



CAREER OPPORTUNITIES

Konza Technopolis Development Authority (KoTDA) is seeking competent, capable, ambitious, self-motivated and dynamic individuals that demonstrate the appropriate expertise and experience to contribute to the development of the Konza Technopolis into a sustainable world class technology hub.

The Mission of Konza Technopolis Development Authority is “to develop a sustainable smart city and innovation ecosystem contributing to Kenya’s knowledge economy”. Konza Technopolis as an area of Innovation is especially suited to Education Institutions, Research & Development Centres and Commercial interests in the sectors of **Life sciences, Engineering and Information Technology Enabled Services (ITES)**. To this end Konza Technopolis has begun the process of developing the city’s infrastructure, construction of the KoTDA Hub, the Government cloud infrastructure and establishment of Kenya’s first dedicated research and innovation University. Konza Technopolis is also a special economic zone with incentives targeted at participating enterprises.

KoTDA therefore invites qualified Interested individuals to apply for the under listed positions. These are individuals who will be engaged as **Project staff** attached to Konza National Data Center and Smart City facilities project on a **6-Month Contract**, Renewable Subject to Satisfactory Performance.

	POSITION	GRADE	REF. NO	NO. OF POSTS
1.	ICT Officer (Network & Security)	6	KNDC/01/2020	1
2.	ICT Officer (Infrastructure)	6	KNDC/02/2020	1
3.	ICT Officer (Software & Application)	6	KNDC/03/2020	1
4.	ICT Officer (Facilities)	6	KNDC/04/2020	1
5.	ICT Officer (PaaS & SaaS)	6	KNDC/05/2020	1
6.	ICT Officer (Business Management)	6	KNDC/06/2020	1
7.	Project Accountant	6	KNDC/07/2020	1
8.	Senior Assistant ICT Officer (Projects)	7	KNDC/08/2020	1
9.	Senior Assistant ICT Officer (Customer Accounts)	7	KNDC/09/2020	1
10.	Office Administrator	6	KNDC/10/2020	1
11.	Driver	8	KNDC/11/2020	1
12.	Office Assistant	9	KNDC/12/2020	1
	Total Number of Posts			12

All applications should include the **job title, job ref** on the **subject line** of the **application email** and must be accompanied with a detailed curriculum vitae and copies of relevant certificates.

Shortlisted candidates will be contacted to appear for interviews at an appropriate date and time in compliance with guidelines for management of COVID-19 as communicated by the Head of Public Service on directives for meetings and public gatherings. Interested applicants should send their applications, CVs and copies of relevant certificates in PDF format to **dc-jobs@konza.go.ke**



All applications should be received before/on **Wednesday 1st July 2020**.

KoTDA is an equal opportunity employer.

The Authority is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. ***Therefore, women, youth, the marginalized and people living with disabilities are encouraged to apply.*** Only shortlisted candidates will be contacted. ***Canvassing in any form will lead to automatic disqualification.***



Details of the Posts:

Job Title	ICT Officer (Network & Security)
Ref No:	KNDC/01/2020
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m
Terms of Service	6- Month Contract, Renewable Subject to Satisfactory Performance
Department	Business Development & Innovation
Duty Station	Konza Technopolis
Job Specification	<p>Duties and Responsibilities</p> <ol style="list-style-type: none"> i. Responsible for maintaining and administering the data centre's networks including but not limited to, the delivery of network planning, design, implementation & optimization services; ii. Perform installation, configuration, maintenance and troubleshooting of customer managed hardware, software and peripheral devices; iii. Monitor network performance and troubleshoot problem areas as needed; iv. Conduct research on network products, services, protocols and standards to remain abreast of developments in the networking industry; v. Lead the delivery of network solutions including routers, switches, firewalls, load balancers and other network hardware appliances; vi. Identifying and defining data center security requirements; vii. Engineering, implementing and monitoring security measures for the protection of computer systems, networks and information in the data center; viii. Designing computer security architecture and developing detailed cyber security designs; ix. Preparing and documenting security related standard operating procedures and protocols; x. Develop technical solutions and new security tools to help mitigate security vulnerabilities and automate repeatable tasks in the data center; xi. Ensure that the Authority knows as quickly as possible security incidents; xii. Configuring and troubleshooting security infrastructure devices; xiii. Writing comprehensive reports including assessment-based findings, outcomes and propositions for further system security enhancement;
Person Specification	<p>For appointment to this grade, an officer must have:</p> <ol style="list-style-type: none"> i. Minimum of two (2) years' experience added advantage; ii. Bachelor's degree in job related area or any other equivalent qualifications from a recognized institution; iii. Relevant Professional qualifications. Applicants in possession of any of the following, will have an added advantage i.e. HCIA-Router & Switch, HCIP-Router & Switch, HCIE-Router & Switch, HCIA- Security, HCIP- Security and



