THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref. Na EA.7/96/01/C/69 **1st December, 2012**

VACANCIES ANNOUNCEMENT

On behalf of the e-Government Agency under the President's Office Public Service, the **Public Service Recruitment Secretariat** invites qualified Tanzanians to fill **32** vacant posts in the Agency's headquarters in Dar es Salaam.

The e-Government Agency (eGA) is established under the Executive Agencies Act, Chapter 245 as a semi-autonomous institution, with the mandate of coordination, oversight and provision of e-Government initiatives and enforcement of e-Government standards in the public service. The establishment of eGA is one among several initiatives by the Government to operationalize the National ICT Policy (2003).

The establishment of the Agency is the execution of the Cabinet directives to President's Office Public Service Management (PO-PSM) in 2004 and the Presidential Instrument Government Notice No. 494 A of 17/12/2010 that mandated PO-PSM, to develop an e-Government Policy and ensure its implementation by establishing an Agency to coordinate, oversee and promote e-Government initiatives in MDAs and LGAs.

eGA envisions to be recognised as a leading innovative institution, enabling the use of ICT for improving public service delivery. The mission of the Agency is to provide an enabling environment to Ministries, Independent Departments, Agencies (MDAs) and Local Governemnt Authorities (LGAs) through coordination, oversight and promotion of ICT usage for improvement of service delivery in the public service. The Agency is committed to uphold

five core values namely integrity, innovation, customer centric, collaboration and best practices.

To achieve its vision and mission, the Agency is determined to create an environment where MDAs and LGAs can use ICT to increase access and deliver improved services to government employees, citizens and businesses.

The services to be offered to MDAs and LGAs include systems, applications, shared infrastructure, standards, guidelines, consultancy, advice and technical support. MDAs and LGAS will use the above services to improve their internal management and capacity to offer services to citizens (G2C), businesses (G2B), and government employees (G2E).

NB: GENERAL CONDITIONS

i. All applicants must be Citizens of Tanzania and not above 45 years old, however, should also observe the age limit for each position where indicated.
ii. Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact postal address, e-mail address and telephone numbers.
iii. Applicants should apply on the strength of the information given in this advertisement.
iv. **The title of the position and institution applied for should be written in the subject of the application letter and marked on the envelope; short of which will make the application invalid.**
v. Applicants must attach their detailed relevant certified copies of Academic certificates:
    - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
    - Postgraduate/Degree/Advanced Diploma/ Diploma transcripts.
    - Form IV and Form VI National Examination Certificates.
    - Computer Certificate
    - Professional certificates from respective boards
    - One recent passport size picture and birth certificate.
vi. **FORM IV AND FORM VI RESULTS SLIPS ARE STRICTLY NOT ACCEPTED**
vii. **Testimonials, Partial transcripts and results slips will not be accepted.**
viii. **Presentation of forged academic certificates and other information in the CV will necessitate to legal action**
ix. Applicants for senior positions currently employed in the public service should route their application letters through their respective employers.

x. **Applicants for entry levels currently employed in the Public Service should not apply, they have to adhere to Government Circular Na. CAC. 45/257/01/D/140 dated 30th November 2010.**
xi. Applicants who have/were retired from the Public Service for whatever reason should not apply.
xii. Applicants should indicate three reputable referees with their reliable contacts.
xiii. **Certificates from foreign Universities should be verified by Tanzania Commission for Universities (TCU)**
xiv. **Dead line for application is 17th December, 2012 at 3:30 p.m**
xv. Applicants with special needs/case (disability) are supposed to indicate
xvi. Women are highly encouraged to apply
xvii. Only short listed candidates will be informed on a date for interview
xviii. Application letters should be written in Swahili or English
xix. **APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS. HAND DELIVERY IS NOT ACCEPTABLE:**

Secretary **Public Service Recruitment Secretariat,** **P. O. Box 63100** **DAR ES SALAAM.**	**OR**	**Katibu** **Sekretarieti ya Ajira katika Utumishi wa Umma** **S. L. P 63100,** **DAR ES SALAAM.**

This advert is also found in **www.ajira.go.tz**, **www.utumishi.go.tz**, **www.pmoralg.go.tz** **na** **www.ega.go.tz**

1.0 DIRECTOR OF CENTRAL INFRASRUCTURE AND OPERATIONS – 1 POST

1.1 REPORTS: TO THE CHIEF EXECUTIVE OFFICER

1.2 JOB PURPOSE

Planning, designing and overseeing the development, implementation and delivery of infrastructure and technology services. Supervising over infrastructure of the e-Government in addition to its development and operation.

1.3 KEY DUTIES AND RESPONSIBILITIES

- Head the Directorate of Central Infrastructure and Operations
- Plan and advise the CEO on the infrastructure technology and technology platforms to ensure trouble-free delivery of day to day activities, direction, and support for the all of the Agency technical infrastructure.

