

QUALIFICATIONS AND EXPERIENCE

- Minimum of a Bachelor's Degree in Electrical/Electronics/Telecommunication Engineering, Communication Systems/ICT or relevant field.
- A relevant Master's degree
- Fifteen (15) years' relevant experience, seven (7) of which should be in a Senior Management Position.
- Affiliation to a Professional body required.

2. GENERAL MANAGER (GM): CORPORATE AFFAIRS - SALARYSCALE B1- (REF. NO CA/2/GMCA)

KEY RESPONSIBILITIES

Reports to the Director General with the following key responsibilities:

- Facilitate the delivery of CA's Mandate by working towards a harmonious climate for CA's service delivery
- Provide strategic direction on stakeholder management, government relations, facilitate consumer awareness, incubate and harness public good will.
- Monitor the industry for efficient and competitive delivery of services as well as keep tabs on market development with a view of facilitating ICT for development.
- Play a key role in advocacy, international relations in order to foster strategic positioning of the Country in the international arena.
- Provides strategic direction and leadership in the overall management of all matters pertaining to ICT market analysis, research, competition, and tariffs.
- Oversee the analysis of the economic, socio-cultural and market challenges facing the communications sector and develop policy and regulatory guidelines in line with CA's strategy.
- Provide guidance in the development and institutionalisation of policies, pertaining to Corporate Communications and Consumer Affairs with a view of ensuring efficiency, effectiveness and improvement of service delivery and operations.
- Evaluate the impact of Government and Authority's policies on users, businesses and the national economy.
- Provide recommendations to guide policy-making, government planning and the development of the regulatory framework in the industry.
- Provide leadership and oversee planning and implementation of CA's communications strategies relating to both internal and external affairs of the Authority.
- Provide avenues by which consumer issues on communication service can be registered and investigated.
- Oversee statistical reports pertaining to ICT sector performance and dissemination to stakeholders.
- Consults and co-operates with other governmental and other stakeholders on the provision of communication services.
- Provide leadership in creating a distinguished and well positioned CA Brand
- Oversee CA corporate publications.
- Strategic media relations.

QUALIFICATIONS AND EXPERIENCE

- Minimum of a Bachelor's Degree in Communication, Public Relations, Business Administration, Media Studies, or Relevant area
- A Master's degree in a relevant field will be an added advantage.
- Fifteen (15) Years relevant work experience, Seven (7) of which must be in a Senior Management Position.

3. GENERAL MANAGER (GM): SUPPORT SERVICES - SALARY SCALE B1 - (REF. NO CA/3/GMSS)

KEY RESPONSIBILITIES

Reports to the Director General with the following key responsibilities:

- Provide strategic direction and leadership in analysing and planning resource requirements and activities; including staffing, procurement plans and budgets, to ensure effective and efficient operations and discharge of the CA responsibilities in the short-, medium-, and long-term in line with CA strategy.
- Direct the development of objective performance standards for evaluation of the service performance of regulated service providers in the sector.
- Ensure Compliance with the reporting requirements of the KICA Act; Public Finance, Public

- Provide leadership to staff and oversee the day to day management of the licensing and standards department.
- Respond to both written and verbal inquiries from both local and international entities and persons about the ICT sector in Kenya.
- Participate in standing committees such as the Authority's Licensing Committee and Tender Committee.
- Oversees and manage the enforcement of the provisions of the KICA Cap 411A, Regulations and License Conditions.
- Coordinates and participate in the process of type approving/type accepting of network and terminal equipment for both private and public networks. Oversees the process of type approval and type acceptance for communications equipment to be used in Kenya.
- Participate in the development and formulation of the Authority's corporate strategy
- Prepare, monitor and manage the departmental budget ensuring diligent authorization of approved activities.
- Provide guidance in the development and institutionalization of policies, procedures, processes, and strategies for the Licensing and Standards with a view to ensure efficiency, effectiveness and improvement of service delivery and operations.
- Participate in regional and international meetings and conferences on ICT policies, harmonization and standardization initiatives; including overseeing participation and development of new or revised ICT licenses.
- Oversee and facilitate telecommunications market review with regard to license requests and recommend changes to licence requirements.
- Preparation of Management and Board Papers dealing with licensing and standards.
- Review and respond to specific requests from the industry in relation to operators' operations and challenges and provide appropriate recommendations and hold regular meetings with licensees and other stakeholders to address specific requirements and enhance the quality of service delivery.
- Other duties as may be assigned from time to time.

QUALIFICATIONS AND EXPERIENCE

- Minimum of a Bachelor's of Science Degree Electrical/Electronics/Telecommunications / Engineering / Communication Systems or relevant field.
- A Master's degree in a relevant field will be an added advantage
- Ten (10) years relevant experience, five (5) of which should be in a Senior Management Position.

