NATIONAL COMMUNICATION SECRETARIAT

DETAILED JOB DESCRIPTION

1. DIRECTOR, RADIO COMMUNICATION AND MULTIMEDIA, JOB GRADE NCS 2 - NCS/HR/001/2026

AVAILABILITY:	**IMMEDIATE**
DURATION:	**5 YEARS CONTRACT (RENEWABLE ONCE BASED ON SATISFACTORY PERFORMANCE)**
DUTY STATION:	**NAIROBI**

JOB PURPOSE

The Director, Radio Communication and Multimedia, job grade NCS 2 will be responsible to the Communications Secretary in coordinating the functions in the Radio communication and Multimedia Directorate.

RADIO COMMUNICATION AND MULTIMEDIA FUNCTION

i. Provide guidance on development of policies that foster efficient use of radio frequency spectrum and telecommunication resources by the government for safety and security;
ii. Prepare and provide advisories on radio communication and multimedia matters;
iii. Prepare advisory on country position papers on radio-frequency spectrum and multimedia;
iv. Provide advice on development of emerging television and radio technologies;
v. Identify national interests in radio communication, multimedia and broadcasting and champion the same at regional and international fora;
vi. Provide advisory on the implementation and application of international regulations on the use of the radio-frequency spectrum and satellite orbits;
vii. Liaise with national, regional and international bodies on review and updating of recommendations, reports, and handbooks for the most efficient use of the radio-frequency spectrum and satellite orbits;
viii. Undertake research on best practices for radio propagation and radio communication fields; and
ix. Prepare and present national position papers at regional and international fora on radio communication, multimedia and broadcasting issues.

PERSON SPECIFICATIONS

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

i. At least fifteen (15) years' cumulative work experience, three (3) of which should have been at least at Deputy Director and above or in an equivalent or comparable position.
ii. Bachelor's Degree in any of the following disciplines Electrical/Electronic Engineering, Telecommunications Engineering; or equivalent qualification from a recognized institution;
iii. Master's degree in any of the following fields:- Electrical/Electronic Engineering, Telecommunications Engineering, Computer Science or equivalent qualification from a recognized institution;
iv. Membership to a relevant professional body in good standing where applicable;
v. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
vi. Proficiency in computer applications; and

vii. Demonstrated a high degree of integrity, professional competence and administrative capability required for the effective management and coordination of the Radio communication and Multimedia function.

2. DIRECTOR, COMMUNICATION TECHNOLOGY, JOB GRADE NCS 2 - NCS/HR/002/2026

AVAILABILITY:	**IMMEDIATE**
DURATION:	**5 YEARS CONTRACT (RENEWABLE ONCE BASED ON SATISFACTORY PERFORMANCE)**
DUTY STATION:	**NAIROBI**

JOB PURPOSE

The Director, Communication Technology, Job Grade NCS 2 is responsible to the Communications Secretary in coordinating the functions in the Communication Technology Directorate.

COMMUNICATION TECHNOLOGY FUNCTION

The Communication Technology function entail: -

i. Advice on the formulation and review of ICT policies including new and emerging communication technologies;
ii. Provide advice on matters relating to communications technology, internet technologies, infrastructure projects, programmes and strategies;
iii. Liaise with national, regional and international information and communication bodies on ICT policy research;
iv. Spearhead research to enhance competition and efficiency in communications technologies standards;
v. Provide advisories on country position papers for regional and international ICT standards development bodies;
vi. Provide guidance on the development of policies that foster national safety and security, economic prosperity and delivery of critical social services through communication technologies;
vii. Provide guidance on the development of policies that promote the benefits of technological development to all users of communication technologies;
viii. Develop and maintain a database of policies and document best practices related to communication technologies;
ix. Collect and synthesize technical information on communication technology for public dissemination; and
x. Develop and maintain a periodic publication on communication technologies for public consumption.

PERSON SPECIFICATIONS

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

i. At least fifteen (15) years' cumulative work experience, three (3) of which should have been at least at Deputy Director and above or in an equivalent or comparable position.
ii. Bachelor's degree in any of the following fields: - Electrical/Electronic Engineering, Telecommunications Engineering, equivalent qualification from a recognized and accredited institution;
iii. Master's degree in Electrical/Electronic Engineering, Telecommunications Engineering, Computer Science or equivalent qualification from a recognized and accredited institution;
iv. Membership to a relevant professional body in good standing;
v. Certificate in Leadership course lasting not less than four (4) weeks from a recognized institution;
vi. Proficiency in computer applications; and

vii. Demonstrated a high degree of integrity, professional competence and administrative capability required for the effective management and coordination of the communication technology function.

3. DEPUTY DIRECTOR, LEGAL SERVICES, JOB GRADE: NCS 3 - NCS/HR/003/2026

AVAILABILITY: **IMMEDIATE**
DURATION: **PERMANENT AND PENSIONABLE**
DUTY STATION: **NAIROBI**

JOB PURPOSE

This cadre is responsible for providing legal advisory services to the Secretariat and Management through interpretation of relevant legislations and policies. The officer shall advise the Communication Secretary on legal compliance and governance matters.

JOB FUNCTION

The function of this position will be to:

i. provide legal support and guidance on the development of ICT sector policies, laws and regulations;
ii. ensure monitoring and evaluating of ICT legal policy framework;
iii. participate in stakeholder engagement on draft Laws, regulations, guidelines and other national government instruments in the ICT sector;
iv. Formulate and implement strategies on all legal matters;
v. Provide legal opinion or advise on governance matters within the Secretariat;
vi. Authenticate documents issued to the Secretariat as collateral, securities or support documents for loans and undertake conveyance;
vii. Conduct legal research, investigation, preparation of witnesses for pre-trial and hearing; Develop concept papers, prepare legal briefs and opinions as well as develop effective defense strategies, arguments, and testimony in preparation for legal proceedings of cases in liaison with external lawyers;
viii. Maintain an up-to-date record of gazette matters which relate to the Secretariat;
ix. Ensure that the Secretariat complies with statutory and other regulatory requirements by undertaking periodic legal audit compliance;
x. Coordinate the review of laws, by-laws and regulations relating to the Secretariat; and
xi. Compile information and evidence on legal matters touching on the Secretariat.

