



Film Kenya...Capture Africa!

CAREER OPPORTUNITY IN THE FILM INDUSTRY

The Kenya Film Commission (KFC) is a State Corporation mandated under Legal Notice No. 147 of 2015 to develop, promote and market the film Industry locally and internationally. KFC has an exciting career opportunity and now seeks to recruit a dynamic, visionary and innovative persons to fill the following position;

I. MANAGER, INFORMATION COMMUNICATION TECHNOLOGY (JOB GRADE KFC 3) – JOB REF NO: KFC/HRA/MICT/2022-1 POST

(a) Job Purpose

The cadre is responsible for promoting the use of ICT in delivery of services towards realization of the Corporation's mandate.

The officer will report to the Chief Executive Officer and will be responsible for:

- (i) Implementing Boards ICT policies, strategies and procedures;
- (ii) Managing the Board's ICT systems and Infrastructure;
- (iii) Approving systems designs, Hardware/Software and program specifications in liaison with users;
- (iv) Developing and ensure adherence to established ICT standards;
- (v) Maintaining overall systems documentation;
- (vi) Supervising installation certification, repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- (vii) Administering passwords of critical systems and maintaining web based systems and database server's configuration;
- (viii) Drafting and managing ICT related service level agreements;
- (ix) Providing seamless ICT services;
- (x) Managing ICT risk management and maintain Systems security and Databases;
- (xi) Managing ICT Planning, Budgeting and Reporting;
- (xii) Managing outsourced ICT services and service providers; and
- (xiii) Mentoring staff.

(a) Person Specifications

For appointment to this grade, an officer must: -

- (i) Have a minimum of ten (10) years' relevant work experience, five (5) of which should have been in a management position;
- (ii) Have Bachelor's degree in any of the following fields: - Information Technology, Computer Science, Computer Engineering or equivalent qualification from a recognized institution;

- (iii) Have Master's degree in any of the following fields: - Information Technology, Computer Science, Computer Engineering or equivalent qualification from a recognized institution;
- (iv) Membership to a relevant professional body where applicable;
- (v) Professional certification such as CCNP, CCNA, MCSE, MCSA, MCSA, N+, A+ OCA, CEH, CISSP, CISM, Linux+, Network+, Microsoft Certified IT Professional (MCITP) or their equivalent;
- (vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution will be an added advantage;
- (vii) Have demonstrated merit and ability as reflected in work performance and results; and
- (viii) Meet the requirements of Chapter Six of the Constitution.

INTEGRITY CLEARANCE:

In addition to the qualifications set above, successful candidate will be required to provide copies of clearance certificates/letters of good standing from the following;

1. Ethics and Anti-Corruption Commission (EACC).
2. Criminal Investigation Department (CID).
3. Kenya Revenue Authority (KRA).
4. Higher Education Loans Board (HELB).
5. Credit Bureau Reference.

TERMS OF SERVICE

An attractive remunerative package, commensurate to qualifications, experience and responsibilities and in line with government guidelines will be offered to the successful applicant. The appointment is on a **Four (4) year contract** renewable subject to satisfactory performance.

HOW TO APPLY:

Please submit your application to mictrecruit2022@filmingkenya.com so as to be received not later than 31st May 2021.

Applications **MUST** consist of application cover letter, detailed CV with **three (3) referees contacts**; Indicate your **current position, current remuneration, expected remuneration, e-mail and day-time telephone contact**, relevant Certificates and Testimonials; and copy of National ID/Passport to be addressed to:

**The Chief Executive Officer
Kenya Film Commission,
Jumuia Place, Second Floor, Lenana Road,
P. O. Box 76417,
00508 Nairobi.**

KFC is an Equal Opportunity Employer committed to diversity and gender equality. Women, youth and persons with disability are encouraged to apply. Applications without the relevant qualifications, copies of required documents will not be considered.

Any form of canvassing shall lead to automatic disqualification. Only shortlisted candidates shall be contacted.