



COMMUNICATIONS AUTHORITY OF KENYA

JOB VACANCIES

- Prepare management and Board papers.
- Other duties as may be assigned from time to time.

QUALIFICATIONS AND EXPERIENCE:

- Minimum of a Bachelor's of Science Degree in Electrical/Electronics/Telecommunications / Engineering / Communication Systems or relevant field.
- A Master's degree in a relevant field will be an added advantage.
- Ten (10) years' relevant experience, five (5) of which should be in a Senior Position.

8. CHIEF MANAGER/MULTIMEDIA SERVICES -SCALE B2 - (REF. NO CA/8/CMHMS)

KEY RESPONSIBILITIES

Reports to General Manager/Technical Services with the following key responsibilities:-

- Provide leadership in management and performance of staff in the department and ensure that the division quarterly reports and performance contracts are prepared.
- Responsible for identifying, developing, and nurturing talents in this department and reviewing existing skill sets for staff and facilitating staff training within the department.
- Provide Leadership and oversee the coordination of the development, review and implementation of the broadcasting framework in Regulations, Programs Code, Licensing processing procedures, Market structure and Complaints handling procedures.
- Oversee and coordinate the monitoring and enforcement of Broadcasting standards and content regulation.
- Provide technical input in the preparation of bilateral agreement between the Government of Kenya and other international agencies.
- Provide technical input in the operationalization of the National Space Secretariat.
- Coordinate the development and implementation of technical projects such as the decisions by the Digital Migration Committee for the digital terrestrial TV migration in Kenya.
- Coordinate the preparation and management of the Department's annual budget and prepare management and Board papers.
- Other duties as may be assigned from time to time.

QUALIFICATIONS AND EXPERIENCE

- Minimum of a Bachelor's of Science Degree in Electrical/Electronics/Telecommunications / Engineering / Communication Systems or relevant field.

- Advice on the strategic representation of the Authority and Kenya in local, regional and International ICT meetings.
- Facilitate national networks that enable Kenya's effective participation and gain from international cooperation.
- Formulate and manage CA's social responsibility programmes and strategic partnerships with external parties.
- Oversee the operations of the Resource Centre and provide necessary strategic advice on management of the center.
- Review key external communications output during the communications official events
- Oversee the monitoring and evaluation of consumer related issues and coordinate appropriate interventions.
- Any other duties that may be assigned from time to time.

QUALIFICATIONS AND EXPERIENCE

- Minimum of a Bachelor's Degree in Communication, Public Relations, International Relations, Journalism, or Relevant area.
- A Master's degree in a relevant field will be an added advantage.
- Ten (10) years' relevant experience, five (5) of which should be in a Senior Position.

11. CHIEF MANAGER/ HUMAN CAPITAL AND ADMINISTRATION -SCALE B2 (REF. NO CA/11/CMHCA)

KEY RESPONSIBILITIES

Reporting to the General Manager: Support services, the key responsibilities include;

- To plan, develop and drive HR strategies, policies and procedures to attract, retain and enhance capacity, and employ relations that maximize employee productivity in line with corporate strategic plan.
- Provide leadership to HR and Administration team in preparing, implementing and reviewing the HR strategy, policy and procedure.
- Oversee the management of the Authority's human resources, including administrative services.
- Advise management on all matters pertaining to human resources and administration.
- Prepare management, Board papers, proposals and recommendations on HR and Administration, for Management or Board decision.
- Develop and supervise implementation of the Authority wide performance/productivity management system aligned to strategic mission.
- Guide the implementation of Industrial Relations Policy by interpreting impact of changes

13. CHIEF MANAGER/RISK MANAGEMENT & INTERNAL AUDIT -SCALE B2-(REF. NO CA/13/CMRMA)

KEY RESPONSIBILITIES

Reporting to the Director General administratively and functionally to the Board Audit Committee, the key responsibilities include;

- Provide independent and objective Audit, risk assurance, compliance, and Strategic direction in the Authority for efficient business operations.
- Provide secretariat to the Audit Committee of the Board.
- Prepare and guide the Audit committee on risk management and audit.
- In consultation with management; prepare a risk based annual audit plan to be approved by the Board Audit Committee
- Identify in consultation with other departments, the relevant operating risks that may affect the organization and assess their likelihood of occurrence and the potential impact on the business.
- Reviewing and appraising the prudence, adequacy, application and efficiency of business processes and operating controls to mitigate risks and recommend remedial actions.
- Ensuring efficiency and effectiveness of the system of internal controls.
- Ensuring that controls for safeguarding the Authority's assets are in place and compliance with the law and regulations.
- Ensure compliance with existing laws, regulations, policies, plans and procedures, accounting pronouncements, and contractual obligations.
- Performing operational reviews and appraising the economy, efficiency and effectiveness with which resources are employed.
- Assessing the reliability of management information utilized in decision-making processes.
- Reviewing audit findings with Auditees, appraise the Management and report to Board Audit Committee
- Provide leadership to the Internal Audit team.
- Carry out investigation and special audit as requested by management, board, or red flag noted.
- Taking prompt corrective measures whenever irregularities arise in any transaction of the Authority.
- Provide an independent view of proposed business plans and transactions and recommends an appropriate action
- Maintains an accurate and up to date database of audit findings and implementation rate
- Provide assurance, consultancy and recommendation to management and the Board in areas responsibilities.