- Oversee and support the day-to-day operations of the Government-wide network, data centres and shared communication systems;
- Supervising overall operations and maintenance of all equipment and systems relating to the e-Government, in addition to operating national information applications hosted by the AGENCY.
- Supervising overall operations of the National Portal systems relating to the e-Government.
- To liaise, facilitate and maintain strategic vendor relations that are related to infrastructure and operations.
- Plan and institute a strategy on developing, installing, configuring, maintaining, supporting, and optimizing all network hardware, software, and communication links.
- Oversee and advise the CEO on all network infrastructures, software applications, licensing, maintenance, procurement, control and management of all Government Network Infrastructure related operations.
- Oversee and advise the CEO on maintenance of service and contracts.
- Advise CEO on of emerging ICT Infrastructure technologies that may benefit the government operations and service delivery.
- Deploy e-government systems and oversee operations of the public service delivery platforms such as portals and kiosks
- Monitoring of information security standards and procedures required to manage all components of Infrastructure in accordance with international high level standards.
- Perform any other duty as may be assigned by the CEO

1.4 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Master's Degree in either Information Technology, Electronic Engineering, Computer Science, Computer Engineering or Telecommunication.
- At least ten (10) years of practical working experience in public or any private reputable organization.
- Professional Certifications in ICT preferably networks/ICT Security/Data Centre.

1.5 KEY COMPETENCES

- He/she should have experience with increasingly complex leadership and management responsibilities in information technology, data communication and telecommunication environment.
- Managing, leading and enabling the process of change and transition while helping others deal with their effects.
- Identifying and responding to current and future client needs; providing service excellence to internal and external clients.
- Listening to others and communicating in an effective manner that fosters open communication.

- Making decisions and solving problems involving varied levels of complexity, ambiguity and risk.
- Gaining support from and convincing others to advance the objectives of the organization.
- Defining tasks and milestones to achieve objectives while ensuring the optimal use of resources to meet those objectives.

1.6 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale.

2.0 DIRECTOR OF ICT MANAGEMENT SERVICES - 1POST

2.1 REPORTS: TO THE CHIEF EXECUTIVE OFFICER

2.2 JOB PURPOSE:

To provide training, consulting and advisory services to MDAs and LGAs; and conduct technology scan to monitor and explore emerging technologies for adoption.

2.3 KEY DUTIES AND RESPONSIBILITIES

- Manage the activities of Consultancy and Advisory, Research and Training and ICT Management Sections
- Coordinate and manage all consultancies related activities in conjunction with other departments
- Oversee the research and supervise all the technological scanning activities before the technology is implemented in any Government institutions.
- Help in conducting, managing and coordinating ICT related training based on the needs from the Government.
- Helps establish and build relationships with vendors in conjunction with corporate leadership.
- Ensures Government is well informed, at all times, of changes and news related to technology.
- Lead on the review of various ICT systems/projects in Public Services
- Exercises staff oversight to ensure new operations plans, policies, procedures, and transition/migration plans are consistent with the overall Agency goals and objectives
- Oversee and advise the CEO on all matters related to new software application and licence for government use.
- Perform any other as may be assigned by the CEO.

2.4 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Master's degree in either Information Technology, Electronic Engineering, Computer Science, Computer Engineering or Telecommunication.
- ICT Service Management related certification like ITIL, COBIT,CISA,CISM,ISO27001/2 etc.

- At least ten (10) years of practical working experience in public or any private reputable organization.

2.5 KEY COMPETENCES

- He/she should have experience with increasingly complex leadership and management responsibilities in information technology, data communication and telecommunication environment.
- Managing, leading and enabling the process of change and transition while helping others deal with their effects.
- Identifying and responding to current and future client needs; providing service excellence to internal and external clients.
- Listening to others and communicating in an effective manner that fosters open communication.
- Making decisions and solving problems involving varied levels of complexity, ambiguity and risk.
- Gaining support from and convincing others to advance the objectives of the organization.
- Defining tasks and milestones to achieve objectives while ensuring the optimal use of resources to meet those objectives.

2.6 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale.

3.0 ASSISTANT DIRECTOR e-GOVERNMENT NETWORKS - 1 POST

3.1 REPORTS: TO THE DIRECTOR OF CENTRAL INFRASTRUCTURE AND OPERATIONS

3.2 JOB PURPOSE:

Managing Network Infrastructure and oversee stable operation of the entire government network.

3.3 KEY DUTIES AND RESPONSIBILITIES

- Head of Government Network Section
- To manage government networks oversee the implementation and support of the technology infrastructure and technology platforms to ensure trouble-free delivery of day to day activities, direction, and support for all of government technical infrastructure.
- To provide systematic documentation, evaluation and monitoring of current infrastructure systems.
- To facilitate and maintain strategic vendor relations.

- To define all infrastructure requirements and projects to include scope, budget, and timescale.
- To oversee all network infrastructures, software applications, licensing, maintenance and procurement of all engineering network and maintenance of service and contracts are well managed.
- Identify knowledge of emerging technologies that may benefit the government.
- Listen, communicate, motivate and encourage effectively to technology staff members to achieve a high level of quality.
- Provide for emergency plans and assistance in the event of equipment failure.
- Supervise and manage his/her team to achieve the Agency's mission.
- Perform any other duty as may be assigned by superiors.

