



## CAREER OPPORTUNITIES

### 1. Senior ICT Officer, ICT Department

*Ref No. CAK/01.02/2024*

#### Job Description

##### Systems Administration

- Administering user accounts, permissions, and access rights on the Active Directory and systems databases.
- Offering service and infrastructure support to users.
- Maintaining on-site and off-site data centres;
- Implementing and updating the data disaster recovery plan and back ups
- Ensuring the availability, capacity, security, stability and performance of all systems in use at the Authority;
- Assisting with researching, planning, implementing and installation of new servers/systems in the ICT environment;
- Controlling access permissions and privileges to various databases
- Recommending periodic upgrades to the systems, database servers and database management systems software's.
- Evaluating and improving ICT Systems and processes to provide a more efficient ICT environment;
- Evaluating and testing new software to ensure its operability on the Authority's network;
- Updating of systems documentation, setups and protocols;
- Designing and carrying out the implementation of back up procedures, security measures and guidelines to safeguard ICT installations and systems against violations either accidental or unauthorized;
- Monitoring performance and managing system parameters to provide fast query responses to front-end users;
- Undertaking back- end organization of data and front-end accessibility for end-users;
- Allocating system storage quotas and advising future storage requirements for the database /file server system;
- Creating system backup schedules and test for their effectiveness.
- Reviewing, test implemented ICT business continuity and Disaster Recovery Plans for the Authority.
- Implementing ERM and BCM within the department



- Implementing ISMS and QMS within the department
- Supervising various ICT outsourced services as per agreed signed SLA's
- Managing and ensure effectiveness of CAK servers and systems, including those hosting ERP, CMS, ICT Helpdesk, SharePoint (for document management), CAK Portals (E-filing portal, Staff HRMS portal, Recruitment portal, eProcurement portal), mobile applications, e-mail and backup servers/systems at the DR site, and their associated operating systems and software;
- Managing and ensuring optimal operation of all network hardware and equipment, including routers, firewall, switches, Wi-Fi devices, UPSs, PABX etc.;
- Managing and ensuring effectiveness of security solutions, including firewalls, anti-virus solutions and intrusion detection systems;

### **Network Administration**

- Initiating development and implementation and reviewing of policies and procedures
- Ensuring the availability, capacity, security, stability and performance of the networking infrastructure in the Authority;
- Monitoring network traffic and ensuring optimal speeds and capacity are being met;
- Updating documentation on networking setups and protocols at the Authority;
- Creating backup for all network configurations;
- Conducting the investigations, dawn raids and seizures in digital evidence gathering in collaboration with other departments.

### **Job Specifications**

- i. Bachelor's Degree in any of the following disciplines: - Computer Science/ Business Information Technology, Telecommunication/ Electronic Engineering or equivalent qualifications from a recognized institution;
- ii. Have five (5) years relevant work experience;
- iii. Certification in any of the following CCNA, MCSE/ MCTS/ MCITP/ ITIL/ CCNP/ CEH/ SQL;
- iv. Certification in Microsoft NAV and CRM;
- v. Member of a professional body if applicable;
- vi. Knowledge of Programming;
- vii. Good Communication and Interpersonal Skills; and
- viii. Fulfilled the requirements of Chapter Six of the Constitution.

**\*\*\*END\*\*\***

## 2. Graduate Internship

Ref No. CAK/02.02/2024 – CAK/05.02/2024

The Authority operates a **One-Year Internship Program** for University graduates. The objective of the program is to expose graduates joining the labour market to a real work environment in order to enhance their skillsets and employability.

The Authority thereby invites suitably qualified applicants to apply for consideration to join the 2024 Internship Program in the following functional areas:

Functional Area	No. of Positions	Job Reference
Consumer Protection	1	CAK/02.02/2024
Risk and Quality Assurance	1	CAK/03.02/2024
Finance	1	CAK/04.02/2024
Human Resource and Administration	1	CAK/05.02/2024

### Kindly Note:

- The Authority does not guarantee employment after completion of the Internship Program;
- Incomplete applications will not be considered; and
- Diversity balance considerations will be applied in the selection process.

### Academic Qualifications

- **Consumer Protection** - Bachelor's Degree in any of the following disciplines: - Economics, Law, Business Administration or equivalent qualifications from a recognized institution.
- **Risk & Quality Assurance** - Bachelor's degree in Statistics, Economics, Project Management, Monitoring & Evaluation or its equivalent from a recognized Institution.
- **Finance** – Bachelor's degree in Commerce (Accounting or Finance) or its equivalent qualification from a recognized Institution.
- **Human Resource & Administration** – Bachelor's degree in Human Resource Management /Development, Business Administration or an equivalent qualification from a recognized Institution



## General requirements for Graduate Internship Positions:

- Beneficiaries of the Authority's previous Young Professionals and Internship Programs are not eligible;
- Must be below 35 years of age.

\*\*\*END\*\*\*

## HOW TO APPLY

Interested applicants who meet the above requirements are advised to submit their applications quoting the respective Job Reference number to:

**The Ag. Director-General**  
Competition Authority of Kenya  
P.O Box 36265-00200  
**NAIROBI.**  
Through;

Email: [recruitment@cak.go.ke](mailto:recruitment@cak.go.ke)

### The application shall include:

- a) Application letter;
- b) Curriculum Vitae (CV);
- c) Copy of National Identification Card;
- d) **Certified copies** of Academic and Professional certificates; and
- e) Names and contacts (telephone and e-mail) of three (3) professional/ academic referees.

Applications close on **11<sup>th</sup> March, 2024 at 1700hours.** Only shortlisted candidates will be contacted.

*Only shortlisted applicants will be contacted.*

*Canvassing of any form will lead to automatic disqualification.*

*The Competition Authority of Kenya is "An ALL Inclusive Employer"*