	<p>HCIE- Security</p> <p>iv. Proficiency in computer network and security applications;</p>
Job Title:	ICT Officer (Infrastructure)
Ref No:	KNDC/02/2020
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m
Terms of Service	6- Month Contract, Renewable Subject to Satisfactory Performance
Department	Business Development & Innovation
Duty Station	Konza Technopolis
Job specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Provision cloud resources for customers according to requirements; ii. Responsible for troubleshooting and maintaining the Cloud related issues; iii. Implements and maintains the server and Cloud infrastructures; iv. Execute technology successfully by minimal downtime as well as disruption; v. Conduct long range strategic plans of IT infrastructure plus operational aspects of application execution within infrastructure; vi. Support install applications for system production and test to ensure maximum support through applying best practices; vii. Conduct complex technical evaluation, design review and recommend proposed physical and logical designs; viii. Maintain consistent standardization of the server environment, infrastructure, functions, and objects. ix. Support project teams on data migrations, server upgrades, roll outs, and production turnover. x. Review, evaluate, and test new technology and new products from vendors
Person Specification	<p>For appointment to this grade a candidate must have: -</p> <ul style="list-style-type: none"> i. Minimum of two (2) years' experience added advantage; ii. Bachelor's degree in job related area or any other equivalent qualifications from a recognized institution; iii. Relevant Professional qualifications. Applicants in possession of any of the following, will have an added advantage i.e HCIA- Storage, HCIP- Storage, HCIE- Storage, HCIA- Cloud, HCIP- Cloud and HCIE- Cloud. iv. Proficiency in data center infrastructure (IaaS);
Job Title:	ICT Officer (Software & Application)
Ref No:	KNDC/03/2020
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m



Terms of Service	6- Month Contract, Renewable Subject to Satisfactory Performance
Department	Business Development & Innovation
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ol style="list-style-type: none"> i. Develops software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle; ii. Improves operations in the data center by conducting systems analysis; recommending changes in policies and procedures; iii. Troubleshoot, debug and upgrade existing systems in the data center; iv. Ability to develop software using a variety of programming languages, and have excellent knowledge of relational databases, SQL and ORM technologies; v. Understand client requirements and how they translate in application features; vi. Develop and direct software system testing and validation procedures, programming, and documentation; vii. Design creative prototypes according to specifications; viii. Write high quality source code to program complete applications within deadlines; ix. Perform unit and integration testing before launch; x. Obtains and licenses software used in the data center by obtaining required information from vendors; recommending purchases; testing and approving products; xi. Articulate technology and product positioning to both business and technical users; xii. Provide design and specification development support to consultants, integrators, and distributors; xiii. Perform technical/ product training for salespeople, estimators, and engineers at targeted accounts; xiv. Listen, understand and convey customer requirements;
Person Specification	<p>For appointment to this grade a candidate must have: -</p> <ol style="list-style-type: none"> i. Minimum of two (2) years' experience will be an added advantage; ii. Bachelor's degree in job related area or any other equivalent qualifications from a recognized institution; iii. Relevant Professional qualifications; iv. Proficiency in software design, application development and programming principles;
Job Title:	ICT Officer (Facilities)