3.4 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor degree in either Information Technology Computer Engineering / Electronic Engineering/ Computer science or Telecommunication.
- Master's degree in related field is an added advantage.
- Experience with increasingly complex leadership and management responsibilities in information technology and data Communication environment.
- Enterprise level documentation and change management experience Servers and desktops, Operating Systems, Cisco including wireless and VOIP, Active Directory, Group Policy, Scripting, web server administration, firewalls, IPS and security, VPN, Disaster recovery, scripting, SQL, network cabling and design.
- Must have one of the Network/ICT Security related certification like CCNP, CISM, MCSE, RED HAT, CCTE, CISSP, MCSA, ORACLE or its equivalent.
- At least eight (8) years of practical working experience in public or any private reputable organization.

3.5 KEY COMPETENCES

- Outstanding critical thinking and problem solving skills
- Advanced planning and organizing
- decision-making skills
- Excellent communication skills
- Ability to persuade, influence and lead
- Excellent team work and negotiation skills
- Adaptability and flexibility

3.6 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale.

4.0 ASSISTANT DIRECTOR - CONSULTANCY AND ADVISORY SERVICES - 1 POST

4.1 REPORTS: TO THE DIRECTOR OF ICT MANAGEMENT SERVICES

4.2 JOB PURPOSE:

To provide advisory and technical consultancy to the Government institutions on all e-Government related Projects.

4.1 KEY DUTIES AND RESPONSIBILITIES

- Head the ICT Consultancy and Advisory Section
- Lead on the Government service improvement through use of ICT
- Manages IT planning consultancy projects to ensure the quality of project deliverables, timeliness of delivery and within budget.
- Provide IT audit planning, facilitation and advisory services to the Government.
- To provide appropriate infrastructure technology solutions in support of the on-going government operations and new application requirements and strategic direction.
- Coordinates IT audits in Public Service
- Perform any other duties as may be assigned by his/her superior.

4.2 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor Degree in Computer Science, Computer Engineering, Electronics Engineering or IT or equivalent.
- Master's degree in Business Administration or knowledge of business management will be an advantage
- Experience in managing an enterprise IT Projects
- Experience in IT planning and/or audit functions
- Good project management, written and communications skills.
- Able to conceptualize high level IT planning / governance concepts.
- Must have one of ICT Service Management related certification like ITIL, COBIT, CISA, CISM, CISSP or equivalent
- At least eight (8) years of practical working experience in public or any private reputable organization.

4.3 KEY COMPETENCES

- Experience with increasingly complex leadership and management responsibilities in information technology and data Communication environment
- Outstanding critical thinking and problem solving skills
- Advanced planning and organizing
- Decision-making skills
- Excellent communication skills
- Ability to persuade, influence and lead

- Excellent team work and negotiation skills
- Adaptability and flexibility

4.4 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale.

5.0 ASSISTANT DIRECTOR - ICT SECURITY - 1 POST

5.1 REPORTS: TO THE DIRECTOR OF e-GOVERNMENT SERVICE CONTROL

5.2 JOB PURPOSE:

To develop and maintain a structured environment that will facilitate the ICT security across the government

5.3 KEY DUTIES AND RESPONSIBILITIES

- Head of ICT Security and Standards Section
- Coordinate and facilitate the enforcement of security policies, controls and their compliance in the government;
- Supervise the development and implementation of security standards, procedures and guidelines for multiple platforms and diverse system environments;
- Oversee the review of the development, testing and implementation of security plans, products and controls;
- Administer the identification and assessment of ICT security risk/exposure to new and existing infrastructure in the government;
- Oversee the investigation of appropriate corrective actions for ICT security incidents across the Government;
- Analysing security incidents and the escalation of security events;
- Discovering vulnerabilities in information systems.
- Establish, implement and maintain a business continuity management methodology (including risk assessment, business impact analysis, strategy development, plan development, implementation) for the overall activities of the Centre;
- Assist government agencies in the development and implementation of Business Continuity Plans;
- Develop a business continuity culture; and
- Perform any other duty as may be assigned by his/her superior.

5.4 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor Degree in Computer Science, Computer Engineering, Electronics Engineering or IT or equivalent.
- Master's degree in ICT Security will be an advantage;
- Sound knowledge of a broad range of IT hardware and software products, and security controls for network, database, application and operating systems.

- Sound knowledge of industry standards, laws and regulations in relation to information security and compliance.
- A proven ability to meet Information Security requirements whilst providing robust solutions to operational delivery challenges and positively support constant performance improvement
- Interest and ability to develop and maintain knowledge of security compliance methods and options.
- Knowledge of Security Standards
- Strong knowledge of BS7799, ISO 27001/2, N3 Statement of Compliance requirements and Information Governance standards.
- Certification in ICT security like CISA, CISSP,CISM etc is desirable
- At least eight (8) years of practical working experience in public or any private reputable organization.

