

**ADVERTISEMENTS
INDENTS FOR THE DEPARTMENT OF COMMUNICATION**

INFORMATION OFFICER I, JOB GROUP 'K' (4 Positions)

(a) Duties and Responsibilities

- Specific duties and responsibilities will include gathering, receiving, editing and verifying news and features and relating them to the Government policy.
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IV. SENIOR INFORMATION OFFICER, JOB GROUP ‘L’ (3 Positions)

The Senior Information Officer will be responsible to the Chief Information Officer

(a) Duties and Responsibilities

- Management of news i.e. receiving, selecting, re-writing, translating and editing news and features; ensuring quality dissemination of news
- Ability to use both video and still cameras and audio recorders
- Advise the county through the office of communication on appropriate publicity
- Distribute and disseminate information to other media houses
- Planning and implementation of the County Government media and publications policy
- Organize press conferences, media coverage and attending to media enquiries
- Work with director of Communication, County CECM's, chief officers and other unit heads to plan and implement the county's Information, Education and Communication (IEC) and related publicity activities
- Design and edit publications for both Audio and Video material
- Any other duties as may be assigned from time to time

(b) Requirements for Appointment

- Be a Kenyan Citizen
- Have a Degree in any of the following disciplines, in the case of serving certificate holders: Journalism, Mass Communication, International Relations, Communication Studies, Public Relations or its approved equivalent from a recognized institution;
- Have served in the grade of Information Officer I or in a comparable and relevant position for a minimum period of three (3) years;
- Possess good oral and written communication skills in both English and Kiswahili;
- Possess advanced computer application skills;
- Have demonstrated merit and ability as reflected in work performance and results.
- Adequate knowledge of Kenya's Media
- Excellent script and speech writing skills
- Possess ICT skills
- IT savvy especially on design and graphics applications
- A minimum of 5 years' experience in corporate communication working with the media
- Have shown merit and ability as reflected in work performance and results.

V. CHIEF INFORMATION OFFICER, JOB GROUP ‘M’ (3 Positions)

(a) Duties and Responsibilities

Duties and responsibilities will include;

- Handling and management of news i.e. receiving, selecting, re-writing, translating and editing news and features;
- Ensuring quality dissemination of news and features;
- Supervision and co-ordination of screening of film shows by the Mobile Cinema Unit and aligning information services to the Government policy.
- Responsible for proper use of finances, stores and equipment; identification
- Co-ordination of staff training and development; and supervision and guidance of staff.
- Draft speeches, news releases and any other presentations
- Work with director of Communication, County CECM's, chief officers and other unit heads to plan and implement the county's Information, Education and Communication (IEC) and related publicity activities
- Ability to operate video and still Cameras and editing of audio and visual material and
- Any other duties as may be assigned from time to time

(b) Requirements for Appointment

For appointment to this grade, an officer must:

- Be a Kenyan citizen
- Have a Degree in any of the following disciplines, in the case of serving certificate holders: Journalism, Mass Communication, International Relations, Communication Studies, Public Relations or its approved equivalent from a recognized institution;
- Degrees in photography, art, design or media studies can be advantageous
- Have served in the grade of Senior Information Officer or in a comparable and relevant position in the Public Service for a minimum period of five (5) years;
- Have a clear understanding of working of the media;
- Possess advanced computer applications skills
- Possess good oral and written communication skills in both English and Kiswahili;
- Possess ICT skills
- Have shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL INFORMATION OFFICER, JOB GROUP ‘N’ (3 Positions)

(a) Duties and Responsibilities

- Specific duties and responsibilities will entail management of news; Co-ordination of information services;
- Carrying out research on local and International press on public opinion on the Government;
- Identifying events that require packaging and dissemination to the media;
- Preparing media supplements, documentaries and features.
- Planning and implementation of the County Government media and publications policy
- Organize press conferences, media coverage and attending to media enquiries
- Draft speeches, news releases and any other presentations
- Work with director of Communication, County CECM’s, chief officers and other unit heads to plan and implement the county’s Information, Education and Communication (IEC) and related publicity activities
- Manage County Corporate information
- Design and edit publications for Print, Audio, Video and internet material

(b) Requirements for appointment

For appointment to this grade, an officer must:

- Have a Degree in any of the following disciplines, in the case of serving certificate holders: Journalism, Mass Communication, International Relations, Communication Studies, Public Relations or its approved equivalent from a recognized institution;
- Have served in the grade of Chief Information Officer or a comparable and relevant position for a minimum period of ten (10) years;
- Have a clear understanding of working of the media;
- Possess advanced computer application skills;
- Have attended a management course from a recognized Institution;
- Excellent Research/Survey, Branding and Creative skills
- Good PR skills
- Have demonstrated professional and managerial competence in information work as reflected in work performance and results.
- Have shown merit and ability as reflected in work performance and results.
- Possess ICT skills

IT OFFICER SYSTEMS ADMINISTRATION (JOB GROUPS K&L)

2 POSTS

An officer at this level will be responsible to the Senior ICT Officer, Systems Administration and Service Delivery, Responsible for provision of ICT Services to ministry and department in the County through effective management of service, Digitisation, storage and security of data and overseeing administration of CGoK database servers.

