



JOB VACANCIES

The **National Communications Secretariat** established under Section 84 of the Kenya Information and Communications Act 1998, is the policy advisory body to the Government of Kenya on all matters pertaining to the ICT sector through the Ministry of ICT, Innovation and Youth Affairs.

Applications are invited from suitably qualified Kenyans for the position of **COMMUNICATIONS RADIOTECHNOLOGY EXPERT and HEAD OF SUPPLY CHAIN MANAGEMENT** in the Secretariat.

AVAILABILITY:	IMMEDIATE
DURATION:	THREE YEARS (PERFORMANCE-BASED RENEWABLE CONTRACT)
DUTY STATION:	NAIROBI
APPLICATION DEADLINE:	28TH MAY 2021

COMMUNICATIONS RADIO TECHNOLOGY EXPERT (Re-Advertisement)

The job holder is expected to advise on the adoption of radiocommunication activities including policies, laws, regulations, guidelines and other official national government instruments which:- promote the benefits of technological development to all users of ICTs; foster national safety and security, economic prosperity and the delivery of critical social services through ICT; facilitate and contribute to the full development of competition and efficiency in the provision of services both within and outside Kenya; and foster full and efficient use of ICT resources including effective use of the radio frequency spectrum in a manner which encourages the most beneficial use thereof in the public interest.

The Communications Radiotechnology Expert is responsible to the Communications Secretary for research, analysis and formulation of national broadcasting and radio frequency spectrum planning and management policies and strategies. This shall include research, analysis, formulation and drafting of, where necessary, appropriate radiocommunication policies and strategies through use of best practices. He/she is expected to participate and contribute to the development of inputs to be used during deliberations at the national, regional and international level on radiocommunication matters.

Qualification, Knowledge and Experience:

1. Bachelor's Degree in Electrical/Electronic Engineering (preferably in Telecommunications and Microwave options), or Bachelor's degree in Telecommunications Engineering with a bias in Microwave and Radiowave propagation or its equivalent from an accredited Tertiary institution in Kenya or an internationally recognized university.
2. Must have knowledge of the role of organisations such as the East African Community, COMESA, African Telecommunications Union, African Union Commission and the International Telecommunication Union (ITU) in radio communication, standardization and development of the ICT sector.
3. At least 8 years relevant experience with three (3) at a directly subordinate role.

In addition, any of the below would be an added advantage:

1. Knowledge of the preparatory process for major continental and international telecommunications and related conferences
2. Having undergone a Senior Management Course or its equivalent
3. Master's Degree in: Electrical/ Electronic Engineering with a bias in Telecommunications; Telecommunications Engineering with specialization in radiocommunication and/or radio propagation studies.
4. Corporate Membership to either of the below: -
 - a. Engineers Registration Board (R.Eng)
 - b. Institute of Engineers of Kenya (MIEK)

HEAD OF SUPPLY CHAIN MANAGEMENT

The role shall be responsible for the design, planning, execution, control and monitoring of supply chain activities which include procurement, purchasing, logistics, transportation, storage, stock control, contract management, distribution, with the objective of creating value to meet the objectives of the Secretariat. Specifically, the role shall:-

KEY RESPONSIBILITIES

1. Design and implement an efficient procurement management system within the Secretariat
2. Determine and propose methods and strategies for handling supply chain management function
3. Oversee the development of budget for supply chain management department and monitor implementation of procurement in line with approved budget and in line with approved procurement plans
4. Coordinate development of strategic plan for supply chain management function
5. Prepare annual asset acquisition and disposal plans for the Secretariat
6. Analyze, develop and initiate supply chain management structures and systems, including policies and guidelines to facilitate decision making for procurement and asset disposal
7. Ensure compliance to policy guidelines, laws and regulations relating to procurement in the public sector
8. Oversee contract development and service level agreements and further assist in contract implementation, monitoring of performance

Mandatory qualification, Knowledge and Experience:

1. Bachelor's degree in Business Administration; Supply chain management option or, Bachelor of Economics, Statistics, Procurement and Supplies Management, B. Com, Supplies Chain Management or any other related field from a recognized institution.
2. Master's degree in any of the following: - Procurement and Supplies Management, Logistics and Supply Chain Management, Business Administration, Commerce, Entrepreneurship, or any other relevant field from a recognized institution.
3. Sound knowledge of the provisions of the Constitution on public procurement.
4. Experience and knowledge of the Public Procurement and Asset Disposal Act, its regulations and guidelines.
5. Knowledge of the Public Finance Management Act, Regulations and guidelines.

Mandatory professional qualifications/ membership to professional body

Must be a member of a recognized purchasing and supplies management professional body within Kenya i.e. the Kenya Institute of Supplies Management

Any of the below would be an added advantage:

1. Certificate in Strategic Leadership Development programme lasting not less than six (6) weeks from a recognized institution
2. Senior Management course lasting not less than (4) weeks from a recognized institution

Previous relevant work experience

At least 8 years of relevant experience

Interested applicants who meet the above requirements can email applications to jobs2021@ncs.go.ke or submit to:

National Communications Secretariat
P. O. Box 10756 – 00100
NAIROBI

Applications must include a cover letter stating how the applicant meets required specifications and a detailed CV including work experience and three professional referees with complete and current contact information.

Shortlisted candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 and should submit the following among other documents; Police Clearance Certificate from the Directorate of Criminal Investigations; Clearance Certificate from the Higher Education Loans Board; Tax Compliance Certificate from the Kenya Revenue Authority; Clearance from the Ethics and Anti-Corruption Commission; and Report from an Approved Credit Reference Bureau.

National Communication Secretariat values diversity therefore Special Interest Groups including youth, women, Persons With Disability (PWD) and Minority & Marginalized are strongly encouraged to apply.

Only short listed candidates will be contacted.

Website: www.ncs.go.ke
Twitter: @ncs_kenya