5.5 KEY COMPETENCES

- Experience with increasingly complex leadership and management responsibilities in information technology and data Communication environment
- Outstanding critical thinking and problem solving skills
- Advanced planning and organizing
- Decision-making skills
- Excellent communication skills
- Ability to persuade, influence and lead
- Excellent team work and negotiation skills
- Adaptability and flexibility

5.6 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale.

6.0 ASSISTANT DIRECTOR - LEGAL SERVICES – 1 POST

6.1 REPORTS: TO THE CHIEF EXECUTIVE OFFICER

6.2 JOB PURPOSE:

To manage legal services for the Agency.

6.3 KEY DUTIES AND RESPONSIBILITIES

- Head of Legal section
- Controlling, managing and directing the Agency activities of the Legal Services function;
- Ensuring that the Chief Executive is at all times apprised of and advised on developments within the function's remit;
- Providing professional and strategic advice to the Board, Chief Executive, and senior management;

- Managing and co-coordinating the Agency's approach towards litigation/other proceedings to which the Agency is party or potentially party;
- Leading in the development of regulations and related material pertaining to the Agency's statutory functions/powers etc.;
- Coordinating the preparation of draft legislation as required;
- Liaising with other parties' legal advisors/representatives as required;
- Undertaking legal research as required;
- Responsible for Legal risk management duties for the Agency
- Oversee the legal implications of the policy development issues for the Agency
- Responsible for litigation management for the agency
- Responsible for regulatory compliance for the agency
- Responsible for Contract negotiation for the Agency
- Performs any other duties as may be assigned by his/her superiors.

6.4 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor Degree in Law from an accredited institution who is an Advocate of a High Court.
- Master's degree in Law with a bias in ICT Law/Security is a must
- Hands on skills and experience in handling complex legal issues
- At least eight (8) years work experience in public or any private reputable organization with a strong practical background.

6.5 KEY COMPETENCES

- Experience with increasingly complex leadership and management responsibilities in information technology and data Communication environment
- Outstanding critical thinking and problem solving skills
- Advanced planning and organizing
- Decision-making skills
- Excellent communication skills
- Ability to persuade, influence and lead
- Excellent team work and negotiation skills
- Adaptability and flexibility

6.6 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale.

7.0 SENIOR PLANNING OFFICER - 1 POST

7.1 REPORTS: TO THE DIRECTOR OF BUSINESS SUPPORT

7.2 JOB PURPOSE: To perform Planning and Strategy Development duties

7.3 KEY DUTIES AND RESPONSIBILITIES

- Conducts situation analysis to identify critical issues in e- government implementation
- Conducts e-Government impact studies in MDAs, LGAs and government in general
- Supervises the interaction with the implementing agencies to help them in drafting project requirements,
- Identifies, verifies and mobilizes appropriate resources for implementation of plans and projects.
- Implements plans and projects for the utilization of research results already concluded.
- Reviews of Agency's strategic plan and provides inputs for improvement
- Executes Agency's projects
- Daily monitoring of Agency's budget resources within set ceilings
- Develop and coordinate the implementation and reviews of Agency's strategic plan
- Conducts Monitoring and Evaluation activities for the Agency
- To prepare different Agency's Reports
- Implements plans and projects for the utilization of research results already concluded.
- Undertakes the Monitoring and Evaluation activities for the Agency
- To perform any other duty as may be assigned by his/her superiors

7.4 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor Degree in Economics, Statistics, Planning, Business Administration at an accredited institution. A Masters or a Postgraduate degree in Planning or related field is an added advantage
- At least four (4) years work experience in public or any private reputable organization with a strong practical background in Planning, Budgeting, Monitoring and Evaluation.
- Certification in Project/Programme Management like PMP, Prince Z etc is an added advantage

7.5 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale.

8.0 COMPUTER SYSTEM ANALYST GRADE I (BUSINESS ANALYSIS) - 2 POSTS

8.1 REPORTS: TO THE ASSISTANT DIRECTOR CONSULTANCY AND ADVISORY SERVICES

8.2 JOB PURPOSE:

To provide functional support and expand capabilities in the areas of client development & management, business management, programming, and administration.

8.3 KEY DUTIES AND RESPONSIBILITIES

- To analyze, document and propose solutions for large and/or complex business areas and to prepare functional specifications.
- To assist in the preparation of user and system test plans
- Collecting, understanding, and transmitting the business requirements for the project, and translating these into functional specifications and detailed test plans.
- Analyze and document business processes.
- Document workflows and results of business analysis and obtain sign-off from the client on the specifications.
- To provide the link between the customer, development team and any third party regarding software functionality, throughout the development lifecycle.
- To design and execute the test scenarios and test scripts.
- Day to day management of change requests in relation to the project plans to ensure agreed deadlines are met.
- Prepares periodic reports showing progress against outstanding milestones, status, resource requirements, issues, risks and dependencies.
- Perform business analysis to oversee e-government operations
- Conduct situation analysis to identify critical issues in e- government implementation
- Responsible for E-Government impact studies in MDAs, LGAs and government in general
- Interact with the implementing agencies to help them in drafting project requirements
- Perform any other duty as may be assigned by his/her superior

8.4 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor degree in Arts or Science or field related to Information Systems/Business/Project Management
- Relevant experience analysing and documenting complex business processes.
- Strong knowledge of writing requirements specifications for business and Information Systems.

