

Senior Management Information Systems Officer,

Gross salary: Consolidated (KDIC Scale 6)

Leave allowance: As per KDIC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the KDIC Medical Scheme

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities will entail:

- i. Participate in the development and implementation of policies, standards, strategies, guidelines and procedures for deployment, management and utilization of ICT business applications and resources for efficiency and effectiveness.
- ii. Adopts and implement effective strategies for the selection and deployment of ICT applications, software, service delivery, business process continuity/disaster recovery and information security;
- iii. Undertake systems testing, user acceptance, commissioning and implementation in accordance with contract provisions, applicable regulations, and standards;
- iv. Participate in the development and implementation of corruption prevention and mitigation strategies in ICT;
- v. Participate in coaching, mentoring, training and development of the department staffs/interns/attaches to ensure a coherent and motivated team.
- vi. Maintains and uploads content on the intranet and web portals to support dissemination of knowledge and information.
- vii. Undertake and review daily back-ups and maintain disaster recovery sites to safeguard data to ensure confidentiality, availability and integrity of data.
- viii. Undertake business requirements to support rollout of ICT systems, Enterprise Resource Management Planning System, the Enterprise Data Warehouse & Business intelligence, and other business relevant applications;

- ix. Guarantee business continuity planning by ensuring efficiency and effectiveness in identification, acquisition, maintenance, inventory, physical security and disposal of ICT assets and applications.
- x. Maintain core banking systems and applications for institutions in receivership and under liquidation for data confidentiality, integrity and availability to ensure business continuity.
- xi. Implement new business systems including data migration, systems testing, piloting and commissioning in liaison with the users.
- xii. Implement the department's citizen service delivery charter to enhance accountability and transparency in service delivery to stakeholders;
- xiii. Implement and maintain Information Security Management System (ISMS) based on the ISO standards;
- xiv. Prepare and respond to complaints, compliments and request for information in the department.
- xv. undertake timely renewal of all ICT licenses for hardware & software in the Corporation.
- xvi. Participate in the development and implementation of departmental annual work plans; budgets and timely reports.
- xvii. Participate in the implementation of prioritized ICT systems & application analysis, design, review and maintenance for optimal operation in accordance with standards and policies.
- xviii. Lead the development of systems user requirements, standards and procedures for analyzing applications, systems to comply with business needs and to enhance automation.
- xix. Undertake and document business process improvements relating to business systems development and request for change.
- xx. Responsible for the collaborating with the software developments for system design, coding, testing, development, deployment, and maintenance for efficient operations of the Corporation.
- xxi. Responsible for coordinating system user training, acceptance test and sign-offs of the newly-deployed systems and undertaking end user satisfaction surveys.
- xxii. Responsible for undertaking system and server testing to provide performance statistics and reports to help in developing strategies for infrastructure maintenance & upgrade.
- xxiii. Undertaking continuous system security by monitoring to ensure all cyber security measures anti-virus utilities and firewall systems are up to date.

- xxiv. Coordinate contract execution with vendors to ensure performance in accordance with terms and conditions.
- xxv. Responsible for establishing and implementing measurable standards (KPI's) for service delivery, support and problem solving to support the systems and applications.
- xxvi. Responsible for configuration, Installation, administration, upgrading and optimizing systems, servers, switches, routers and related components to ensure high performance and availability of the various business applications.
- xxvii. Responsible for maintaining network cabling for offices, telephony equipment, data center and disaster recovery sites as well as undertake systems security audits while ensuring regular system backups, test and recovery
- xxviii. Responsible for undertaking regular network security monitoring and any possible intrusions or viral infections, updating security solutions, including firewall, anti-virus, and intrusion detection systems, regular network penetration testing, ensuring all network equipment are updated

b) Requirements for Appointment;

- i. Minimum period of Four (4) years relevant work experience.
- ii. Bachelor's degree in Computer Science, Information Technology/Systems, Telecommunication Engineering, Electrical engineering or related fields, from a recognized University.
- iii. Systems Administration and other technical certifications such as; MCSE, SQL, CISA;
- iv. Programming and ERP systems deployment technical certifications such as; MCSD, MS Dynamics, Oracle;
- v. Fulfilled the requirements of Chapter six of the Constitution of Kenya
- vi. Membership in ISACA or equivalent from recognized institution;
- vii. Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.