



## COMMUNICATIONS AUTHORITY OF KENYA

# JOB VACANCIES

The Communications Authority of Kenya (CA) is the regulator of the ICT Industry, mandated with licensing and regulating Telecommunications, Postal/Courier and Broadcasting services. The Authority is also responsible for managing the country's Frequency Spectrum and Numbering Resources, and facilitating the development of E-Commerce.

The Authority invites applications to fill the following vacant positions:-

### 1. GENERAL MANAGER (GM)/TECHNICAL SERVICES - SALARY SCALE B1 - (REF. NO CA/1/GMT)

#### KEY RESPONSIBILITIES

Reports to the Director General with the following key responsibilities:

- Provide strategic direction, leadership and advice CA on the appropriate framework for regulation of the communication sector in the country, in accordance with relevant legislation.
- Provide leadership to the technical staff with requisite skills to competently discharge the technical duties of CA.
- Carry out studies/research that lead to establishment of rates, fees and tariffs that may be charged for the provision of services offered by regulated communication service providers.
- Prepare methods of costing and pricing of communication services and submitting them to the Director General for consideration and administering the same after approval by the Board.
- Advise the government through the DG on the performance of communication service providers.
- Initiate the development of appropriate policies and regulations for the communication sector.
- Keep abreast of international regulatory issues affecting the sector, and represent the Authority/Country in external meetings and events touching on the mandate of the Authority.
- Facilitate transparency and consistency in the regulation of communication services.
- When requested, arbitrate disputes between stakeholders.
- Provide leadership to the technical staff with requisite skills to competently discharge technical duties of CA.
- Create an atmosphere in which staff within the functional area under him/her have the opportunity to develop knowledge and skills, so that within the reasonable limits of the organization, find fulfillment in their work
- Process licenses with respect to various fields of communication services and activities in accordance with the provisions of the Act and applicable regulations;
- Develop strategies on management and optimum utilization of frequency resources in accordance with the laid down procedures and regulation.
- Lead the formulation of ICT standards in line with global trends and update these on a regular basis in line with best practices and oversee the development of frameworks for adopting new technologies.

Procurement, Management & Accountability Act; and any other relevant Acts and Regulations.

- Oversee the development of an organizational structure conducive for efficient discharge of the authority's functions
- Ensure availability of appropriate human and material resources needed for the efficient functioning of the organization.
- Ensure effective implementation of relevant accounting systems.
- Oversee the preparation of the Authority's annual accounts for effective governance purposes.
- Oversee the development and monitoring of the implementation of strategic initiatives in line with CA's strategy.
- Monitor overall implementation of the budget.
- Provide leadership to the Authority's staff in the acquisition of requisite skills to competently discharge the duties of CA.
- Execute any other task as may be assigned by the DG.

#### QUALIFICATIONS AND EXPERIENCE

- Minimum of a Bachelor's Degree in Business Administration, Commerce, Social Sciences, or Relevant areas.
- Master's Degree in Business Administration, Strategic Management, Human Resource, Commerce, Finance, Social Sciences, or Relevant areas.
- Fifteen (15) Years relevant work experience, Seven (7) of which must be in a Senior Management Position.
- Affiliation to a Professional body required.

### 4. CHIEF MANAGER/ STANDARDS AND LICENSING -SCALE B2- (REF. NO CA/4/CMSL)

#### KEY RESPONSIBILITIES

Reports to the Director General with the following key responsibilities:

- Provide leadership to staff in the department, identify and nurture talents, review skill sets with a view to facilitating training.
- Provide leadership and direction to staff over technical operations in line with the Authority's policies, procedures and processes with regard to licences and standards.
- Provide leadership and oversee the monitoring and implementation of strategic initiatives for the Licensing and Standards department including developing the standards for the telecommunications sector.
- Managing the development of operational standards for the telecommunications sector.
- Advise management on all matters pertaining to Licensing and Standards as well as oversee and facilitate telecommunications market review with regard to license requests and recommend changes to license requirements.
- Oversee the process of developing CA's flagship projects such as the numbering plans for

- Contribute and provide guidance in the development and institutionalization of policies, procedures, processes and strategies for the Compliance and Enforcement with a view to ensuring efficiency, effectiveness and improvement of service delivery and operations.
- Respond to internal inquiries and request for contributions on specific issues
- Preparation of Management and Board Papers dealing with compliance and enforcement.
- Other duties as may be assigned from time to time.

#### QUALIFICATIONS & EXPERIENCE

- Minimum of a Bachelor's of Science Degree in Electrical/Electronics/Telecommunications / Engineering / Communication Systems/Multimedia/Information Communication Technology 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 Management Position.

### 6. CHIEF MANAGER/INFORMATION TECHNOLOGY (IT) INDUSTRY POLICY AND (INFORMATION SYSTEMS (IS) - Scale B2 -(REF. NO CA/6/CHIT)

#### 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.
- Oversee the development, implementation and regular review of the Authority's Information Technology procedures and policies.
- Oversee the technical liaison with government agencies, non-governmental organizations, industry and other entities involved in the development of new and emerging technologies in ICTs.
- Oversee technical research and analysis on computer security, related technologies and provide advice on new technologies and emerging trends that shape/influence policies in the regulatory environment.
- Oversee the development, implementation and regular review of the Authority's IT regulatory framework, including cybercrime management, dot KE country code Top Level Domain (.KE ccTLD) management and E-Commerce development procedures and policies.
- Oversee liaison with the local sector Computer Incident Response Teams (CIRTs), regional CIRTs, international CIRTs and other related organizations.
- Oversee the coordination and maintenance of the security and integrity of the Authority's Information Systems.
- Oversee gathering and dissemination of technical information on computer security