KONZA TECHNOPOLOIS
DEVELOPMENT AUTHORITY

Ref No:	KNDC/04/2020
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m
Terms of Service	6- Month Contract, Renewable Subject to Satisfactory Performance
Department	Business Development & Innovation
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Develop creative approaches to reducing operational costs while improving overall data center efficiency; ii. Assess/certify the power, cooling, space, and weight sizing requirements for new activities; iii. Ensure that environmental and safety standards are consistently met, identifying problems and making repairs quickly; iv. In emergency situations or abnormal conditions, you manage data center performance issues and outages to minimize the recovery time from failures; v. Work with support service vendors to resolve conflicts and issues; vi. Evaluate equipment logs and see to it that there are no unresolved problems and issues; vii. Monitor activities, procedure, and utilization within the data center in order to maintain proper IT policies and to comply with the regulation;
Person Specification	<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> i. Minimum of two (2) years' experience will be an added advantage. ii. Bachelor's degree in job related area or any other equivalent qualifications from a recognized institution; iii. Relevant Professional qualifications. Applicants in possession of any of the following, will have an added advantage i.e. HCIA- Data Center Facility, HCIP- Data Center Facility and HCIE- Data Center iv. Proficiency in data center facilities;
Job Title:	ICT Officer (PaaS & SaaS)
Ref No:	KNDC/05/2020
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m
Terms of Service	6- Month Contract, Renewable Subject to Satisfactory Performance
Department	Business Development & Innovation
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Drive the deployment of customer workloads into the data center Cloud and increase their consumption of the platform by providing deployment



	<p>guidance, supporting development of the customers' cloud adoption model, and providing appropriate recommendations to overcome blockers;</p> <ul style="list-style-type: none"> ii. Establish deep relationships with key IT Decision Makers (ITDMs) and Business Decision Makers (BDMs), who drive long-term cloud adoption within their companies; iii. Identify, validate and grow opportunities to accelerate consumption in next-gen high potential customer accounts, in partnership with the sales team, by driving solution architecture for both data center cloud and 3rd party solutions. iv. Accelerate consumption in next-gen high potential customer accounts by providing deep technical expertise and support in one out of the following four areas of specialization: Data center Transformation, Custom Applications, Media Services, Security, Compliance and Privacy. v. Lead deployment of projects, creation of collateral, and training of sellers and partners in the area of specialization. vi. Keep up to date with market trends and competitive insights. vii. Coach other technical sellers to become certified in required cloud technical certifications
Person Specification	<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> i. Minimum of two (2) years' experience will be an added advantage; ii. Bachelor's degree in job related area or any other equivalent qualifications from a recognized institution; iii. Relevant Professional qualifications. Applicants in possession of any of the following certifications will have an added advantage i.e. HCIA-Cloud Service, HCIP-Cloud Service and HCIE-Cloud Service. iv. Proficiency in cloud computing;
Job Title:	ICT Officer (Business Management)
Ref No:	KNDC/06/2020
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m
Terms of Service	6- Month Contract, Renewable Subject to Satisfactory Performance
Department	Business Development & Innovation
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Develop new data center product plans within the applicable vertical market to support successful introduction; ii. Compiling lists of prospective client businesses using trade directories and other sources; iii. Work with cross-functional teams to lead the development and management of new of Cloud and value-added products and services.



