



POSITIONS ANNOUNCEMENT

The Capital Markets Authority is a statutory agency charged with the responsibility of regulating and developing an efficient capital market in Kenya. The Authority invites applications from qualified candidates for the following positions:

SENIOR MANAGER ICT (GRADE 3) - REF: CMA/SMICT/03/2025 – 1 POST

Job Purpose

Reporting to the Director, Research & Knowledge Management, the Senior Manager ICT will be responsible for providing strategic direction in the development and implementation of the ICT strategy, Business and Technology alignment and achieving quality performance and resource management. The successful candidate will serve on a five (5) year contract renewable based on performance. The Authority will offer a competitive remuneration package to the successful candidate.

Job Responsibilities

- 1) Planning, developing and supervising the implementation of the Authority's ICT Strategy;
- 2) Ensuring confidentiality, availability and integrity of the Authority's information, data and information systems;
- 3) Spearheading the management and security of the Infrastructure and Information systems;
- 4) Managing the implementation of Business Intelligence and Information Repository tools to support analytics for effective decision making;
- 5) Working with process owners on methods to leverage on technology to enhance capital markets infrastructure and support product innovation;
- 6) Protecting the Authority and its operations against IT risks, including unauthorized access to information, data corruption or integrity loss, degraded processing capability, and poor service levels;
- 7) Coordinating implementation of the ICT disaster recovery and crisis management;
- 8) Leading and facilitating automation of the Authority's processes and workflows;

- 9) Ensuring that the Authority adheres to the required legislative ICT practices, policies and processes;
- 10) Formulating and controlling the execution of the departmental work plans and approved budgets;and
- 11) Mentoring, coaching and appraising departmental staff.

Minimum Requirements

- a) Bachelor's degree in information science, Information Technology, Computer Science or related field;
- b) Master's degree in information science, Information Technology, Computer Science or related field;
- c) Relevant professional qualification / certification;
- d) At least eight (8) years of work experience;
- e) At least three (3) years' experience in management level; and
- f) Management course lasting not less than four (4) weeks is an added advantage.

Key skills, Knowledge & Competencies

- a) Knowledge in deploying and administering technology for optimal use by the Authority;
- b) Ability to implement risk management methods, models and tools to identify and measure and mitigate ICT related risks;
- c) Ability to develop and manage high performance team through planning, goal setting, effective allocation of resources and resolving conflicts;
- d) Analytical and conceptual expertise;
- e) People and Interpersonal skills;
- f) Communication skills;
- g) High integrity levels; and
- h) Leadership and supervisory skills.

HOW TO APPLY

If you meet the above requirements, please send an **application letter and Curriculum Vitae only** in pdf format to recruitment2025@cma.or.ke Applications to be addressed to:

**Chief Executive Officer
Capital Markets Authority
P. O. Box 74800-00200
Nairobi**

Applications should be received on or before **February 25, 2025**. Only shortlisted candidates will be contacted for interviews.

Successful candidates will be required to fulfil requirements under Chapter (6) of the Constitution of Kenya.

1. Certificate of Good Conduct from the Directorate of Criminal Investigations
2. Ethics and Anti-corruption Clearance Certificate (EACC)
3. Higher Education Loans Board (HELB) Clearance Certificate
4. Current Tax Compliance Certificate from the Kenya Revenue Authority
5. Credit Reference Bureau (CRB) Clearance Certificate

“Capital Markets Authority is an Equal Opportunity Employer. Persons with disabilities are encouraged to apply”. Canvassing will lead to automatic disqualification.

THE CAPITAL MARKETS AUTHORITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS