

9. CHIEF MANAGER/ MARKET DEVELOPMENT AND RESEARCH - SCALE B2 - (REF. NO CA/9/CMCA)

KEY RESPONSIBILITIES

Reports to General Manager: Corporate Affairs, with the following Key responsibilities:-

- Provide leadership and oversee the coordination and analysis of the economic, socio-cultural and market challenges facing the communications sector.
- Develop policy and regulatory guidelines in line with CA's strategy.
- Advise on all matters pertaining to research, market activities, competition, and tariffs.
- Identify key areas of focus for analysis to inform the development of regulatory policy.
- Review and monitor the growth and development of the ICT sector to inform decision-making and contribute to the formulation of policy, and identification of potential areas for investment.
- Evaluate the impact of the Government and Authority's policies on users, businesses and the national economy.
- Provide recommendations to guide policy-making, government planning and the development of the regulatory framework in the industry.
- Provide direction and oversee the development and implementation of survey findings in the sector.
- Develop frameworks, policies and guidelines to regulate tariffs, interconnection rates, and other charges for communication services.
- Monitor the market and identify unfair trading practices and recommend remedies.
- Provide input with regards to ICT and fiscal policy on the National budget.
- Coordinate the production of statistical reports of ICT sector performance and participate in the dissemination to stakeholders.
- Provide leadership in management and performance of staff in the department.
- Prepare management and Board papers.
- Coordinate the preparation and management of the department's budget.
- Contribute and provide guidance in the development and institutionalisation of procedures and processes for the department with a view to ensuring efficiency, effectiveness and improvement of service delivery and operations.
- Any other duties that may be assigned from time to time.

QUALIFICATIONS AND EXPERIENCE

- Minimum of a Bachelor's degree in Economics or any other relevant Social Science field.
- A Master's degree in a relevant field will be an added advantage.
- Ten (10) Years relevant work experience, Five (5) of which must be in a Senior Management Position.
- Membership to a Professional body required.

10. CHIEF MANAGER/ CONSUMER AND PUBLIC AFFAIRS -SCALE B2(REF. NO CA/10/CMCA)

KEY RESPONSIBILITIES

Reporting to the General Manager: Corporate Affairs, the key responsibilities include:

- Plan and implement CA's communication strategies for both internal and external publics.
- Implement the strategic direction on stakeholder management, government relations and advocacy activities.
- Facilitate consumer awareness, incubate and harness public good will.
- Lead the Communication and Public Relations division and support other departments in communication related activities as required.
- Provide strategic leadership in developing and maintaining CA's reputation at national, regional and international levels.
- Develop strategies to build media relations for positive media coverage
- Drive CA's brand management activities.
- Oversee the production, management and distribution of CA's promotional materials and corporate publications.
- Oversee planning and execution of corporate events and functions such as exhibitions, fairs, meetings, forums and conferences.
- Advice on CA's participation in the global arena and promote its collaboration with inter-governmental regional and international organizations.

Authority's strategy.

- Develop and guide the implementation of human capital programme, training and career development, staff retention, succession planning and staff promotion and discipline.
- Ensure fair and equitable application of policies and procedures, consistent with Labour related legislations affecting conditions of employment and recommend appropriate changes.
- Develop with consultation of the line managers an authority structure that supports the mandate of the organization and the strategic plan.
- Fulfill the role of pension and provident fund as Trustee Secretary.
- Develop service level agreements with service providers and international partners.
- Create an enabling environment through efficient provision of quality and cost effective administration services for organization to realize its business objectives.
- Other duties as may be assigned from time to time.

QUALIFICATIONS AND EXPERIENCE

- Minimum of a Bachelor's degree in Business Administration /Human Resources Management or Relevant Field.
- A Master's degree in a relevant field will be an added advantage.
- Must be a member of relevant professional body.
- Ten (10) years' relevant working experience, five (5) of which should be in a Senior Management Position.

12. CHIEF MANAGER/ FINANCE & ACCOUNTS -SCALE B2 - (REF. NO CA/12/CMFA)

KEY RESPONSIBILITIES

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

- Develop Finance strategies, policies and procedures in line with the Strategic Plan and International Financial Standards.
- Maintain and enhance sound financial procedures, systems and internal controls in compliance with accounting requirements and industry practice.
- Provides leadership to the Finance Team in the department.
- Ensure optimal performance and effective of staff in the department through guidance ,coaching and skills development
- Lead and Coordinate the budget planning, preparation, implementation and reporting process.
- Review on a regular basis, the financial performance of the Authority against budgets and related targets.
- Identify remedial actions to solve shortfalls in financial performance in liaison with departmental heads.
- In liaison with other departments, identifying efficient cost saving strategies, credit policies, collection of debtors and make proposals to the Management and Board.
- Undertake sound financial investment in line with the organization investment policies.
- Ensure preparation of quarterly financial statements and annual accounts in line with International Reporting Standards as prescribed by the Public Sector Accounting Standard Board
- Ensure preparation of financial performance and management reports for the Board, Management, statutory and external agencies.
- Develop and monitor service level agreements with external service providers and internal departments
- Coordinate statutory audits and follow up actions with other departments
- Ensure safe custody of the Authority's financial data and other supporting document as per the regulations.
- Other duties as may be assigned from time to time.

QUALIFICATIONS AND EXPERIENCE

- Minimum of a Bachelor's degree in B.Com Accounting or Finance option or other relevant degree.
- Professional qualifications in accounting CPA (K) or ACCA.
- A Master's degree in a relevant field will be an added advantage.
- Must be a member of ICPAK (professional body)
- Ten (10) years relevance' working experience, five (5) of which should be in a Senior Management Position.

QUALIFICATIONS AND EXPERIENCE

- Minimum of a Bachelor's degree in Finance, Accounting, Strategy or Business Administration.
- Professional qualifications in accounting (CPA) or ACCA. Possession of Certified Information Systems Auditor (CISA) qualifications.
- Should be a member of a professional body.
- 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 Management Position.

14. CHIEF MANAGER/LEGAL SERVICES -SCALE B2-(REF. NO CA/14/CMLS)

KEY RESPONSIBILITIES

Reporting to the Director General, the key responsibilities include:

- Provide strategic leadership and advise with respect to developments in the law and regulations in the ICT sector.
- Facilitate the preparation of the Board calendar and convene Board meetings as appropriate.
- Support the Board and its committees in the discharge of its functions; coordinate with other departments in the preparation and circulation of Board papers; record and maintain Board minutes.
- Follow up and report on the implementation of Board resolutions
- Offer legal advice on the Authority's entire business and relations with government and other external entities
- Liaise with the Authority's external Lawyers and supervise the conduct of the Authority's litigation
- Provide advice on: issue of licences; enforcement of licence conditions and regulations; formulation of contracts and dispute resolution mechanisms.
- Provide legal advice on all aspects of the Authority's work, and
- Other duties as may be assigned from time to time.

QUALIFICATIONS AND EXPERIENCE

- Minimum of a Bachelor's Degree in Law
- Advocate of the High Court
- A Master's degree in a relevant field will be an added advantage.
- Ten (10) years relevant work experience, five(5)of which should be in a Senior Management Position.
- Membership to a Professional body required.

If you believe that you are the right candidate for any of the above positions and you can clearly demonstrate you meet the criteria, please submit your application with a detailed CV stating your current position, email and telephone contacts quoting the reference number on your application letter.

Candidates will be required to submit Certificate of Clearance from Kenya Revenue Authority (KRA), Higher Education Loans Board (HELB), Ethics and Anti-Corruption Commission (EACC) and Certificates of Good Conduct from Criminal Investigations Department (CID).

CA is an equal opportunity employer and all qualified candidates are encouraged to apply.

All applications must be submitted by post or hand delivered so as to reach on or before **14th January, 2015**. Applications should be addressed to:

**The Chairman
Communications Authority of Kenya
CA Centre
Waiyaki Way
P.O. Box 14448-00800
Nairobi
Website: www.ca.go.ke**