

ICT Authority

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VACANCY

CHIEF EXECUTIVE OFFICER Job Ref: ICTA/001/2025

The Information and Communication Technology Authority (ICTA) is a State Corporation under the Ministry of Information and Communication and Technology established under legal notice NO. 183 in August 2013.

The Authority is tasked with rationalizing and streamlining the management of all Government of Kenya ICT functions. Its broad mandate entails Setting and enforcing ICT standards in Government, promoting E-Government services, digital literacy and capacity, ICT innovation and enterprise, ensuring secure ICT infrastructure, supervising ICT projects and managing the Kenya National Spatial Data in line with the Kenya National Digital Master Plan 2022-2032.

To strengthen our management team, we wish to recruit a highly motivated professional to fill the position of:

CHIEF EXECUTIVE OFFICER - ICTA 1

Job purpose

The Chief Executive Officer is responsible to the Board of Directors for the management and administration of all activities of the Authority. In addition, the CEO will provide strategic leadership and direction to the Authority in the management of day-to-day activities in order to achieve ICT Authority's mandate in line with its Strategic Plan and Government Policy.

Job Specifications

The Chief Executive Officer will report to the Board of Directors. The duties and responsibilities of the Officer will entail:

- i. Providing strategic leadership in accordance with the mandate of the Authority as stipulated in section 5 of the Legal Notice No 183.
- ii. Formulating, implementing and reviewing the Strategic Plan, business plan, annual plan and annual budget of the Authority.
- iii. Coordinating the operations and administrative functions of the Authority.
- iv. Implementing the policies and programs of the Authority and reporting thereon to the Board through timely and accurately prepared Board papers.
- v. Overseeing the implementation of Boards decisions and policies.
- vi. Ensuring effective governance, risk and crisis management in the Authority.
- vii. Ensuring proper management of funds and property of the Authority.
- viii. Developing operations plans and programs for achieving the Authority's objectives.
- ix. Ensuring implementation and fulfilment of the policies and agreed objectives, performance targets and service standards of the Authority.
- x. Providing advice as required on all matters within the Authority.
- xi. Being the spokesperson for the Authority.
- xii. Spearheading the development and implementation of efficient systems that support the effective use of the Authority's Resources.
- xiii. Ensuring effective management of change.
- xiv. Establishing and maintaining sound working relationship with government agencies, customers, development partners to position Kenya globally.

Person Specifications

For appointment to this grade an officer must have:-

- i. Served in a relevant position for at least fifteen (15) years working in the Public Service or in the Private Sector; Nine (9) of which in Senior Management position;

How to Apply

Applications should be submitted online to be received on or before close of business on **Wednesday, August 6th, 2025**.

Apply here:

<https://recruitment.icta.go.ke/>

ICT Authority is an equal opportunity Employer and Women, Youth and People with disabilities are encouraged to apply.

Only shortlisted applicants will be contacted.

