

**ADVERT NO. NG-CDFB/007/2022: MANAGER, INFORMATION AND COMMUNICATION TECHNOLOGY  
~ NG-CDF SCALE 3 (1 post)**

**a) Requirement for Appointment**

For appointment to this Position, a candidate MUST have:

- i. Bachelor's degree in any of the following: Computer Science, Actuarial Science, Business information system, Science in information technology, Mathematics, Economics, Statistics, Commerce, Physics, or equivalent qualification with a bias in information and communication technology from a recognized Institution;
- ii. Master's degree in any of the following disciplines: - Computer Science, Information systems/technology, or equivalent qualification from a recognized institution.
- iii. Membership certificate to a relevant professional body;
- xix. At least ten (10) years' work experience, four (4) of which must be in a relevant field at supervisory/management level;
- iv. Certificate in a leadership course lasting not less than four (4) weeks from a recognized institution.
- v. Demonstrated professional competence and managerial capability as reflected in work performance and results.
- vi. Satisfy the requirements of Chapter Six of the constitution of Kenya

**b) Duties and responsibilities**

The Manager, Information and Communication Technology will report to the Chief Executive Officer through the Chief Manager, Corporate Planning and Strategy and will be responsible for the following:

- i. Develop, implement and periodically review the Board's ICT Strategy;
- ii. Formulate, manage and control the planning and budgeting for the Board's ICT services;
- iii. Develop and manage the department's annual work plan and budget;
- iv. Oversee performance management in the division; recruitment, setting performance targets, supervision, scheduling, development, appraisal and disciplinary actions;
- v. Provide professional advice to the Board on ICT matters as appropriate;
- vi. Ensure ICT data security, risk management, disaster recovery and business continuity planning processes are in place and are regularly reviewed;
- vii. Develop and implement ICT policies and procedures relating to ICT services, including distribution, security, disaster recovery, standards and service provision;
- viii. Liaise with users to ensure that information processing needs are met;
- ix. Review and evaluate feasibility studies and reports for implementation;
- x. Liaise with heads of departments in developing and implementing change management initiatives;
- xi. Develop the talents and ensure continuous staff training to guarantee delivery of efficient ICT services at the Board;
- xii. Ensure newly acquired ICT equipment meet the best specifications as per the latest technology in the market;
- xiii. Work in collaboration with internal and external stakeholders to deliver ICT solutions that efficiently and effectively enhance the Board's capability;
- xiv. Oversee ICT special projects, including planning, scheduling, managing and progress reporting;
- xv. Oversee the implementation of the NG-CDF Management Information System (MIS), and other ICT solutions in the Board; and
- xvi. Any other duty as may be assigned by the supervisor.

Interested and qualified persons are required to make their applications online through the job application portal on the Board's website: [www.ngcdf.go.ke](http://www.ngcdf.go.ke) or /and hard copies to be dropped in a designated Box, at the Board's Headquarters, Harambee Cooperative Plaza 5<sup>th</sup> Floor, during working hours (8 am to 5 pm). Applications may also be sent through post office as per the address provided below so as to reach the Board on or before **February 08, 2022**. For the hard copy applications, the reference No. for the position applied for should be properly indicated on top of the envelope.

**Candidates must submit the following documents alongside application**

- xi. Police Clearance (Certificate of good conduct);

- xii. Duly executed self-declaration form from the Ethics and Anti-Corruption Commission;
- xiii. Clearance from Kenya Revenue Authority;
- xiv. Clearance from Higher Education Loans Board (HELB);
- xv. Clearance from a reputable Credit Reference Bureau.

**NOTE**

- I. Applicants for the position of Field Operations Officer/Fund Account Manager **MUST** indicate and show prove of their home constituency.
- II. Applications containing false information shall be disqualified.
- III. Details of academic and professional certificates not obtained by closure of the advert shall not be considered.
- IV. Applicants should indicate daytime telephone number, postal address, current salary, names and contact address of 3 referees.
- V. Only shortlisted and successful candidates shall be contacted.
- VI. Canvassing in any form will lead to automatic disqualification.
- VII. The Board is an equal opportunity employer and encourages persons of all gender, minority and marginalized communities, youth and persons living with disabilities to apply.
- VIII. Both hard and soft copies of applications should reach the Board on or before **Tuesday February 08, 2022 latest at 5.00 pm.**

Applications with comprehensive Curriculum Vitae, certified copies of academic and professional certificates and all other requirements should be addressed to: -

The Chief Executive Officer  
National Government Constituencies Development Fund Board  
Harambee Cooperative Plaza, 5<sup>th</sup> Floor (Junction of Haile Selassie Avenue & Uhuru Highway)  
P.O. Box 46682-00100  
**NAIROBI**