4. ASSISTANT DIRECTOR, PLANNING, JOB GRADE NCS 4 - NCS/HR/004/2026

AVAILABILITY: **IMMEDIATE**
DURATION: **PERMANENT AND PENSIONABLE**
DUTY STATION: **NAIROBI**

JOB DESCRIPTION

An officer at this level will perform the following duties:-

i. Preparing advisories for development of policies on application of technology to support digital transformation;
ii. Preparing advisories on utilization of digital platforms and the creative economy to promote the benefits of technology development;
iii. Organizing stakeholders forums for development of digital transformation initiatives;
iv. Preparing advisories on digital transformation projects; ICT policies that enable digital finance services and platforms; ICT policies that support trade in digital goods and services for regional and continental integration of e-commerce services;
v. Undertaking research on digital economy, to inform policies on digital transformation

vi. Preparing advisories on development, adaption, implementation and review of regional and international treaties and obligations in digital transformation Providing inputs on country position papers on matters relating to digital transformation;
vii. Conducting analysis of economic impact of innovation in the digital ecosystem,
viii. Developing the department's budget, procurement plans and work plans.
ix. Preparing advisories on policies for postal and courier services advise on ICT policies that promote growth and development of e-commerce value chain;
x. Providing technical support on development and integration of addressing systems for last mile delivery services;
xi. Carry out research on development and review of policies on the e-commerce value chain and digital trade;
xii. Providing technical support to inform advisory on e-commerce, postal services, digital finance and digital trade; and
xiii. Preparing position papers on matters relating to e-commerce, postal and digital trade.
xiv. Developing and implementing research and planning policies, standards, protocols and procedures;
xv. Coordinating monitoring and evaluation of implementation of the planning policies, and strategies;
xvi. Developing and implementing research and planning programs for monitoring and evaluating national ICT policies;
xvii. Analyzing and interpreting digital economy and development trends and their implications on national development;
xviii. Developing and implementing the Secretariat's Strategic Plan;
xix. Developing and reviewing the M&E frameworks and manuals for the Secretariat;
xx. Maintaining collaborations and linkages with research institutions and other organizations to promote research in ICT;
xxi. Undertaking research to inform digital economy policy and programs;
xxii. Developing and maintaining a reservoir of research resources on ICT sector; and Publishing and disseminating research findings;

PERSON SPECIFICATIONS

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

i. At least fifteen (15) years' cumulative relevant work experience, three (3) of which should have been at the grade of Principal Planning Officer or in a comparable position;
ii. Bachelor's degree in any of the following fields:- Economics, Economics and Statistics, Finance, Business Administration, Project Management or equivalent qualification from a recognized institution;
iii. Master's degree in any of the following fields:- Economics, Finance, Business Administration, Project Management, Public Policy or equivalent qualification from a recognized institution;
iv. Membership to a relevant professional body and in good standing where applicable;
v. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution; and
vi. Shown merit and ability as reflected in work performance and results.

5. SENIOR COMMUNICATION TECHNOLOGY OFFICER, NCS GRADE 6 - NCS/HR/005/2026

AVAILABILITY: **IMMEDIATE**
DURATION: **PERMANENT AND PENSIONABLE**
DUTY STATION: **NAIROBI**

JOB DESCRIPTION

An officer at this level will carries out the following duties and responsibilities

i. Preparing national communications technology policy frameworks;

ii. Contributing in the implementation of communication technology pilot projects and programmes in the respective area of deployment;
iii. Analysing research data on communications technologies to guide on best practice to enhance competition and efficiency of provision of ICT services in the respective area of deployment;
iv. Preparing position papers for international, regional and national ICT policies and standards development bodies in the respective area of deployment;
v. Contributing to the roll out of ICT communication technology projects for National and County Governments in the respective area of deployment; and
vi. Contributing to the development of policies that foster full and efficient use of communication technology.

PERSON SPECIFICATION

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

i. At least six (6) years' cumulative relevant work experience, three (3) of which should have been in the grade of at the grade of Communication Technology Officer I or in a comparable position;
ii. Bachelor's Degree in any of the following fields:- Electrical/Electronic Engineering, Telecommunications Engineering, or equivalent qualification from a recognized institution;
iii. Membership to a relevant professional body and in good standing where applicable;
iv. Proficiency in computer applications; and
v. Shown merit and ability as reflected in work performance and results.

6. COMMUNICATION TECHNOLOGY OFFICER II, NCS GRADE 8 - NCS/HR/006/2026

AVAILABILITY: **IMMEDIATE**
DURATION: **PERMANENT AND PENSIONABLE**
DUTY STATION: **NAIROBI**

JOB DESCRIPTION

An officer at this level will carry out the following duties and responsibilities entail: -

i. Preparing data collection tools;
ii. Collecting and collating data on communications technologies;
iii. Implementing communication technology pilot projects and programmes in the respective area of deployment; and
iv. Contributing in the preparation of position papers for international, regional and national ICT policies and standards development bodies in the respective area of deployment.

PERSON SPECIFICATIONS

For appointment to this grade, a candidate must have: -

i. Bachelor's Degree in any of the following fields: - Electrical/Electronic Engineering, Telecommunications Engineering, or equivalent qualification from a recognized institution;
ii. Proficiency in computer applications.