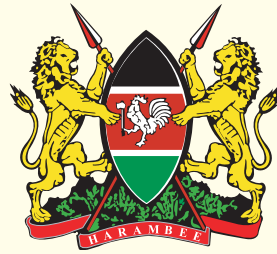


KIRINYAGA COUNTY GOVERNMENT



COUNTY PUBLIC SERVICE BOARD

VACANCIES

The Kirinyaga County Public Service Board wishes to recruit competent and qualified person to fill the positions of;

1: Director ICT Projects – Business Systems Implementation – 1 Position

Job Group “R”

Department: Finance, Economic Planning, ICT & Marketing

Reports To: County Executive Committee Member through Chief Officer

Job Summary

The Director is responsible for the management and administration of all projects related to ICT systems, services and processes. This encompasses the design of the Project Goals, Objectives, overall Projects Planning and implementation.

Duties & Essential Job Functions Administrative Responsibilities

Project Planning

The incumbent is expected to plan and set project goals and objectives. Administration and coordination is to be carried out in conjunction with the Service providers. Key responsibility will be to ensure all the **Project pre-requisites** are fulfilled from County side.

Financial

Responsible for management of the project budgets for ICT systems & services, capital expenditures, contracting and staffing required for the projects to be delivered

Diversity and scope of services

Responsible for Management, administration and implementation of all ICT related projects & services within the county and at sub-county level. This will call for a Relationship management skill to be able to manage or maintain a working relationship with the various ICT vendors /technology providers and service providers

Project management and Relationship maintenance

- As a member of the Core Implementation Group (CIG), offer technical and professional advise through-out the implementation.
- Preparation of clear roles and responsibility between the various project stakeholders; which should be aligned to the overall goals & objective of the project. This is to ensure the stake holders remain focused to expected deliverables.
- Preparation of Key project milestones indicators and share with all project indicators. This to ensure the project is well evaluated at every implementation stage.
- Maintain the project stakeholders within the agreed project scope & expectations. This is to ensure the set Project Plan is strictly adhered to by all stakeholders
- Ensure effective communication and issues escalation matrix is well maintained amongst the Project stakeholders and to the Project sponsors/ Department.
- Ensure all project assumptions and constraints are clearly documented and communicated amongst the project Stakeholders
- Ensure Project milestone sign-offs are clearly

documented, agreed upon by all stakeholders and signed-off

Training, Testing and Go-live coordination

- Facilitate the required training by ensuring the trainees are available, well coordinates and have the required training materials from the County
- Evaluate the Training schedules and materials provided by the Service providers and confirm if they are sufficient and serves the County requirements & expectations
- Coordinate the Core Implementation Group and other key project stakeholders to be fully involved in the User Acceptance Testing (UAT). This is by ensuring the system is fully tested on both positive and negative scenarios, and ensure system fully meets the requirements of the County. The incumbent is also expected to coordinate preparation of all the test cases / scenarios.
- Coordinate the Go-live stage by ensuring availability and commitment of all project stakeholders as this is a key milestone for the County.
- Coordinate Post-Go-live system support , by ensuring that the Service providers are hand-holding the Systems till system stability
- Ensure efficient project hand-over to a well trained in-house ICT team.

Project Management documentation & reports

- Preparation of all Project management documentations and reports on behalf of the Department of ICT
- Ensure quality in all project deliverables as defined in the scope.
- Preparation of status reports at all project milestones

Recommends the selection of, and administers and coordinates the activities of any ICT services may be required by the County, from time to time

- Continuous reviewing and recommendations on ICT services or solutions by the County.
- Develops terms of reference for required consultant services and guides the County in preparation of Requirement Specification Documents.
- Administers, coordinates and evaluates all ICT consultancy activities

Required Qualifications

- A degree in a relevant field (ICT, Computer Science, Computer Systems, Telecommunications or Electrical Engineering)
- Oracle Certification
- Information Technology Infrastructure Library (ITIL) Certification
- A minimum of five (5) years experience in Projects planning and management
- Experience in a busy ICT environment
- Team Leadership
- Excellent communication and administrative skills with a demonstrated ability to effectively coordinate

and manage teams & budgets
• Other relevant ICT Certifications

2. ICT Officer x “10” Positions

Job Group “J” – Degree Holder OR **Job Group “H”** – Diploma

Department: Finance, Economic Planning, ICT & Marketing

Reports To: Chief Officer through Director ICT

Job Summary

The ICT Officer is responsible for the provision of technical support to all projects related to ICT systems, services and processes.

This role encompasses:

Maintenance of ICT infrastructure (Networks, Hardware, Software) at County and Sub County levels

Required Qualifications

- A degree OR Diploma in a relevant field (ICT, Computer Science, Computer Systems, Telecommunications or Electrical Engineering)
- A minimum of five (5) years experience in ICT related activities
- Excellent communication and administrative skills
- Excellent Computer skills

All applications should reach the Secretary on or before **17th December 2014 at 5.00Pm**. All interested candidates should satisfy the requirements of Chapter six of the Constitution. The following clearances will be required from successful candidates after the interviews;

- Certificate of good conduct from the Criminal Investigations Department (CID)
- Clearance Certificate from Higher Education Loans Board (HELB)
- A tax compliance Certificate from Kenya Revenue Authority (KRA)
- A certificate from Ethics and Anti-corruption Commission (EACC)
- A certificate from any of the Credit Reference Bureaus (CRB)

HOW TO APPLY

All written applications, CVs, copies of certificates, testimonials and identity card should be submitted in a sealed envelope clearly marked on the left side the position being applied for and addressed to:

**The Secretary,
Kirinyaga County Public Service Board,
Office of the Governor,
P.O BOX 260-10304,
KUTUS**

Hand delivered applications should be dropped at the Kirinyaga County Public Service Board Offices, Kirinyaga County Government Head Quarters, Kutus.

