The Central Bank of Kenya hereby invites applications from suitably qualified, experienced and self-motivated IT professionals with excellent credentials to fill the following vacancies in the Information Management Services Division:

1. NETWORK ENGINEER	JOB REFERENCE NUMBER: CBK/01/2009

The candidate must demonstrate ability to maintain large network installations in a busy environment where security is of top priority.

Key Responsibilities and Work Experience

- The suitable person shall have a wide range of knowledge in Local, Wide & Metropolitan Area Networks designs, installations, and maintenance
- Working experience with Ethernet Networks.
- Proven skill in analyzing, designing, supporting and troubleshooting networks on Cisco routers and switches
- Knowledge of and skilled with TCP/IP and other network protocols and concepts. IN-DEPTH theoretical and practical knowledge of the TCP/IP protocol suite in particular to include complex subnetting and addressing.
- Understanding of the theory and troubleshooting of routing and network protocols such as EIGRP and BGP and layer 2 & 3 technologies such as STP.
- Evaluate hardware and software and peripheral equipment for LAN/WAN/MAN environments for procurement.
- Implementing network security policies, procedures and standards within the organization
- Must have a good working knowledge of Firewalls and Intrusion Prevention Systems.
- Clear understanding of dedicated channels (Leased Lines & E1s Circuits) and configuration of Virtual Private Networks on Cisco Concentrators and Firewalls.
- Maintain network documentation.
- Participate in designing, setting up, implementing and testing business continuity and disaster recovery installations within the Bank.

Minimum Requirements

- Age 35 years and below
- Bachelor's degree in Information Technology, Computer Science or Management Information Systems or equivalent, and at least three years working experience in a busy environment.
- Knowledge of and skilled with Windows, and UNIX operating systems. Microsoft Certified Systems Engineer (MCSE) is preferred.
- Cisco Certified Network Professional (CCNP) or above is required
- Experience with infrastructure management systems such as HP Open view will be an added advantage.
- Ability to set priorities to be self-driven based on relative importance of assigned responsibilities.
- Maintain confidentiality with regard to the information being processed, stored or accessed by the network.
- Excellent communication and organizational skills, and ability to effectively interact with all levels of the organization.
- Ability to work in large multi disciplinary teams.

2.	NETWORK ADMINISTRATOR	JOB REFERENCE NUMBER: CBK/02/2009

He/She shall be charged with the responsibility of managing networked resources in the Bank including the Bank's communication and collaboration systems.

Key Duties & Responsibilities

- Install and administer network servers, workstations, and other equipment utilizing UNIX-based and Windows based operating systems.
- Investigate network related problems, identify their source, determine possible solutions, test and implement solutions.
- Install, configure, and maintain Servers, Personal Computers, workstations and network attached devices.
- Plan and implement network security, including building firewalls, applying cryptography to network applications, managing host security, file permissions, backup and disaster recovery plans, file system integrity, and adding and deleting users.
- Maintain corporate Anti-virus protection on servers & desktop as well as e-mail gateways. Maintain corporate e-mail system, planning for growth & expansion and performing routine system maintenance.
- Perform Network user administration, backup and recovery processes of applications and related infrastructure.
- Identify utilization patterns and their effect on operation/system availability and performance expectations.
- Anticipate communication and networking problems and implement preventive measures.
- Investigate, recommend and install enhancements and operating procedures that

optimize network availability.
- Document network problems and resolutions for future reference.
- Participate in designing, setting up, implementing and testing business continuity and disaster recovery installations within the Bank.

Minimum Requirements

- Age 35 years and below.
- Bachelor's degree in Computer Science, Management Information Systems, Engineering or equivalent, and a minimum of three years experience in a busy computing environment (preferably, a data center environment).
- Microsoft Certified Systems Engineer (MCSE) will be preferred
- In depth experience with Microsoft Exchange 2003 and 2007
- Maintain confidentiality with regard to the information being processed, stored or accessed by the network.
- Excellent communication and organizational skills, and ability to effectively interact with all levels of the organization.
- Ability to work in large multi disciplinary teams.