5. CHIEF MANAGER/ COMPLIANCE AND ENFORCEMENT -SCALE B2 - (REF. NO CA/5/CMCE)

KEY RESPONSIBILITIES

Reports to General Manager/ Technical Services with the following key responsibilities:-

- Provide leadership in management and performance of staff in the department and ensure that the division quarterly reports and performance contracts are prepared.
- Responsible for identifying, developing, and nurturing talents in this department and reviewing existing skill sets in staff and facilitating staff training within the department.
- Provide leadership and oversee the Monitoring and implementation of strategic initiatives for the Compliance and Enforcement department in line with CA strategic plan.
- Oversee and manage the enforcement of the provisions of the KICA Cap 411A, Regulations and License Conditions and ensure compliance by all industry players to these provisions.
- Provide leadership and direction to staff over operations in regional offices in line with the Authority's policies, procedures and processes.
- Oversee and evaluate postal/courier compliance and enforcement processes and continuously initiate improvements to the process.
- Oversee management of the postal/courier licence development and compliance.
- Oversee monitoring and compliance by telecommunication and postal licensees on technical, operational and on all license terms and conditions.
- Ensures that staff are effectively conducting inspections, enforcement and certification exercises and ensuring that standards are adhered to by all licensees.
- Advise management on all matters pertaining to Compliance and Enforcement.
- Participate in the development of the Authority's corporate strategy.
- Prepare, monitor and manage the departmental budget ensuring diligent authorization of approved activities.

- Provide leadership to staff and oversee the day to day management of the licensing and standards department.
- Oversee the national cybercrime management through the Kenya Computer Incident response Team - Coordination Centre (National KE-CIRT/CC) and management of the National Public Key Infrastructure (NPKI) framework. Liaison with the law enforcement in national cybercrime management through National KE-CIRT/CC).
- Provide leadership by Chairing and coordinating quarterly meetings of the CA's National KE-CIRT/CC Cyber security Committee (NKCC). Including overseeing the production of periodic and/or ad-hoc cyber security reports.
- Oversee the development and implementation of the Authority's IT Systems Disaster Recovery Plan (DRP) and Business Continuity Plan (BCP).
- Responsible for identifying, developing, and nurturing talents in this department and reviewing existing skill sets of staff and facilitating staff training within the department.
- Responsible for advising CA authority staff on IT related training(s), seminars, and conferences that enhance IT, Policy, and general ICT skills.
- Oversee the acquisition and disposal of IT related items and maintenance of the IT Systems Inventory.
- Oversee the preparation and management of the IT Department's annual procurement plan, budget, and preparation of Board papers.
- Other duties as may be assigned from time to time.

QUALIFICATIONS AND EXPERIENCE

- Minimum of a Bachelor's Degree in Information Technology/Computer Science/Electrical/Electronics/ Telecommunications Engineering / Communication Systems or relevant field.
- A Master's degree in a relevant field will be an added advantage.
- Ten (10) years' relevant experience, five (5) of which should be in a Senior Management Position.

7. CHIEF MANAGER/ FREQUENCY SPECTRUM MANAGEMENT -SCALE B2-(REF. NO. CA/7/CMFSM)

KEY RESPONSIBILITIES

Reports to General Manager/ Technical Services with the following key responsibilities:-

- Provide leadership in management and performance of staff in the department and ensure that the division quarterly reports and performance contracts are prepared.
- Responsible for identifying, developing, and nurturing talents in this department and reviewing existing skill sets for staff and facilitating staff training within the department.
- Oversee the proper allocation of spectrum and assignment of frequencies so as to ensure effective and efficient use of the radio frequency spectrum.
- Contribute and provide guidance in the development and institutionalisation of policies, procedures and processes for managing the Frequency Spectrum.
- Oversee the licensing of radio communications and ensure quality control, effectiveness and efficiency in operations.
- Provide technical input for procurement and oversee maintenance of the radio monitoring facilities of the Authority.
- Oversee preparation of the National Table of Frequency Allocation (TOFA) and ensure proper record keeping and integrity of the frequency spectrum data.
- Oversee the effective maintenance of the radio frequency measuring equipment.
- Oversee spectrum monitoring inspections and enforcement activities, reviewing periodic operational reports and making appropriate recommendations as well as resolution of harmful interference.
- Advise management on developments with regard to frequency and orbital resources for geo stationary satellite based radio communications.
- Coordinate the preparation and review of the Frequency Spectrum Annual Reports.
- Provide technical advice to local, national, and regional stakeholders on the role of CA in the allocating, allotting, and assigning of radio frequencies.
- Participate in the signing of MOUs (Memorandum of Understanding) that relates to spectrum use at the national and international levels.
- Prepare and manage the department's budget ensuring timely billings and receipt of payments.