



KENYA SCHOOL OF GOVERNMENT
EMPLOYMENT OPORTUNITY
(INTERNAL ADVERTISEMENT)

1. PRINCIPAL ICT OFFICER

The Principal ICT Officer will be responsible for planning, directing and coordinating the Information and Communication Technology services of the School and shall report to the Director Finance and Administration in the course of duties.

Duties and Responsibilities

The successful candidate will be required to:

- i. Ensure appropriate data security and access controls considering both local and wide area issues,
- ii. Draw and schedule preventive maintenance of ICT infrastructure,
- iii. Develop training materials, operating and user manuals,
- iv. Implement policies and procedures to govern activities in the department,
- v. Carry out feasibility studies for areas to be computerized,
- vi. Evaluate systems and ensuring adherence to established performance standards,
- vii. Maintain primary, backup and disaster recovery data centres,
- viii. Ensure work and changes to the ICT infrastructure components are undertaken,
- ix. Co-ordinate administration and maintenance of LAN & WAN,
- x. Compile progress reports on the operations of ICT systems,
- xi. Ensure compliance with database vendor license agreement,
- xii. Control user access to ICT systems,
- xiii. Train staff in assigned systems, and
- xiv. Undertake other duties as may be assigned by the Director Finance and Administration.

Skills and Qualification

The ideal candidate for the position of Principal ICT Officer will be an individual with:

- i. A Bachelor's Degree in Information Technology or its equivalent from a recognized university,
- ii. A Master's Degree in Computer Science or its equivalent from a recognized university,
- iii. Membership of appropriate professional association,
- iv. A certificate in Senior Management Course lasting not less than four (4) weeks,
- v. Excellent communication and interpersonal skills, and
- vi. Initiative and ability to build and work with teams.

2. MANAGER, ADMINISTRATION SERVICES

Reporting to the Director Finance and Administration, the Manager, Administration Services will be responsible for managing the operations of the School, policy formulation, quality assurance and standards, School estate management, proper maintenance of buildings and infrastructural plants.

Duties and Responsibilities

The successful candidate will be required to:

- i. Implement and review administrative services, policies and procedures,
- ii. Spearhead service delivery initiatives,
- iii. Plan and co-ordinate office accommodation,
- iv. Oversee management of transport services,
- v. Oversee provision of security and office services,
- vi. Oversee general maintenance of plant, buildings and equipment,
- vii. Ensure preparation and maintenance of administrative reports,
- viii. Oversee development and updating of office equipment and furniture inventory,
- ix. Oversee provision of protocol and guest management services,
- x. Oversee management of projects in KSG, and
- xi. Undertake other duties as may be assigned by the Director Finance and Administration.

Skills and Qualification

The ideal candidate for the position of Administration Manager will be an individual with:

- i. A Bachelor's degree in Social Sciences or equivalent qualification from a recognized institution,
- ii. A Master's Degree in social sciences or related fields from a recognized institution,
- iii. Minimum relevant experience of at least 3 years,
- iv. Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized institution,
- v. A certificate in computer application skills from a recognized institution.

3. SENIOR EXECUTIVE SECRETARY/PRINCIPAL OFFICE ADMINISTRATIVE OFFICER

Duties and responsibilities

The successful candidate will be required to:

- i. Provide office administrative support including secretarial duties,
- ii. Handle and help in the preparations of Board Papers, documents and meetings,
- iii. Ensure security, integrity and confidentiality of correspondence and files,
- iv. Liaise with relevant offices for the exchange of corporate data, information and documents,
- v. Follow-up on tasks and assignments given by the DG to various offices and individuals to ensure completion and submission of expected deliverables,
- vi. Maintain a diary and meetings schedule,
- vii. Make travel arrangements,
- viii. Organize accurate and efficient filing, retrieval systems and file movement,
- ix. Prepare response to routine correspondence,
- x. Guide and supervise junior staff in the Director General's office,
- xi. Attend to visitors and direct them appropriately while upholding a positive image of the School,
- xii. Attend to official emails and letters,
- xiii. Manage office protocol and etiquette and any other duties that may be assigned, and
- xiv. Undertake other duties as may be assigned by the supervisor from time to time.

Skills and Qualification

The ideal candidate for the position of Senior Executive Secretary will be an individual with:

- i. A Bachelor's Degree in Business Management or related field plus a Higher Diploma in Secretarial Studies from the Kenya National Examination Council,
- ii. Secretarial Studies or Business Education single Group Certificates in the following subjects: Typewriting III (50 w.p.m.); Shorthand III (120 w.p.m.); Business English III; Commerce II; Office Practice II; Office Management III
Secretarial Duties II,
- iii. Certificate in Secretarial Management Course lasting not less than four (4) weeks from Kenya School of Government or any other Government Training Institute,

- iv. A certificate in Senior Management Course from Kenya School of Government or a recognized Institution,
- v. A certificate in computer applications,
- vi. A certificate of Strategic Leadership Development Programme (SLDP) will be an added advantage, and
- vii. Relevant experience of at least three (3) years.

4. DRIVERS

Duties and Responsibilities

The successful candidate will be required to:

- i. Drive a motor vehicle as authorized,
- ii. Carry out routine checks on the vehicle cooling, oil, electrical and brake systems, tyre pressure, etc.,
- iii. Detect and report malfunctioning of vehicle systems,
- iv. Maintain work tickets for vehicles assigned,
- v. Ensure security and safety for the vehicle on and off the road,
- vi. Carry authorized passengers and/or goods, and
- vii. Maintain cleanliness of the vehicle.

Skills and Qualification

The ideal candidates for this position will be an individual with:

- i. A Kenya Certificate of Secondary Education certificate with a mean Grade of D- (Minus) or its equivalent qualification from a recognized institution,
- ii. A valid Driving Licence Certificate, Classes BCE,
- iii. At least two (2) years driving experience,
- iv. A valid Certificate of Good Conduct from the National Police Service,
- v. Relevant certificates such as Occupational Trade Tests for Drivers; Driver Refresher Course Certificate and First Aid Certificate is an added advantage,

Minorities and people with disabilities are encouraged to apply. Canvassing will result in automatic disqualification