3.	DATABASE ADMINISTRATOR	JOB REFERENCE NUMBER: CBK/03/2009

Key Duties and Responsibilities

- Enterprise database server administration for 24/7 data availability of key systems.
- Assist in the selection, installation, qualification, testing, and validation of enterprise database systems and applications. Work closely with internal and external developers to develop and maintain custom and third-party database applications. Responsible for documenting all database installations and configurations.
- Design and develop databases, database users and database security and other database objects including stored procedures. Maintain version control of custom database objects and assist with the creation of entity relationship and modeling diagrams for new custom databases.
- Create and maintain jobs/scripts with automated scheduling and alerts, configuration and monitoring for all current and future databases. Responsible for monitoring the status of scheduled backups and database jobs.
- Responsible for database security and the analysis and application of database patches and upgrades to database servers and components.
- Optimization and performance tuning for all current and future databases and assisting the application team with application performance tuning.
- Work with the Information Security Office to ensure compliance. Participate in audits by maintaining the necessary logs and providing reports or extracts to the   qualified resources as requested for the audits.
- Perform imports, exports and data conversion from one system to another as needed. Migrate between database platforms as necessary.
- Adhere to Central Bank's systems development lifecycle processes, Change

Management Process and other Standard Operating Procedures (SOPs). Develop, implement and maintain standard operating procedures (SOPs) for database administration including backup, restoration, administration, and disaster recovery.
- Participate in designing, setting up, implementing and testing business continuity and disaster recovery installations within the Bank.

Minimum Requirements

- Age 35 years and below
- College degree in a relevant technical field and/or relevant professional certification.
- Oracle DBA, and MSDBA certified.
- At least 3 years of database administration and/or database development.
- Experience with SQL Server and Oracle backup and recovery, including all aspects of using Oracle RMAN and user managed object level recovery.
- Experience with database administration in high availability environments.
- Performance tuning experience.
- Experience with native Windows scripting and Linux/Unix scripting.
- Knowledge of the Windows and Linux operating system platforms, server and workstation.
- Excellent communication and organizational skills, and ability to effectively interact with all levels of the organization
- Ability to work in large multi disciplinary teams.

| 4. | ANALYST/PROGRAMMER | JOB REFERENCE NUMBER: CBK/04//2009 |

Key Duties and Responsibilities

- Analysis of business user requirements.
- Designing, development and implementation of appropriate application systems using Visual Basic or Oracle developer tools.
- Document all the stages of the system development process as well as provide support for application systems in the Bank.

Minimum Requirements

- Age 30 years and below.
- A degree from a recognized University in either Computer Science / Information Technology.

OR

- A degree in any other field and postgraduate studies in computer science /Information Technology.

Relevant Experience

- Minimum (3) years experience in a busy application system development environment using modern development tools.
- Must be conversant with system development methodologies.
- Must have demonstrated ability in application system development using Microsoft.NET and/or J2EE Developer tools, Oracle Developer tools
- Must be capable of writing web-based applications and supporting similar applications.
- Knowledge in designing and developing dynamic websites would be highly advantageous.
- Must have working knowledge of databases, MS SQL Server, and Oracle 9i/10g
- Must have excellent communication and documentation skills.
- Should be able to work in a team and with minimum supervision
- Certification in Oracle and Microsoft Developer tools would also be an added advantage.
- Experience in Banking would be an added advantage.

5. SUPPORT ANALYST/SERVICE DESK ASSISTANT JOB REFERENCE NUMBER: CBK/05/2009

Key Duties and Responsibilities

- Provide professional ICT Support service to staff and Bank's ICT users.
- Answer, actively respond to and, where possible, resolve ICT Service requests via telephone calls and emails to the service desk.
- Act as first point of contact for all ICT service users, updating the IT support staff with changes to job status.
- Log all telephone calls, emails, memos, etc into the Service Desk system, accurately recording the information and updating as appropriate.
- Assign logs to the relevant work group(s) or person(s).
- Follow up on open calls and assess when a call can be classified as resolved.
- Keep users informed of progress or updates and escalate problems or high priority calls to the Service Desk Manager.

