KENYA INSTITUTE OF SUPPLIES MANAGEMENT
"Promoting Professionalism in Supply Chain Management"
27TH JULY, 2023

VACANCY ADVERTISEMENT - PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER

The Kenya Institute of Supplies Management is a corporate body established through an Act of Parliament, the "Supplies Practitioners Management Act (SPMA), 2007". KISM is mandated to make provision for the training, registration and licensing of supplies practitioners; to regulate their practice and for connected purposes. The Institute serves as the National body for Procurement and Supply Chain Professionals in the private and public sectors in Kenya.

The KISM Council is seeking to recruit a hands-on, dynamic, and knowledgeable and performance-oriented person to fill the position of **PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GRADE KISM 4 - REF ICT/001/2023**

Description of this vacancy and requirements is outlined here below:

Directorate: Corporate Services
Reporting to: Director, Corporate Services

Job Summary:
The Senior, Information Communication Technology Officer will be responsible for the management of information and telecommunications systems through development and maintenance of ICT systems to ensure that the Institute leverages in technology for efficient and effective delivery of services.

KEY DUTIES AND RESPONSIBILITIES
Duties and responsibilities at this level will entail: -
i.   Creating and updating procedures, methods and operations of computer-based information systems;
ii.   Designing, implementing and maintaining institutional website and databases and recommend expansion of LAN/WAN information systems to improve the efficiency of the Institute's operations;
iii.   Conducting analysis related to the modification of existing computer-based information systems;
iv.   Reviewing performance of existing systems and network infrastructure and advice management on capacity planning;
v.   Monitoring backup logs and resolve any failures associated with them to ensure that any new enhancement/changes to existing systems are fully tested before deployment;
vi.   Providing guidance on acquisition of computer equipment and consumables;
vii.   Undertaking periodic review of information technology security requirements including encrypting digital signatures, access controls,

data integrity, authentication exchange, traffic padding, routing control and notarization; and

viii. Developing training materials, support guides, operating and user manuals.

a. Person Specifications

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

i. Bachelor degree in any of the following disciplines: - Computer Science, Information Science, Information Communication Technology, Business Management and Information Technology or equivalent qualification from a recognized institution;

ii. Master degree in any of the following disciplines: - Computer Science, Information Technology, Business Information Technology, Cyber Security or equivalent qualification from a recognized institution;

iii. Professional certificates in any of the following areas: - Microsoft Certified Systems Engineer (MCSE), Microsoft Certified IT Professional (MCITP) or Certified Network Associate/Network+ (CCNA/N+CISCO) or Certified Information Systems Auditor (CISA) or Certified Information Systems Manager (CISM);

iv. Minimum eight (8) years relevant work experience, three (3) of which should be at supervisory level in a comparable organization;

v. Membership to a relevant professional body where applicable and in good standing;

vi. Management Course lasting not less than four (4) weeks from a recognized institution;

vii. Met the requirements of Chapter Six (6) of the Constitution; and

viii. Demonstrated merit and ability as reflected in work performance and results.

SKILLS AND COMPETENCIES

1. Leadership, integrity and people management skills
2. Time and Priority Management
3. Customer service focus
4. Critical thinking
5. Change and transformation capabilities
6. Problem solving skills
7. Interpersonal Skills
8. Adaptability and flexibility
9. Innovative and creative thinking

HOW TO APPLY

Qualified and interested candidates may apply **online** indicating the job title and the reference number**,** addressing their application letter to:

The Chief Executive Officer
Kenya Institute of Supplies Management,
KISM Tower 12th Floor, Ngong Road
P. O Box 30400-00100, Nairobi
vacancies@kism.or.ke

Candidates must attach scanned copies of their CV with full details of educational background, professional qualifications and copies of all relevant documents/testimonials. Candidates who are subsequently invited to attend formal interviews must produce originals of all the scanned documents during the interview. Applications MUST be submitted online via email to:

vacancies@kism.or.ke so as to reach the Institute on or before midnight (12:00) on Friday 11th August, 2023.

All applicants MUST submit a filled KISM job application form. The form can be accessed through the link:https://forms.gle/FX5co1SSJwjn3bwR8

KISM is an equal opportunity employer. Canvassing will lead to automatic disqualification. Only shortlisted candidates will be contacted.