- End to end experience of the project lifecycle
- Relevant experience interacting directly with end users.
- Results oriented with good communication and interpersonal skills.
- Certifications in Project/Programme Management like PMP, Prince2 etc and ICT Service Management like ITIL, COBIT etc. are added advantage.
- At least two (2) years of practical working experience in public or any private reputable organization.

8.5 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale.

9.0 COMPUTER SYSTEM ANALYST GRADE I - DATABASE ADMINISTRATION - 2 POSTS

9.1 REPORTS: TO THE ASSISTANT DIRECTOR GOVERNMENT DATA CENTERS

9.2 JOB PURPOSE:

To deal with integrity and security of database, planning, maintenance, control and troubleshooting

9.3 KEY DUTIES AND RESPONSIBILITIES

- To maintain data integrity by establishing and implementing regular system checks
- To investigate problems and/or implement appropriate solutions
- Development of database to increase the effective usage for all government users and in particular to promote Data Analysis and Supporter care and contact
- To use the Application Programming Interface to create new automated solutions/processes as a result of assessments of user and organisational needs in order to improve efficiency·
- Develop methods for integrating different products so they work properly together, such as customizing commercial databases to fit Government needs.
- Review project requests describing database user needs to estimate time and cost required to accomplish project.
- Review procedures in database management system manuals for making changes to database.
- Work as part of a various project teams to coordinate database development and determine project scope and limitations.
- Identify and evaluate industry trends in database systems to serve as a source of information and advice for eGA management.
- To maximize the quality of the data of the existing database minimizing duplicate and errors·

- To undertake and manage staff and volunteer database training and development·
- To undertake basic induction training for all new staff and practical training students, and to ensure adequate ongoing supervision of practical training students,
- Perform any other duty as may be assigned by the superiors

9.4 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor Degree or Advanced Diploma in Computer Science/ Information Technology, Telecommunication, Electronics or equivalent from recognized Institutions.
- Knowledge of programming techniques and languages;
- Knowledge of database systems, and operating system software is preferred
- Database Management related certifications like MCDBA, ORACLE,MYSQL is an added advantage
- At least two (2) years of practical working experience in the field in public or private sector

9.5 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale.

10.0 COMPUTER SYSTEM ANALYST GRADE I (PROGRAMMER) - 5 POSTS

10.1 REPORTS: TO THE ASSISTANT DIRECTOR PUBLIC SERVICE PLATFORMS AND SHARED SYSTEMS

10.2 JOB PURPOSE

Provides technical expertise in activities associated with the identification, prioritization, and resolution of new and complex problems.

10.3 KEY DUTIES AND RESPONSIBILITIES

- Write, update, and maintain computer programs or software packages to handle specific jobs such as tracking inventory, storing or retrieving data, or controlling other equipment.
- Conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct.
- Compile and write documentation of program development and subsequent revisions, inserting comments in the coded instructions so others can understand the program.
- Correct errors by making appropriate changes and rechecking the program to ensure that the desired results are produced.
- Consult with managerial, engineering, and technical personnel to clarify program intent, identify problems, and suggest changes.

- Perform or direct revision, repair, or expansion of existing programs to increase operating efficiency or adapt to new requirements.
- Write, analyze, review, and rewrite programs, using workflow chart and diagram, and applying knowledge of computer capabilities, subject matter, and symbolic logic.
- Write or contribute to instructions or manuals to guide end users.
- Investigate whether networks, workstations, the central processing unit of the system, or peripheral equipment are responding to a program's instructions.
- Prepare detailed workflow charts and diagrams that describe input, output, and logical operation, and convert them into a series of instructions coded in a computer language.
- Perform systems analysis and programming tasks to maintain and control the use of computer systems software as a systems programmer.
- Consult with and assist system analysts to define and resolve problems in running computer programs.
- Assign, coordinate, and review work and activities of programming personnel.
- Train subordinates in programming and program coding.
- May perform the roles of the Principal System Analyst
- Performs any other duty as may be assigned by his/her superiors.

10.4 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor Degree/Advanced Diploma in either Computer Science/Computer Engineering or Electronics Engineering from recognized Institutions;
- Knowledge of the principles, practices developments and techniques used in systems analysis and applications programming.
- Knowledge of the functions and capabilities of data computing.
- Skills in Object Oriented Programming Language like C, C++, Java, PHP, .Net, C-Sharp etc
- Advanced skills in planning, organizing and directing project work to meet desired objectives
- At least two (2) years work experience in public or any private reputable organization.

10.5 REMUNERATION

Attractive remuneration package in accordance with the Institution’s salary scale.

11.0 COMPUTER SYSTEM ANALYST GRADE I - ICT SECURITY AND STANDARDS - 1 POST

11.1 REPORTS: TO THE ASSISTANT DIRECTOR ICT SECURITY AND STANDARDS

11.2 JOB PURPOSE:

To implement and maintain a structured environment that will facilitate the ICT security across the government.

11.3 KEY DUTIES AND RESPONSIBILITIES

- Design, configure and support security systems including firewalls, security tools and network intrusion/detection facilities
- Testing and implementation of security plans, products and controls;
- Assessing ICT security risk/exposure to new and existing infrastructure;
- Performs appropriate corrective actions for ICT security incidents;
- Carry out compliance inspections security policies and their controls;
- Identify security incidents and the escalation of security events;
- Identify vulnerabilities in information systems.
- Participate in formulation of local security procedures and guidelines to facilitate the achievement of ICT security objectives and coordinate their implementation with local MDAs/LGAs ICT focal points;
- Perform any other duty as may be assigned by his/her superior.

11.4 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor Degree in either Computer Science, Computer Engineering, Electronics Engineering, or Information Technology
- Experience in the area of information security compliance, information systems audit or information risk management,
- Experience in implementation and auditing control frameworks.
- Basic knowledge of Information Governance standards like ISO 27001/2, ISO 17799, N3 Statement of Compliance requirements etc.
- At least two (2) years of practical working experience in public or any private reputable organization.

11.5 REMUNERATION

Attractive remuneration package in accordance with the Institution’s salary scale.

12.0 COMPUTER SYSTEM ANALYST GRADE I WEB APPLICATION DEVELOPER – 2 POSTS

12.1 REPORTS: TO THE ASSISTANT DIRECTOR PUBLIC SERVICE PLATFORMS AND SHARED SYSTEMS

12.2 JOB PURPOSE:

Analyze, designs, implements and maintains organization's web sites

12.3 KEY DUTIES AND RESPONSIBILITIES

- Defines site objectives by analyzing user requirements; envisioning system features and functionality.
- Designs and develops user interfaces to Internet/intranet applications by setting expectations and features priorities throughout development life cycle; determining design methodologies and tool sets; completing programming using languages and software products; designing and conducting tests.
- Recommends system solutions by comparing advantages and disadvantages of custom development and purchase alternatives.
- Integrates applications by designing database architecture and server scripting; studying and establishing connectivity with network systems, search engines, and information servers.
- Creates multimedia applications by using authoring tools.
- Completes applications development by coordinating requirements, schedules, and activities; contributing to team meetings; troubleshooting development and production problems across multiple environments and operating platforms.
- Supports users by developing documentation and assistance tools.
- Advise on the technical and design aspects of web sites development;
- Configure web server
- Develop test procedures and performance assessment requirements
- Recommend and implement corrective actions for performance improvements
- May perform the roles of the Principal Computer System Analyst
- Undertakes any other duty as may be directed by his/her superiors.

12.4 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor Degree/Advanced Diploma in either Computer Science/ Information Technology from recognized Institutions;
- Knowledge in various web development environments like Web User Interface Design, Web Programming Skills, Software Requirements, Software Architecture, Software Development Fundamentals, Object-Oriented Design (OOD), Multimedia Content Development, Software Debugging etc
- Ability to hand code valid, accessible XHTML/CSS to W3C standards.
- Strong knowledge of search engine optimization and search engine marketing

- Good understanding of web navigation, user habits, web design trends, cross-browser and platform compatibility issues.
- Experience in behavioural testing methodologies as applied to web sites and applications
- Ability to develop mobile applications
- At least two (2) years work experience in public or any private reputable organization.

12.5 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale.

13.0 SENIOR SUPPLIES OFFICER - 1 POST

13.1 REPORTS: TO THE ASSISTANT DIRECTOR PROCUREMENT MANAGEMENT

13.2 JOB PURPOSE:

Performing procurement operations for the Agency

13.3 KEY DUTIES AND RESPONSIBILITIES

- To plan and budget for materials and services
- To liaise with stock verifiers
- To approve purchase vouchers
- To coordinate departmental materials and services requirements
- To maintain fixed assets register, estate records and stock register
- To undertake internal stock and assets disposal advice
- To carry out purchasing functions
- Maintain a list or register of all contracts awarded;
- Prepare monthly reports for the Tender Board;
- Deals with the procurement and disposal activities of all the departments
- Can be appointed a Secretary to the Tender Board

13.4 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor Degree in Commerce/Materials Management, Professional Stage III and Certified Supplies Professional (CSP) recognized by NBMM.
- Basic knowledge of ICT will be an added advantage
- At least four (4) years work experience in public or any private reputable organization as a Procurement Officer

14.0 INFORMATION OFFICER GRADE II - 1 POST

14.1 REPORTS: TO THE ASSISTANT DIRECTOR INFORMATION EDUCATION AND COMMUNICATION

14.2 JOB PURPOSE:

To deal with all matters related to media and promotional affairs in addition to marketing services, management of portal contents and events, public relations and offer internal support to departments and sections.