Skills and Competencies

- Working knowledge of PC hardware, Windows 2003/XP/Vista.
- Working knowledge of Local Area Networks and Messaging systems. Experience with MS Exchange and MS Office will be an added advantage
- Strong customer-service focus and supportive, helpful attitude
- Experience of working in a PC/help desk support role with a sound knowledge of common PC applications, and the ability to assist and explain technical processes to non-technical staff at all levels
- Excellent communication and organizational skills, and ability to effectively interact with all levels of the organization.
- Ability to work in large multi disciplinary teams.
- Sound judgment and decision making qualities when accommodating unscheduled service

requests or emergencies.
- Ability to plan, organize, prioritize and follow-up on tasks to complete work as scheduled and to meet deadlines.

Minimum Requirements

- Age 30 years and below.
- 1 year of professional IT work experience in a dynamic office environment.
- Bachelor's degree in IT from a reputable university or equivalent (or higher diploma with minimum 2 years experience)
- Either of the following certifications MCSE/CCNA certification, or A+ certification, or N+ certification.
- ITIL Certification and good working knowledge would be an added advantage.

6.   CHANGE MANAGER   - JOB REFERENCE NUMBER: CBK/06/2009

Key Duties and Responsibilities

- To work closely with the management and the senior team to ensure delivery of the portfolio in support of the medium and long term plans of the business
- Liaise with Management within the Department to ensure programmes/projects are coordinated, sequenced and dependencies identified and managed
- To ensure compliance to the Bank change standards, policies and quality requirements by all the projects and facilitate effective communication between projects/functions within the Bank.
- To support and facilitate the selection and personal development of Change Managers for the effective management of change
- Produce/maintain an overall implementation plan for the business change portfolio, communcating this to the Bank   Management
- Ensure that monthly Portfolio Review Group meetings are held by the Executive team in which overall progress is assessed, individual project status confirmed and key issues actioned
- Resolve issues raised by Change Managers, and escalate issues which cannot be resolved to the accountable Executive or Steering Committee and further escalate critical issues to the Management
- Provide coaching and support to all Project Managers in the Bank and ensure that all Change Managers receive appropriate training to deliver projects to standard
- Ensure that the Bank Change Management standards are applied effectively on all Projects and that projects use appropriate management and control systems
- Chair monthly departmental review meetings, in which overall progress is assessed and attend regular Steering Committee meetings
- Ensure that international best practice is applied in all areas of operation and consolidate overall performance indicators across a wide range of projects
- Work with members of staff to address technical issues arising within departments and ensure effective management of project risks
- Manage, guide and support Programme office support staff to ensure that change

standards and policies are applied effectively to all projects within the Change Portfolio
- Identify development/training needs and subsequently develop training plans to satisfy those needs
- Act on behalf of the Business line in the co-ordination of the business change plans and produce/maintain an overall Programme Plan of activities.
- Work with Steering Committee in assessing the demands of the change portfolio in order to determine it's overall 'doability' and the eventual effective hand over of projects into business

Qualifications/experience

- Honors Degree in Project Management or Finance
- Post graduate Diploma in Management or its equivalent
- Must be computer literate
- Proven experience in managing a diverse range of projects responsibilities simultaneously.
- Practical experience of having successfully managed and delivered at least two (2) large/complex projects

7.   IT SECURITY ADMINISTRATOR - JOB REFERENCE NUMBER: CBK/07/2009

Duties and Responsibilities
- Assist in the formulation and implementation of the IS Security Policy and change control procedures
- Assess IS Security threats/risks in the existing information systems infrastructure and determine the impact on business in case of loss or failure of the informations systems
- Participate in information systems development by ensuring integrity and controls of information system installed
- Perform systems audit including pre-implementation and post-implementation reviews
- Document all processes involving information systems and change management

Qualifications
- Aged 35 years and below
- A degree from a recognized University in   Computer   Science   /   Information Technology or Business Administration/Commerce
- Relevant certification in Information Security (CISA/CISM)

Experience

- Five (5) years experience in a busy computer environment, two (2) of which must be at the level of Systems Security Officers, Information Systems Auditor or Change Officer.
- Should be well versed in IT security and risk management
- Must be well versed in system development methodologies
- Must be aware of design and carrying out information system audit tests

- Should have knowledge of Business process re-engineering
- Experience in working in a Bank will be an added advantage

