the economic growth of Kenya resulting in the creation of globally competitive future-fit jobs and contribution to the GDP.</li> <li>xi. Leads in the economic impact assessment and reporting of the Authority's progress towards the attainment of the Economic Objectives for the country in line with vision 2030 blueprint.</li> <li>xii. Oversees the Authority's policy advocacy initiatives and leads in the establishment of linkage with key stakeholders to ensure enabling policies are in place for socio-economic development of Konza Technopolis at a national, regional and global level.</li> <li>xiii. Oversees the identification, implementation and monitoring of the Authority's quality management system to ensure international standards and service excellence at all customer touchpoints with a focus on continuous improvement of service delivery to international standards.</li> <li>xiv. Oversees Authority-wide policy development, monitoring and implementation and undertakes engagements aimed to ensure the authority's interests are factored in the development of critical national and regional policies to facilitate a competitive environment for the achievement of the Technopolis's vision.</li> <li>xv. Oversees the knowledge management function within the Technopolis and leads the establishment of linkages for a whole of government approach to knowledge management at a global, regional and local level for dissemination and preservation for continuous organization development as a knowledge hub.</li> <li>xvi. Oversees coaching and mentoring creating environments of development of highly competent, competitive, high performing, and creative and innovative staff in the Department.</li> </ul>
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<b>Person Specification</b>	<p>For appointment to this grade, a candidate must have: -</p> <ol style="list-style-type: none"> <li>i. At Least twelve (12) years' work experience, three (3) of which of which should be in a Senior management position.</li> <li>ii. Master's Degree in Economics, Statistics, Finance, Public Policy, Business Administration, Development Studies, Monitoring and evaluation, Strategic Management or equivalent qualifications from a recognized institution.</li> <li>iii. A Bachelor's Degree in any of Scheduled Sciences or in Economics, Statistics Finance, Public Policy, Business Administration, Development Studies, Monitoring and evaluation, Strategic Management or equivalent qualifications from a recognized institution</li> <li>iv. Professional qualification and Membership to professional body and in good standing;</li> <li>v. Leadership 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> </ol>
<b>Job Title:</b>	<b>Executive Secretary/Senior Office Administrator</b>
<b>Ref No:</b>	KoTDA/HR126/2026
<b>Grade:</b>	5
<b>Terms of Service</b>	Permanent and Pensionable
<b>Department</b>	Corporate services
<b>Duty Station</b>	Konza Technopolis
<b>Job Specification</b>	<p>Duties and responsibilities</p> <ol style="list-style-type: none"> <li>i. Coordinates the implementation of policies, strategies and programmes in terms of advocacy, coordination and guidance that contribute to effective implementation of Authority decisions and targets set;</li> <li>ii. Strategic support for assigned projects – representation in meetings, low level negotiations, drafting of official communication, report, proposals and papers.</li> <li>iii. Manage board relations – drafting board notes, coordinating board meetings with CEO's office.</li> <li>iv. Extensive CEO's diary management.</li> <li>v. Organize all internal and external meetings including preparing rooms, refreshments and accommodation facilities accordingly.</li> <li>vi. Firefight, forward planning and strategic problem solving.</li> <li>vii. Organize all travel and visa logistics as required.</li> <li>viii. Public relationship management.</li> <li>ix. Protocol Management</li> <li>x. Manage talking points for the CEO in public and industry events.</li> <li>xi. Assist with media relations</li> </ol>
<b>Person Specification</b>	<p>For appointment to this grade, an Officer must:</p> <ol style="list-style-type: none"> <li>i. A minimum period of four (4) years in relevant work experience;</li> <li>ii. Bachelor's degree in Administrative Services, Office Management, Secretarial,</li> </ol>



	<p>and Clerical related studies or equivalent qualification from a recognized institution;</p> <p>iii. Supervisory Skills course from a recognized institution;</p> <p>iv. Shown merit and ability as reflected in work performance results; and</p> <p>v. Proficiency in Computer Applications;</p>
<b>Job Title:</b>	<b>Information Systems Auditor</b>
<b>Ref No:</b>	KoTDA/HR127/2026
<b>Grade:</b>	6
<b>Terms of Service</b>	Permanent and Pensionable
<b>Department</b>	Internal Audit and Risk Assurance
<b>Duty Station</b>	Konza Technopolis
<b>Job Specification</b>	<p>Duties and Responsibilities</p> <p>i. Performs general and application control reviews for simple to complex computer information systems.</p> <p>ii. Performs information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance.</p> <p>iii. Directs and/or performs reviews of internal control procedures and security for systems under development and/or enhancements to current systems.</p> <p>iv. Maintains and develops computerized audit software.</p> <p>v. Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions.</p> <p>vi. Prepares and presents reports and other technical information in a pertinent, concise, and accurate manner for distribution to management.</p> <p>vii. Follows up on audit findings to ensure that management has taken corrective action(s).</p> <p>viii. Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized information systems.</p> <p>ix. Conduct operational, compliance, financial and investigative audits, as assigned.</p>
<b>Person Specification</b>	<p>For appointment to this grade, a candidate must have:</p> <p>i. Bachelor's degree in Information Technology (IT), Computer Science, Business Information Technology or Bachelor of Commerce or relevant qualifications from a recognized institution;</p> <p>ii. Proficiency in computer applications</p>
<b>Job Title:</b>	<b>Cloud Developer Paas &amp; Saas</b>
<b>Ref No:</b>	KoTDA/HR128/2026
<b>Grade:</b>	6
<b>Terms of Service</b>	Permanent and Pensionable
<b>Department</b>	ICT & Smart City Solutions