Duties and Responsibilities

- Oversee administration of County Government of Kakamega servers and its services including planning, designing, installation and maintenance of web server, proxy server, DNS, FTP, Mail and any other relevant server services.
- Design and implementation of security systems e.g. firewalls and gateways
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
- Perform regular security monitoring to identify any possible intrusions.
- Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.
- Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary.
- Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory, and disk partitions as required.
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- Monitor the quality of document management services
- Ensure that County Government of Kakamega records are digitised as appropriate
- Develop and monitor/review County Government of Kakamega data and information management strategy, including data protection, data consistency and record management policy
- Ensure compliance with adopted recognised data security standards
- Facilitate access to Government data by authorised users
- To liaise with technical staff and Information Security Division to ensure technical measures are implemented to conform to information security requirements and access rights
- Monitor and report on trends of disclosures including data access/protection complaints, proposing, agreeing and implementing corrective actions
- Produce information, data and statistics including the analysis of such, across a range of subjects as required
- Assists in Ensure that ICT standards & guidelines for human resource, infrastructure, processes, systems and technology for the public office and public service
- Assist to facilitate and regulate the design, implementation and use of ICTs in the public service

- Assist in the design and maintenance of formal Government Enterprise Architecture which is the main design document that specifies the function, scope and organisation of Government ICT systems and infrastructure; and
- Any other duties as maybe assigned from time to time

Requirements for appointment;

- Be a Kenyan citizen;
- A university degree in Information and Communication Technology (ICT) or in any other ICT related discipline from a recognised institution;
- Systems Administration/System Engineer certification in Unix and Microsoft;
- Professional qualification in database packages ;
- General computing skills, especially in Excel and Access;
- 5 years relevant experience
- Experience in managing various servers and databases
- Good communication skills, and problem solving skills; and
- Planning and organizational skills , and people management experience;

**ICT OFFICER NETWORK ADMINISTRATOR (JOB GROUPS L&M)
2 POSTS**

An officer at this level will be responsible to the Senior ICT Officer, Infrastructure and Applications and Information Security.

Duties and responsibilities

- Identify causes of network failures, utilize test procedures and established diagnostic aids, and take remedial action to minimize system down-time.
- Undertake simple analysis and correction tasks for basic network problems e.g. access to network, emails.
- Install and support LANs, WANs, network segments, Internet, and intranet systems.
- Maintain network servers such as file servers, VPN gateways, intrusion detection systems, antivirus softwares, routing systems, network management systems.
- Administer servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates and patches.
- Maintain a working knowledge with networks and diagnostic tools used in network support and maintenance so as to resolve known network errors and to assist in the analysis of unknown problems
- Undertake specified routine maintenance on network equipment in accordance with laid down procedures and down maintenance schedules.
- Responsible for identification, diagnosis and resolution of network problems; management of email, virus and spam protection
- Responsible for acquisition and maintenance of required certification from key vendors
- Configure workstations hardware and software for network operation

- Designing, installing, Maintaining LAN/WAN, virtual private networks and Wifi networks and their interoperability
- Recommending network enhancements based on both new industry developments and user needs
- Configure and install server network software for upgrading and maintaining networks
- Analyze system performance, modifying parameters to improve throughput and effectively utilize system resources.
- Monitors resource usage and makes required adjustments
- Supervise the administration of systems and servers related network to ensure availability of services to authorized users
- Assist in the development of guidelines and procedures for administration and security best practices
- Any other duties may be assigned from time to time

Requirements for Appointment

- Be a Kenyan citizen;
- A university degree in computer science or related field ;
- Possession of a relevant Network Administration Certificate e.g. CCNA or CCNE;
- Proven experience with network capacity planning, network security principles, and general network management best practices;
- At least 5 years' experience as an assistant network administrator or at an IT support level in a Network environment;
- Initiative and ability to work with minimal supervision;
- Ability to take and follow instructions;
- Strong technical and analytical ability;
- Good communication skills and interpersonal skills;

ICT OFFICER APPLICATION AND SYSTEM SECURITY (JOB GROUP L) 1 POST

An officer at this level will report to the Senior ICT Officer Infrastructure and Information Security and will be responsible for data on county web portal and application security.