	<ul style="list-style-type: none"> iv. Formulate strategies for delivering on the overall DC & Cloudbusiness objectives. v. Acquiring and updating knowledge of Konza's data center and competitors' goods and services, and market conditions; vi. Visiting regular and prospective client businesses to establish and act on selling opportunities; vii. Assessing customers' needs and explaining the goods and services which meet their needs; viii. Promoting data center products and services to existing and prospective clients; ix. Quoting and negotiating prices and credit terms, and completing contracts and recording orders; x. Arranging installation of equipment and the provision of services; xi. Reporting on sales made and the marketability of data center products and services; xii. Following up with clients to ensure satisfaction with data center products and services purchased, arranging modifications and resolving any problems arising; xiii. Preparing sales reports, and maintaining and submitting records of business expenses incurred;
Person Specification	<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> i. Minimum of two (2) years' experience will be an added advantage; ii. Bachelor's degree in job related area or any other equivalent qualifications from a recognized institution; iii. Relevant Professional qualifications; iv. Proficiency of business development in wholesale telecoms, data center and cloud services markets;
Job Title:	Project Accountant
Ref No:	KNDC/07/2020
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m
Terms of Service	6- Month Contract, Renewable Subject to Satisfactory Performance
Department	Business Development & Innovation
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Create project accounts in the accounting system ii. Maintain project-related records, including contracts and change orders iii. Authorize access to project accounts iv. Authorize the transfer of expenses into and out of project-related accounts v. Review and approve supplier invoices related to a project vi. Review and approve time sheets for work related to a project vii. Review and approve overhead charges to be applied to a project viii. Review account totals related to project assets and expenses ix. Investigate project variances and submit variance reports x. Confer with receivables staff regarding unpaid contract billings xi. Report on project profitability xii. Report on any opportunities for additional billings



	<ul style="list-style-type: none"> xiii. Report regarding the remaining funding available for projects xiv. Create or approve all project-related billings to customers xv. Investigate all project expenses not billed to customers xvi. Respond to requests for more detail from customers xvii. Approve the write-off of any project-related billings that cannot be billed to or collected from customers xviii. Close out project accounts upon project completion xix. Create and submit government reports and tax returns related to projects xx. Compile information for internal and external auditors, as required
Person Specification	<p>For appointment to this grade, an officer must have:</p> <ul style="list-style-type: none"> i. Minimum of two (2) years' experience will be an added advantage; ii. Bachelor's degree in job related area or any other equivalent qualifications from a recognized institution; iii. Relevant Professional qualifications; iv. Proficiency in project accounting;
Job Title:	Senior Assistant ICT Officer (Projects)
Ref No:	KNDC/08/2020
Grade:	7
Basic Salary Scale	Ksh 40,000- 90,000 p.m
Terms of Service	6- Month Contract, Renewable Subject to Satisfactory Performance
Department	Business Development & Innovation
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Organize, oversee and implement ICT based project work and solutions ii. Monitor the project schedule, including deadlines for each project task. iii. Identify any potential issues or risks that could affect the progression of the project. And communicate these items with the Project Manager, and work to identify potential solutions. iv. Maintaining crucial project documents which track project progress. v. Support in communicating with stakeholders regarding project needs and goals. vi. Support in review of progress and to discuss future steps. vii. Performing administrative tasks such as preparing invoices, estimates, scheduling meetings, etc. viii. Completing any tasks assigned by the Project Manager in an efficient and timely manner.
Person Specification	<p>For appointment to this grade, the candidate must have:</p> <ul style="list-style-type: none"> i. Minimum of four (4) years' experience;



	<ul style="list-style-type: none"> ii. Diploma in job related area or any other equivalent qualifications from a recognized institution; iii. Proficiency in computer applications;
Job Title:	Senior Assistant ICT Officer (Customer Accounts)
Ref No:	KNDC/09/2020
Grade:	7
Basic Salary Scale	Ksh 40,000- 90,000 p.m
Terms of Service	6- Month Contract, Renewable Subject to Satisfactory Performance
Department	Business Development & Innovation
Duty Station	Konza Technopolis
Job Specification	<ul style="list-style-type: none"> i. Operating as the lead point of contact for any and all matters specific to customer accounts ii. Building and maintaining strong, long-lasting customer relationships iii. Overseeing customer account management, including negotiating contracts and agreements to maximize profit iv. Provide technical assistance and support for incoming queries and issues related to computer systems, software, and hardware. v. Respond to email messages for queries about the data center vi. Follow up with customers to ensure issue has been resolved. vii. Run reports to determine malfunctions that continue to occur. viii. Determine the best solution based on the issue and details provided by customers ix. Serving as the first point of contact for customers seeking technical assistance over the phone or email
Person Specification	<p>For appointment to this grade, the candidate must have:</p> <ul style="list-style-type: none"> i. Minimum of four (4) years' experience; ii. Diploma in job related area or any other equivalent qualifications from a recognized institution; iii. Proficiency in computer applications;
Job Title:	Office Administrator
Ref No:	KNDC/10/2020
Grade:	6
Basic Salary Scale	Ksh 60,000- 110,000 p.m
Terms of Service	6- Month Contract, Renewable Subject to Satisfactory Performance
Department	Business Development & Innovation
Duty Station	Konza Technopolis



