



KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service

VACANCIES

8. Ref. no. NGAAF/10/2017: Office Administrator (2 Posts)

Duties and Responsibilities

Reporting to the Chief Executive Officer, the Office Administrator shall be responsible for:

- Systematic maintenance of official records and ease of retrieval of information
- Maintenance of office diary and records of daily visits
- Official inquiries and provision of information to visitors
- Security of classified information, records, documents and equipment
- Drafting responses in routine correspondences
- Organization and servicing of meetings.

Qualifications and Requirements

For appointment to this position, a candidate should:

- Be a citizen Kenya
- Have at least two (2) years of experience in office administration
- Have a Diploma from a recognized institution in Secretarial Studies. A Certificate in public relations and customer care will be an added advantage.
- Have excellent communication, organizational and interpersonal skills
- Be Computer literate

9. Ref. no. NGAAF/11/2017: Information Communication Technology Officer (1 Post)

Duties and Responsibilities

The Information Communication Technology Officer shall be responsible for:

- Development and implementation of the ICT strategy
- Analysis, design, codification, testing and application of computer programmes
- Maintenance of support systems, support services and training
- Repair and maintenance of ICT equipment
- Installation, certification and configuration of ICT equipment

Qualifications and Requirements

For appointment to this position, a candidate should:

- Be a citizen of Kenya
- Have a Bachelor's degree from a recognized university in Information Communication Technology. A higher diploma in Computer Science, ICT or equivalent from a recognized institution will be an added advantage
- Have excellent communication, organizational and interpersonal skills

10. Ref. no. NGAAF/12/2017: Subordinate Staff (2 Post)

Duties and Responsibilities

The Subordinate staff shall be responsible for:

- Office tidiness and cleanliness
- Opening and closing of the office at the right time
- Preparation of office tea
- Distribution of mails within and outside the office

Qualifications and Requirements

For appointment to this position, a candidate should:

- Be a citizen of Kenya
- Be in possession of Kenya Certificate of Secondary Education with minimum Mean Grade of D or equivalent qualification
- Have good communication and interpersonal skills
- Be able to take instructions and work with minimal supervision

All candidates must meet the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity, and obtain appropriate certification from the:

- Ethics and Anti-corruption Commission
- Kenya Revenue Authority
- Directorate of Criminal Investigations
- Higher Education Loans Board

APPLICATION PROCESS

- Applications are invited from suitably qualified candidates for the above positions. Women, youth and Persons with Disabilities are encouraged to apply.
- Applications should be accompanied by detailed Curriculum Vitae including three (3) referees, mobile telephone contact, copies of National Identity Card, relevant certificates and other testimonials.
- Applications citing the Reference Number of relevant position should be sent in both soft and hard copies to:

The Director General
Kenya School of Government
Email: ngaafjobs@ksg.ac.ke
P.O Box 23030-00604
Lower Kabete
NAIROBI

OTHER CONDITIONS

- Applications should be received by **Friday September 21, 2017 at 5.00p.m.** Only shortlisted candidates will be contacted.
- Successful candidates will be offered three-year contracts, renewable subject to satisfactory performance.
- NGAAF is an Equal Opportunity Employer committed to diversity and gender equality.
- This advertisement is also available on the Kenya School of Government website: www.ksg.ac.ke
- Any form of canvassing will lead to automatic disqualification.