

# REPUBLIC OF KENYA



## PUBLIC SERVICE COMMISSION

### Our Vision

*“A citizen-centric public service”.*

### Our Mission

*“To reform and transform the public service for efficient and effective service delivery”.*

## VACANT POSITION IN THE PUBLIC SERVICE COMMISSION

Applications are invited from qualified public service officers for the position shown below. Interested and qualified officers are requested to make their applications as follows:

- (i) Online through the Commission website [www.publicservice.go.ke](http://www.publicservice.go.ke) or job portal [www.psckjobs.go.ke](http://www.psckjobs.go.ke)

OR

- (ii) By completing ONE PSC 2 (Revised 2016) application form. The form may be downloaded from the Commission’s websites.

Completed applications should be sent or delivered to:

**THE SECRETARY/CEO  
PUBLIC SERVICE COMMISSION  
COMMISSION HOUSE  
P.O. BOX 30095 – 00100  
NAIROBI**

### Please Note:

- (i) Applicants should NOT attach any documents to the application form. ALL the details requested in the advertisement should be filled on the form.
- (ii) It is an offence to include incorrect information in the application.
- (iii) Details of academic and professional certificates not obtained by closure of the advert should not be included.
- (iv) Only shortlisted and successful candidates will be contacted.
- (v) Canvassing in any form will lead to automatic disqualification.
- (vi) The Public Service Commission is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenyans diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**

- (vii) **Shortlisted candidates** shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts and **original letter of appointment** to their current substantive post during the interview.
- (viii) It is a criminal offence to present fake certificates/ documents.

Applications should reach the Commission **on or before 26<sup>th</sup> September, 2019 latest 5.00 pm (East African Time)**.

## **DEPUTY DIRECTOR INFORMATION COMMUNICATION TECHNOLOGY - ONE (1) POST V/NO. 93/2019**

**Gross Salary: 374,519-501,030 p. m**

**(PSC GRADE 7)**

**Terms of Service: Permanent and Pensionable**

### **Requirements for Appointment:**

**For appointment to this grade, an officer must have: -**

- (i) Served for not less than five (5) years in the field of Information Communication Technology in the public service;
- (ii) a master's degree in Computer Science or its equivalent from a recognized institution;
- (iii) a bachelor's degree in Computer Science, Information Technology or related field from a recognized institution;
- (iv) Professional certification in ICT such as Certified Computer Network Professional (CCNP), CCNA, MCSE, MCSA, MCSA, Oracle Certified Database administrator OCDBA, CISM/CISA or PMP, Microsoft Certified databases Administrator MCDBA or their equivalent qualification from a recognized institution.
- (v) undertaken a Leadership and Management Course from a recognized institution;
- (vi) current Membership of an ICT professional body;
- (vii) demonstrated a high degree of professional competence and administrative capability as reflected in work performance and results; and
- (viii) met the requirements of Chapter Six of the Constitution

### **Duties and Responsibilities**

**Duties and responsibilities at this level will include: -**

- (i) Formulating, recommending and implementing ICT policies, strategies and procedures for adoption by management

- (ii) Managing the ICT services of the Organization;
- (iii) Designing and implementing information systems, infrastructure and projects
- (iv) Liaising with external agencies and relevant government unit to ensuring adoption and adherence to GoK ICT standards;
- (v) Keeping abreast with IT developments and recommending to the Organization emerging ICT solutions and best practices to enhance service delivery;
- (vi) Establishing and implementing ICT data protection systems and ensuring that inherent risks are effectively managed and controlled;
- (vii) Coordinating the monitoring and evaluation of ICT projects, programs and policies;
- (viii) Planning and requisition of ICT equipment; and
- (ix) Developing and maintaining of Information Systems and databases, and overseeing implementation of business continuity plans and disaster recovery plans for IT systems

**Key Competencies include: -**

- (i) Good interpersonal skills;
- (ii) Good planning, organizing and coordinating skills
- (iii) Strong interpersonal, analytical verbal and written skills;
- (iv) Leadership skills;
- (v) Strong communications and presentation skills
- (vi) Negotiation skills; and
- (vii) Knowledge of data processing, hardware platforms, and enterprise software applications.