Job Specification	<p>Duties and responsibilities</p> <ol style="list-style-type: none"> i. Attending to visitors/clients; ii. Handling telephone calls, customer enquiries and complaints; iii. Ensuring security of office records, equipment and documents; iv. Ensuring confidentiality of office information; v. Record keeping for correspondences and file movement; vi. Managing office protocol and etiquette; vii. Maintaining an up to date file movement register; viii. Coordinating the general administration of the respective department/office; ix. Coordinating schedule of meetings and appointments for the respective departments/office; x. Coordinating travel arrangements for the respective departments/office; xi. Coordinating appointments and travel itineraries for the Chief Manager; xii. Preparing responses to simple routine correspondence for the Chief Manager; and xiii. Monitoring procedures for record keeping for correspondences. xiv. Ensuring security, integrity and confidentiality of data; and xv. Undertaking any other office administrative services duties that may be assigned.
Person Specification	<p>For appointment to this grade, the candidate must have:</p> <ol style="list-style-type: none"> i. Minimum of two (2) years' experience will be an added advantage; ii. Bachelor's degree in job related area or any other equivalent qualifications from a recognized institution; iii. Relevant Professional qualifications; iv. Proficiency in computer applications
Job Title:	Driver
Ref No:	KNDC/11/2020
Grade:	8
Basic Salary Scale	Ksh 30,000- 60,000 p.m
Terms of Service	6- Month Contract, Renewable Subject to Satisfactory Performance
Department	Business Development & Innovation
Duty Station	Konza Technopolis
Job Specification	<ol style="list-style-type: none"> i. Driving the Authority vehicle as authorized; ii. Carrying out minor mechanical adjustments; iii. Recognizing and reporting mechanical defaults of the vehicles;



	<ul style="list-style-type: none"> iv. Ensuring security and safety of the vehicle on and off the road; v. Monitoring and reporting expiry of insurance policies for motor vehicles; vi. Overseeing transport management in the absence of the Transport Officer; vii. Preparing and submitting reports on transport when need arises; and viii. Ensuring safety of passengers and/or goods therein.
Person Specification	<p>For appointment to this grade a candidate must have: -</p> <ul style="list-style-type: none"> i. At least served in the grade of Driver for at least four (4) years; ii. The Occupational Trade Test II Certificate OR its Equivalent iii. A valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive; iv. A defensive Driving Certificate from the Automobile Association of Kenya (AA) or its equivalent qualification from any other recognized institution; v. A valid Certificate of Good Conduct; vi. A First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution;
Job Title:	Office Assistant
Ref No:	KNDC/12/2020
Grade:	10
Basic Salary Scale	Ksh 18,000- 30,000 p.m
Terms of Service	6- Month Contract, Renewable Subject to Satisfactory Performance
Department	Business Development & Innovation
Duty Station	Konza Technopolis
Job Specification	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> i. Cleaning offices, machines/ equipment/apparatus; ii. Collecting and disposing waste; iii. Dusting offices and ensuring habitable office conditions; iv. Preparing tea; v. Moving or carrying office equipment, furniture and ensuring orderly arrangement; and dispatching letters. vi. Arranging for meeting venues professionally and timely; vii. Keeping inventory of kitchen equipment; viii. Preparing and serving office tea; and ix. Performing office and messengerial duties.
Person Specification	<p>For appointment to this grade, an officer must have: -</p> <ul style="list-style-type: none"> i. Kenya Certificate of Secondary Education or its equivalent from a recognized institution; ii. Proficiency in English and Kiswahili languages; iii. Good inter-personal skills.