KONZA
TECHNOLOGY CITY KENYA

MINISTRY OF INFORMATION AND COMMUNICATIONS

VACANCY

The Konza Technopolis Development Authority (KOTDA) is a state corporation established under the Konza Technopolis Development Order, 2012 with the mandate to plan, develop, regulate and manage Konza Techno City as a world class, mixed use and sustainable city.

The authority wishes to invite applications for the position of Project Manager (Consultant).

JOB DESCRIPTION: CORPORATE PROJECT MANAGER, KONZA TECHNO CITY

Project Manager Job Purpose
Accomplishes Konza Techno City project objectives by planning and evaluating project activities

Position Summary
The Project Manager will report to the Chief Executive Officer of KOTDA to ensure that all Project deliverables are satisfactorily accomplished. In general to achieve operational objectives by:
o   Contributing information and recommendations to strategic plans and reviews
o   Preparing and completing action plans
o   Implementing production, productivity, quality, and customer-service standards
o   Resolving problems
o   Completing audits
o   Identifying trends
o   Determining system improvements
o   Implementing change

Duties and Responsibilities
•   Understanding the processes of the Konza Technopolis Authority (KOTDA)
•   Understanding the components of running a fiscally successful project
•   Identifying KOTDA's strengths and weaknesses; and suggest areas of improvement
•   Develop functional and system design specifications for KOTDA engagements especially with the Master Delivery Partner 2 (MDP2)
•   Work closely with Department Directors and the CEO to ensure issues are identified, tracked, reported and resolved in a timely manner
•   Enhance communication between the Departments to ensure Project schedules and deadlines are adhered to
•   Assist Project Teams/Departments to develop Project Management Tools and communicate needed changes in a timely manner
•   Assist in managing resources in accordance with Project standards
•   Enhances the project's reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
•   Liaison with relevant Government and Development agencies on a need basis

Education and Experience
•   University degree and a minimum of ten (10) years experience
•   Graduate degree (e.g. MBA) is an added advantage
•   Qualification in project management or equivalent
•   Knowledge of both theoretical and practical aspects of project management
•   Knowledge of project management techniques and tools
•   Direct work experience in project management
•   Proven experience in people management
•   Proven experience in strategic planning

Qualitative and Other Attributes Required
•   Critical thinking and problem solving skills
•   Operative time management and logical decision-making ability
•   Ardent planning and organizing skills
•   Effective communication and negotiation skills
•   Analytical and numerate skills
•   Commercial awareness
•   Adaptability and stress tolerance

Compensation
The salary of project manager will commensurate with experience i.e. will depend on the personal credentials, competence, relevant work experience and qualifications.

Other
The Konza Techno City Project Manager will act as the backbone of the project; this is a position of great responsibility, requiring complete and thorough technical knowledge of the project.

Shortlisted candidates will be interviewed by the KOTDA board members and senior ministry officials. The Contract duration will be 6-9 months on consultancy basis.

The Job advertisement can also be viewed on the following two websites:- www.konzacity.co.ke www.information.go.ke

The applications should clearly indicate the position and be addressed to:-

The Permanent Secretary
Ministry of Information and Communications
P.O. Box 30025 - 00100, NAIROBI, KENYA

They are to be received on or **before 23rd May 2013** at **10.00 a.m.** (East African Time). Only shortlisted candidates will be contacted.