8.   IT AUDITORS (3 POSITIONS)   - JOB REFERENCE NUMBER: CBK/8/2009

Duties and Responsibilities
- Apply professional accounting and auditing principles and standards to test and evaluate complex IT records and operational systems;
- Play a key role in advising and providing assurance to the business and technology functions on risks relating to the IT systems;
- Evaluate management action and controls needed to manage risk effectively, advise and where needed facilitate improvements;
- Conduct interviews with staff and management as part of preparation for audit, audit testing and to present findings;
- Perform research to locate and summarize applicable laws and best practice guidelines;
- Assist in IT and other fraud investigations;

Qualifications:
- Aged 35 years and below
- Bachelor's degree in Computer Science or Information Technology from a recognized university; Possession of a Masters degree in a relevant field will be an added advantage
- Professional qualification: CISA, registered qualified accountant (CPA-K), ACCA, CIA or any other relevant audit qualification.

Experience

- At least five (5) years relevant practical experience in an audit and risk assessment in a reputable organization.
- Knowledge of Windows environment, Oracle and Network infrastructure.
- Outstanding analytical skills with knowledge of use of Computer Aided Audit Tools (CAATS).
- Demonstrate deep understanding of the audit process, controls and procedures.
- Excellent interpersonal and communication skills.
- Demonstrate ability to write timely constructive and actionable audit and risk assessment reports.
- Knowledge of COBIT framework will be an added advantage.
- Experience in a banking environment would be an added advantage

9. HEAD OF INFORMATION TECHNOLOGY (JOB. REF: CBK/9/09)

The Central Bank of Kenya hereby invites applications from suitably qualified, experienced and self-motivated candidates with proven track record to fill the above captioned position. The Head of IT Department will report to the Governor through Deputy Governor.

Ideal candidates must be persons of high integrity, hardworking, able to work with minimum supervision, possess good interpersonal and leadership skills as well as be very resourceful.

Duties & Responsibilities

- Assess the Bank's level of IT utilization vis-à-vis international best practices in the context of its mandates
- Formulate risk management strategies for the Bank
- Champion the upgrading of the Bank's IT systems in line with international best practice
- Direct and monitor the design, development, implementation and maintenance of IT strategy, policy systems and the delivery and effective user support of IT services (websites, database & networks)
- Lead and provide vision for into modern IT practices; continuously advise management on new concepts and developments in IT and sensitise user departments on new products
- Regularly review the Bank's computerization needs and advise management on necessary enhancements
- Liaise with other industry practitioners in the design, development, harmonization, implementation and maintenance of effective system.
- Participate in executive decision making
- Manage staff in IT department.

Essential Skills & Experience

- A Masters degree in Computer Science, Information Systems or Software Engineering from a reputable institution of higher learning.
- Minimum of 12 years relevant experience in the progressively responsible senior IT position(s), preferably in large demanding private sector corporations; and at least 5 years formulating and implementing technology solutions.
- Additional qualifications e.g. PMP, CISA, CCNA, ASE and MCSE.
- Must have initiated and accomplished or actively participated in computerization projects in a large private sector organization. Experience in a large financial sector corporation will be an added advantage.
- Advanced technical skills in server software (Unix, Oracle), IT Standards (ITIL, MOF, COBIT), application development (ASP etc) and hardware (LAN/WAN).
- Demonstrated ability to meet strict deadlines and scope with demanding work schedules.
- Ability to formulate and implement action programmes for staff, user departments and

the Bank's customers.
- Ability to effectively train and motivate staff
- Kenyan citizen: 38 - 45 years

Salary/Benefits
A competitive remuneration package in addition to other benefits will be offered to the successful candidates. If you meet the above requirements and consider yourself proactive, self driven and up to the challenge, please download and fill the Central Bank of Kenya job application form, CBK 113-2009 found at www.centralbank.go.ke and send it to:

Director, Human Resources & Administration
P.O. Box 60000-00200
NAIROBI

So as to be received on or before **September 25, 2009.**

Note:
- **Please do not apply for these positions if you do not have the required qualifications, experience or competencies as per the advertisement.**

- **Applications received after deadline will not be considered.**

- **Only short listed candidates shall be contacted and any form of canvassing will lead to automatic disqualification**

Central Bank of Kenya is an equal opportunity employer