



COMMUNICATIONS
AUTHORITY OF KENYA

ADVERTISEMENT OF VACANT POSITIONS

The Communications Authority of Kenya (CA) is the regulatory agency for the ICT industry in Kenya with responsibilities in telecommunications, cyber security, e-commerce, broadcasting, multimedia, and postal /courier services. The CA is also responsible for managing the country's numbering and frequency spectrum resources, managing and administering the Universal Service Fund (USF), and safeguarding the interests of users of ICT services.

The Authority is seeking to recruit a highly competent, proactive, and self-driven individual to fill the following positions. **To view detailed Job Specifications, use the provided link indicated below.**

No.	Position	Number of positions	Grade	Terms of Engagement
1.	Director/Universal Service Fund: CA/D-USF/01/2025	1	CA2	Contract
2.	Director/Competition Management, Consumer Protection and Corporate Communications: CA/D-CCC/02/2025	1	CA2	Contract
3.	Director/Finance & Accounts: CA/D-F&A/03/2025	1	CA2	Contract
4.	Deputy Director, Expenditure & Treasury Management: CA/DD-ETM/F&A/04/2025	1	CA3	Permanent & Pensionable
5.	Deputy Director, Consumer Protection & Empowerment: CA/DD-CP&E/CCC/05/2025	1	CA3	Permanent & Pensionable
6.	Deputy Director, Planning and Project Management: CA/DD-P&PM/SP&PM/06/2025	1	CA3	Permanent & Pensionable
7.	Principal Officer/Administration: CA/PO-ADMIN/HRA/07/2025	1	CA5	Permanent & Pensionable
8.	Senior Officer Organizational Development: CA/SO-DD/PP/HRA/08/2025	1	CA6	Permanent & Pensionable
9.	Senior Administration Officer/Security: CA/SO-SEC/HRA/09/2025	1	CA6	Permanent & Pensionable
10.	Officer II/Frequency Planning & Licensing: CA/O-FPL/SRM/10/2025	1	CA8	Permanent & Pensionable
11.	Officer II/Frequency Monitoring & Compliance: CA/O-FMC/SRM/11/2025	1	CA8	Permanent & Pensionable
12.	Officer II/Standards & Numbering : CA/O-S&N/SRM/12/2025	1	CA8	Permanent & Pensionable
13.	Officer II/Cyber Investigations and Forensics : CA/O-CI&F/CS/13/2025	1	CA8	Permanent & Pensionable
14.	Administration Officer II/Property Management: CA/O -PM/HRA/14/2025	1	CA8	Permanent & Pensionable
15.	Administration Officer II /Insurance: CA/O/I/HRA/15/2025	1	CA8	Permanent & Pensionable
16.	Officer II/Project Development: CA/O/PD/USF/16/2025	1	CA8	Permanent & Pensionable
17.	Officer II/Telecoms Inspection and Compliance (Regional Office): CA/O/LC/NRO/WRO/CERO/Nyanza/17/2025	4	CA8	Permanent & Pensionable
18.	Legal Officer II/Governance & Regulatory Affairs: CA/O/GRA/LS/18/2025	1	CA8	Permanent & Pensionable
19.	Legal Officer II/Litigation: CA/O/ L/LS/19/2025	1	CA8	Permanent & Pensionable
20.	Legal Officer II/Commercial Services: CA/O/CS/LS/20/2025	1	CA8	Permanent & Pensionable
21.	Officer II/Broadcasting Licensing: CA/O/BL/L&C/21/2025	1	CA8	Permanent & Pensionable
22.	Office Assistant III : CA/OA/ IA/22/2025	1	CA12	Permanent & Pensionable

Terms and Conditions of Service for the Advertised Positions

The Authority offers a competitive package in line with its Human Resource Policies and Procedures Manual and other prevailing government Guidelines.

Documents to be submitted by the applicants

Applications **MUST** be accompanied by a signed Cover Letter, detailed curriculum vitae (CV) with contacts for three (3) referees, a Copy of their National Identity Card, and copies of relevant academic and professional certificates.

Successful candidates will be required to submit the following documents: -

- Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- Valid Certificate of Clearance from the Higher Education Loans Board (HELB).
- Valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).
- Dully filled and stamped Self-Declaration/Clearance from the Ethics and Anti-Corruption Commission (EACC). The Self-Declaration form should indicate the position being applied for.
- Valid Clearance Certificate from an approved Credit Reference Bureau (CRB).

APPLICATION PROCESS

Interested and qualified candidates are invited to submit their applications, including a Cover letter, detailed CV, and contact information for three professional references via the link: https://careers.ca.go.ke/OA_HTML/lrcVisitor.jsp on or before **22nd December 2025 at 5.00 P.M, East Africa Time (EAT).**

Only shortlisted candidates shall be contacted for interviews.

All applications must be address to;
Director General
Communications Authority of Kenya
P.O. Box 14448
Nairobi 00800

The Authority is an equal opportunity employer and all qualified Kenyans including persons living with disabilities, are encouraged to apply.

Canvassing in any form or failure to attach any of the stipulated documents shall lead to automatic disqualification.

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