14.3 KEY DUTIES AND RESPONSIBILITIES

- To deal with Communications with advertisements agencies
- To participate in implementation of the executive plan of marketing
- Applying marketing plans in coordination with concerned departments
- Receiving and documenting suggestions raised by stakeholders
- Conduct studies about market and its needs of e-Services,
- Implement the marketing and awareness campaigns for the Agency
- Responsible for segmenting customers in order to launch targeted campaigns
- Encourage collective participation in e-Government Program implementation.
- Performs any other duty as may be assigned by his/her superiors

14.4 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor Degree in Mass Communication or Marketing
- Basic knowledge of ICT will be an added advantage

14.5 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale.

15.0 COMPUTER SYSTEM ANALYST GRADE I (NETWORK ENGINEERING) - 2 POSTS

15.1 REPORTS: TO THE ASSISTANT DIRECTOR GOVERNMENT NETWORKS

15.2 JOB PURPOSE:

Support the stable operation of the computer Network. This includes designing, installing, configuring, maintaining, and optimizing all network hardware, software, and communication links.

15.3 KEY DUTIES AND RESPONSIBILITIES

- Maintain a thorough understanding of the basics behind the Internet and its workings like DNS, Security, IP Routing, HTTP, VPN, Email Routing, SPAM, etc.
- Configure and setup Firewalls, VPN Concentrators and Security appliances for access to vital government applications
- Design, setup and configure complex switching environments

- Design, setup and configure complex wireless networking that supports open or secured access and the ability to support voice and video applications
- Maintain a thorough understanding of Local Area Networking
- Assist in the design of multi-server environments including IP address schemes, DNS, WINS, etc.
- Configuring and installing client and server network software for upgrading and maintaining network and telecommunication systems.
- Maintaining multi-site network operations and software applications, operating systems and regular maintenance with both private and public facilities
- Managing assigned projects and program components to deliver services in accordance with established objectives.
- Responding to inquiries from staff, service providers, and other Government entities and etc. to provide technical assistance and support
- Administration of systems and servers related network to ensure availability of services to authorized users.
- Troubleshooting malfunctions of network hardware and software applications, telephones and security systems to resolve operational issues and restore services.
- Any other duties as assigned by his/her superiors

15.4 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor's Degree in either Computer Science, Electronic Engineering and Management Information Systems
- Technical and interpersonal skills required
- Knowledge in Managing various Operating Systems Server like Server 2003 & 2008; Exchange and/or SQL, Linux etc
- Knowledge of VoIP implementation and support
- Holder of Professional Network Certification like CCNA,CCNP,CISM and/or CCDA is added advantage

15.5 REMUNERATION

Attractive remuneration package in accordance with the Institution’s salary scale.

16.0 ADMINISTRATIVE OFFICER GRADE I - 1 POST

16.1 REPORTS: TO THE ASSISTANT DIRECTOR HUMAN RESOURCES MANAGEMENT

16.2 JOB PURPOSE:

Responsible for Administrative matters for the Agency.

16.3 KEY DUTIES AND RESPONSIBILITIES

- To deal with daily complains from staff.
- To prepare induction programs for new staff

- To prepare periodic reports as per action plans
- To deal with pension and other terminal benefits issues
- To ensure the proper maintenance of registries and personnel records
- To supervise the preparation of periodic reports as per action plans
- Maintains Log Books for Agency's vehicles;
- Co-ordinates the Agency's fuel requirement of motor vehicles;
- Follow up vehicles sent to garage for repairs.
- Performs any other duties as assigned by his/her superiors

16.4 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor Degree in Public Administration or Human Resource Management from an accredited institution.
- Computer literacy is a must.

17.0 ACCOUNTANT GRADE II - 1 POST

17.1 REPORTS: TO THE CHIEF ACCOUNTANT

17.2 JOB PURPOSE:

Performing accounting operations as directed by his/her superiors

17.3 KEY DUTIES AND RESPONSIBILITIES

- Receives cash and cheques, keeps and makes payments to authorized persons against approved documents.
- Collects and keeps petty cash for payment and for other official use.
- Prepares petty cash, cash receipts and maintains petty cash book and passes journal entries.
- Ensures that the Agency's cash is duly deposited and recommends the best way of handling cash to and from the bank.
- Prepare payments by verifying documentation, and requesting disbursements
- Document financial transactions by entering account information
- Prepares invoices and payment vouchers;
- Prepares revenue accounts schedules and reconciliation;
- Prepare monthly payroll slips for each employee, and keeping records and pay-roll registers;
- Remit net salaries to the employee 'respective banks Accounts or preparations of authorized lists for those employees to be paid in cash;
- Maintains the employees' ledger for staff advances, loans and duty travel imprests
- Follow up on outstanding amounts;
- Preparation of various accounting schedules as directed by supervisor
- Responsible for banking of all Cheques and cash coming into the Agency;
- Performs any other duties assigned by his/her superiors.

- Perform any other duties as may be assigned by his/her superiors

17.4 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor Degree or Advanced Diploma in Accounts or Finance
- Knowledge in accounting packages and experience in government accounting system is essential
- Computer literacy is a must.