<b>Duty Station</b>	Konza Technopolis
<b>Job Specification</b>	<p>Duties and Responsibilities</p> <ol style="list-style-type: none"> <li>i. Designs, develop, and deploy modular cloud-based systems;</li> <li>ii. Develops and maintains cloud solutions in accordance with best practices;</li> <li>iii. Ensures efficient functioning of data storage and process functions in accordance with organization security policies and best practices in cloud security;</li> <li>iv. Identifies, analyses, and resolves infrastructure vulnerabilities and application deployment issues;</li> <li>v. Regularly reviews existing systems and make recommendations for improvements;</li> <li>vi. Interacts with clients, provide cloud supports, and make recommendations based on client needs;</li> <li>vii. Maintains Cloud OPEX &amp; related CAPEX within Budget;</li> <li>viii. Administers, configures and troubleshoots of server/storage hardware and operating system software. This includes implementation of tactical service improvements, upgrades and patching;</li> <li>ix. Collaborates with the team and various stakeholders to identify technical problems, design solutions for them and help implement where required;</li> <li>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;</li> <li>xi. Remediate of Security, Compliance and Audit Issues within the Cloud &amp; Core Infrastructure;</li> <li>xii. Technical support for assigned organization initiatives and projects;</li> <li>xiii. Participation in feasibility studies and testing for new IT infrastructure components; and</li> <li>xiv. Maintenance of systems documentation and procedures.</li> </ol>
<b>Person Specification</b>	<p>For appointment to this grade a candidate must have: -</p> <ol style="list-style-type: none"> <li>i. Bachelor's degree in in Engineering, Computer Science or equivalent qualification from a recognized institution;</li> <li>ii. Proficiency in computer applications</li> </ol>
<b>Job Title:</b>	<b>IT Program Officer</b>
<b>Ref No:</b>	KoTDA/HR129/2026
<b>Grade:</b>	6
<b>Terms of Service</b>	Permanent and Pensionable
<b>Department</b>	ICT & Smart City Solutions
<b>Duty Station</b>	Konza Technopolis
<b>Job Specification</b>	<p>Duties and Responsibilities</p> <ol style="list-style-type: none"> <li>i. Monitor project progress and implementing changes where necessary.</li> <li>ii. Monitor expenditures in accordance with the budget.</li> <li>iii. Ensure compliance with objectives, organizational policies, procedures, and standards.</li> </ol>



	<ul style="list-style-type: none"> <li>iv. Compile project reports and informing management regarding problems.</li> <li>v. Set project goals and coming up with plans to meet those goals</li> <li>vi. Maintain project timeframes, budgeting estimates and status reports</li> <li>vii. Manage resources for projects</li> <li>viii. Coordinate project team members and developing schedules and individual responsibilities</li> <li>ix. Implement IT strategies that deliver projects on schedule and within budget</li> <li>x. Conduct risk assessments for projects</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, Business IT, Computer Engineering, or any other relevant and equivalent qualification from a recognized Institution</li> <li>ii. Proficiency in Computer Applications</li> </ul>
<b>Job Title:</b>	<b>IoT Engineer</b>
<b>Ref No:</b>	KoTDA/HR130/2026
<b>Grade:</b>	6
<b>Terms of Service</b>	Permanent and 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. Support Internet of Things (IoT) and Smart City Projects and Systems;</li> <li>ii. Participate in Validation process and document lifecycle, including network, meters and sensors installation/operational procedures;</li> <li>iii. Support and provide feedback to the solutions design specification creation and implementation across multiple projects, of varying scope;</li> <li>iv. Support resourcing estimates and technical configurations, of client quotations, to the Unit Development Team;</li> <li>v. Under supervision of the Senior Officer IOT Engineer or other senior staff, coordinate work with stakeholders, including clients, vendors, and contractors;</li> <li>vi. Work with clients to understand, agree and implement technical requirements, in conjunction with the Team;</li> <li>vii. Assist in managing team's tasks within implementation and development projects; and</li> <li>viii. Help develop and improve Integration's internal processes and management system by reporting corrective actions, updates, and improvement ideas.</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, Business IT, Computer Engineering, or any other relevant and equivalent qualification from a recognized Institution;</li> <li>ii. Proficiency in computer applications</li> </ul>

