

Job Title:	ICT Manager
Grade:	MG5
Ministry /Corporation:	Kenya Nuclear Electricity Board
Directorate:	N/A
Department:	Information Communication & Technology Department
Section / Unit:	N/A
Location / Work station:	Nairobi
Reporting Relationships	
Reports to:	Chief Executive Officer
Direct reports:	Senior ICT Officer
Indirect reports:	a) ICT Officer, b) Assistant ICT Officer
Job Purpose	
The job holder is responsible for leading, directing and overseeing the Information Communications Technology function and ensuring continuous operation and cost-efficiency of the Board's systems, network, database architecture and data security, in order to achieve consistency and reliability of hardware, software, non-system tools, data archiving and offsite disaster recovery management.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Developing, implementing, monitoring and evaluating the organization's ICT strategic goals, plans and programs b) Providing oversight and managing the implementation of an ICT security strategy and disaster recovery plan to minimize risk of data loss and breach of privacy of organization's information. c) Developing, implementing, monitoring, evaluating and reviewing of the organization's ICT policies. d) Developing, implementing, monitoring and reviewing of the organization's ICT Budget. e) Advising the organization on ICT systems, processes and procedures. f) Developing the ICT procurement plan and ensuring procurement of the appropriate ICT infrastructure and services. g) Overseeing the implementation and maintenance of ICT infrastructure in line with organization's needs and growth plans in line with the changing technological advancements. h) Providing methods, tools and procedures for data integrity, assurance and guarantee daily operation. i) Advising and developing the organization's ICT internal control and monitoring systems. 	

<ul style="list-style-type: none"> j) Management of the organization's ICT projects k) Managing the ICT human capital to ensure organizational performance.
II. Operational Responsibilities / Tasks
<ul style="list-style-type: none"> a) Ensure continuous improvement of the quality and cost efficiency of the ICT services. b) Ensure ICT systems comply with regulatory and legal requirements.
Job Dimensions
I. Financial Responsibility
<ul style="list-style-type: none"> a) Participate in the development and monitoring of the organizations ICT budget. b) Develop the Board ICT procurement plan
II. Responsibility for Physical Assets
<ul style="list-style-type: none"> a) Responsible for procurement, maintenance and repair of all ICT Assets. b) Ensure that all ICT assets are insured
III. Decision Making / Job Influence
<ul style="list-style-type: none"> a) Make strategic decisions by advising the Board on ICT strategies b) Makes operational decisions on ICT expenditure monitoring and ensuring department al staff performance c) Makes financial decisions on what is to be included in the annual budget and procurement plan.
IV. Working Conditions:
Works predominantly in the office
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
<ul style="list-style-type: none"> a) Master's degree in Computer Science or in any other ICT related discipline from a recognized institution b) Bachelor's degree in Computer Science, Information Technology or equivalent qualifications from a recognized institution.
Professional Qualifications / Membership to professional bodies
Be a certified registered member of good standing with a professional computer association.
Previous relevant work experience required

Must have at least eight (8) years' work experience, of which at least three years (3) must have been served in management position.

Functional Skills:

- a) IT proficiency
- b) Analytical skills

Behavioral Competencies/Attributes:

- a) Interpersonal skills
- b) Leadership skills