17.5 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale.

18.0 OFFICE MANAGEMENT SECRETARY - 2 POSTS

18.1 REPORTS: TO THE ADMINISTRATIVE OFFICER

18.2 JOB PURPOSE:

To perform general secretarial and administrative support duties

18.3 KEY DUTIES AND RESPONSIBILITIES

- To type both and open and confidential letters/ matters
- Maintains a dairy of appointments for the executive, advising him of available time and reminding him/her of appointment as the requested.
- Receives all visitors with courtesy and decorum, ascertains the nature of the visitor's business and relays information to the officer;
- Answers telephone calls and intercom, giving information to callers or routing calls to appropriate officials.
- Files minutes correspondence and other documents
- Assumes responsibility for ensuring that there is adequate efficiency in day to day operation of office functions e.g. supply of stationery cleanliness, decorum, dispatch and receipt of mail, messenger services and other related functions,
- Drafts letters of simple routine nature
- Attends to routine safari arrangements as instructed.
- Makes and confirms transport and hotel bookings for the executives. Relays oral messages and instructions from executives to other staff.
- Co – ordinates all office needs and requirements
- Takes proper care of facilities, equipment and documents.
- Performs other duties as may be assigned by his/her superiors.

18.4 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Form IV Certificate with a Diploma in Secretarial Studies.
- Must have passed shorthand and Hatimkato 80 w.p.m with a certificate in computer with Windows, Microsoft Office, Internet, Email and Publisher from a recognized institution and have attended Management Development Course for Executive Assistants;

- At least six (6)years of practical working experience in public or any private reputable organization
- Excellent communication (writing and speaking) and customer care skills
- Ability to handle multiple tasks under pressure and produce timely results
- Ability to synthesise multiple instructions and communicate them properly
- Should be able to demonstrate high level of maturity

18.5 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale.

19.0 PERSONAL SECRETARY GRADE I - 1 POST

19.1 REPORTS: TO THE ADMINISTRATIVE OFFICER

19.2 JOB PURPOSE:

To perform general secretarial and Office Management duties

19.3 KEY DUTIES AND RESPONSIBILITIES

- Type both open and confidential letters/ matters; maintains a diary of appointments for the executives, advising him available time and reminding him/her of appointments are requested.
- Receives all visitors with courtesy and decorum ascertains the nature of the visitors business and relays information to the officer.
- Answers telephone calls and intercom, giving information to callers or routing calls to appropriate officials.
- Takes proper care of facilities, equipment and documents
- Performs other duties as may be assigned by superiors
- Excellent communication (writing and speaking) and customer care skills
- Ability to handle multiple tasks under pressure and produce timely results
- Ability to synthesise multiple instructions and communicate them properly

19.4 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Form IV Certificate with a Certificate/Diploma in Secretarial Studies. Must have passed shorthand and Hatimkato 80 w.p.m with a certificate in computer with Windows, Microsoft Office, Internet,
- At least five (5) years of practical working experience in public or any private reputable organization
- Excellent communication (writing and speaking) and customer care skills
- Ability to handle multiple tasks under pressure and produce timely results
- Ability to synthesise multiple instructions and communicate them properly
- Should be able to demonstrate high level of maturity

19.5 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale.

20.0 RECORDS MANAGEMENT ASSISTANTS GRADE I – 1 POST

20.1 REPORTS: TO THE ADMINISTRATIVE OFFICER

20.2 JOB PURPOSE:

To deal with the management of Agency's records

20.3 KEY DUTIES AND RESPONSIBILITIES

- To search/locate records, documents and files for office use.
- To control and register of incoming and outgoing mails
- To analyze, list and arrange records/documents with regards to subject (classification and boxing)
- To keep letters and documents in respective files and racks
- To deal with applications for records /documents from government institutions
- To distribute files to respective officers
- To handle dispatch book.
- Performs other duties as may be assigned his/her superiors

20.4 QUALIFICATIONS, SKILLS AND EXPERIENCE

- Form IV or Six Certificate with a Diploma in Records Management from a recognized institution;
- Must have attended basic Computer Course
- At least two (2) years of practical working experience in public or any private reputable organization.

20.5 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale.

21.0 OFFICE ASSISTANT – 3 POSTS

21.1 REPORTS: TO THE ADMINISTRATIVE OFFICER

21.2 JOB PURPOSE:

To provide cleaning and messengerial services to the Agency

21.3 KEY DUTIES AND RESPONSIBILITIES

- To deal with office cleanliness
- To ensure that office doors and windows are safe and closed as required
- To deal with the provision of refreshments to visitors and in meetings.
- To deal with messengerial duties.
- To deal with the distribution of files to action officers
- To deal with the dispatching of documents
- To deal with the maintenance and safety of office equipments and reports any damage
- To ensure the availability of documents to action officers when required

21.4 QUALIFICATIONS, SKILLS AND EXPERIENCE

- National Form IV Certificate with passes in English, Kiswahili and Mathematics
- Must have attended basic Computer Course.