Duties and responsibilities

- Leads system-wide initiatives to improve efficiency and effectiveness CGoK's business processes in accordance with priorities and directions negotiated
- Oversee the development of best practice requirements for enterprise systems and procurement and / or implementation of enterprise systems in the most cost-effective and sustainable manner possible
- Analyze enterprise systems to determine effectiveness. identify inadequacies, inefficiencies and problems and recommend solutions
- Ensure customization, maintenance and upgrading of enterprise systems in line with the emerging requirements of the Government of Kenya
- Oversee the development, implementation, and maintenance of all applications, websites and web portals for CGOK

- Responsible for the design, creation, hosting, administration, securing and maintenance of critical data hubs and data warehouses for CGoK
- Oversee information Government of Kenya information management services including digitization of Government data
- In liaison with the Information Security division ensure that adequate security and resilience is in place for enterprise systems
- Ensure continuous development of information technology software in consideration of changing environment
- Define data and application security requirements and take measures to identify related risks
- Improve and support application security tool deployments
- Support the incident response and architecture review processes whenever application security expertise is needed
- Manage application framework and perimeter security improvement projects
- Support vendor Security activities to ensure 3rd- party software and development meets GoK security standards
- Integrate threat modelling practices into the product life cycle
- Produce metrics reporting the state of application security programs
- Perform any other duties as may be assigned from time to time.

Requirements For Appointment

- Be a Kenyan citizen;
- A university degree in Information and Communication Technology (ICT) or in any other ICT related discipline from a recognized institution;
- Five years relevant experience;
- Have application development certifications;
- Information security management Certifications such as CISSP or CISM;
- Experience in the software development life cycle and implementing applications;
- Analytical skills; able to evaluate information and situations and take sound decisions;
- Project management skills and ability to prioritise;
- Excellent organisational and analytical skills;
- Proven leadership skills;

WEB ADMINISTRATOR (JOB GROUP K) 1 POST

An officer at this level will report to the IT Officer Application and Systems Security and will be responsible for the design, implementation and maintenance of websites, portals and web-based applications for County Government.

Duties and responsibilities

- Responsible for the development, implementation, and maintenance of web-based applications, websites and portals for County Government
- Oversee the administration of CGoK shared web servers, web hosting and email services
- Ensure website consistency and conformity to laid out standards and guidelines
- Liaise with the Communication Division to oversee CGoK's social media presence
- Ensure that all current and future web-based applications are convenient and user friendly

- Liaise with third party service providers to provide web based applications based on user requirements
- Design and development of web and mobile online based applications
- Upgrades web system by conferring with vendors, developing, testing, evaluating, and installing enhancements and new software.
- Ensure that all information on websites is accurate and update
- Ensure that all CGoK websites and portals are up and running
- Take part in maintaining web system performance by performing system monitoring and analysis, and performance tuning
- Perform any other duties as may be assigned from time to time

Requirements for Appointment

- Be a Kenyan citizen
- A university degree in computer science or related field
- Computer Certification software development, HTML, Object oriented applications, mobile applications e.t.c.
- Experience in web/portal Programming
- Vast knowledge in JavaScript, JQuery, HTML, HTML5, CSS, CSS3, Web Programming Skills, E-Commerce, Teamwork, Verbal Communication, cross-browser compatibility, Web User Interface Design (UI), Security Principles, Object-Oriented Design, Web Services (REST/SOAP), Multimedia Content Development, API's
- Deep expertise and hands on experience with Web Applications and programming languages such as HTML, CSS, JavaScript, JQuery and API's.
- Deep functional knowledge or hands on design experience with Web Services (REST, SOAP, etc.) is needed to be successful in this position.
- Strong grasp of security principles and how they apply to E-Commerce applications.
- Analytical skills; able to evaluate information and situations and take sound decisions
- Project management skills and ability to prioritise
- Excellent organisational and analytical skills
- Proven leadership skills
- Three (3)Years' Experience

NOTE: Applicants for the above positions are required to get clearance from the following Institutions to meet requirements of chapter six of the Constitution of Kenya 2010:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

Copies of the clearance **must** be attached to the applications.

How to Apply

All applicants should submit their applications together with copies of detailed curriculum vitae, academic and professional certificates, national identity card or passport, and any other supporting documents. The positions applied for should be indicated on top of the envelope.

Kakamega County residents will be required to indicate the Constituency of origin

Applications should be submitted to:

**THE SECRETARY
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 458-50100
KAKAMEGA.**

Hand delivered applications should be submitted at the County Public Service Board's Reception located at **Former Provincial Headquarters, Block "B" 2nd Floor.**

All applications should reach this office on or before 6th August 2015.

County Government of Kakamega is an equal opportunity employer. Female, persons with disability and the youth are encouraged to apply.

Canvassing will lead to automatic disqualification.

**SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD**