



The Competition Authority of Kenya (the Authority) is a Statutory Agency established under the Competition Act No.12 of 2010. The Authority's mandate is to promote and safeguard competition and also protect consumers from unfair and misleading market conduct.

The Authority invites applications from suitably qualified and experienced persons to fill the following positions:

## **JOB DESCRIPTIONS AND SPECIFICATIONS**

### **1. POLICY, RESEARCH & ADVOCACY DIVISION**

**SENIOR ADVOCACY OFFICER - 1 Position. Job reference CAK/05.10/2016**

This position reports to the Manager, Policy, Research and Advocacy

#### **Duties and Responsibilities.**

- Advise on National, Regional and International competition and consumer welfare matters;
- Coordinate CAK's participation in regional and international meetings/conferences to articulate Kenyan position;
- Advise on the Alignment of the national competition law with international best practices;
- Coordinate stakeholders' awareness fora in liaison with other departments.
- Coordinate contribution to relevant publications and international competition networks events.
- Spearhead the Authority's resources mobilization initiatives from development partners;
- Respond to enquiries from government agencies and other stakeholders on relevant competition issues;
- Maintain an effective database of relationships and contacts;
- Conduct economic research in specific sectors supporting recommendations for initiation, where appropriate;



- Conduct economic research into specific sectors related to key competition concerns;
- Participate in conducting economic analysis in enforcement and merger cases and review outcomes following a merger or complaint decision;
- Provide adequate findings to influence the policy and legislative processes through drawing on research and literature to craft well-informed positions;
- Participate in creating internal and external awareness and understanding of economic principles and to present the authority's point of view on competition matters;
- Identify research areas, develop research proposals and execute research studies on the insurance and industries;
- Design data collection methodologies and research related intervention in CAK's priority programme areas;
- Participate in research surveys in liaison with the parent departments;
- Examine and analyze policy statements on competition from a regional and international perspective;
- Provide support in report writing and dissemination of research papers and policy briefs;
- Participate in the review and implementation of processes and procedures in accordance to ISO 9001:2008 and transition to ISO 9001:2015 standards; and
- Participate in monitoring and evaluation of the Authority's Performance Contract activities and reporting as appropriate.

## REQUIRED QUALIFICATIONS

### Education and Knowledge

Bachelor's degree in social studies with specialization in economics, statistics or development studies; Masters Will be an added advantage;

- Specialist knowledge in using at least one statistical package; and
- Proficiency in ICT



## Experience

- Over eight (8) years research experience gained from reputable organizations; and
- Diverse experience in identifying research areas, development of research tools, report writing and dissemination of information.

## Skills and Competences

- Ability to communicate both inside and outside the organization
- Ability to write complex reports
- Analytical skills
- Organization and inter personal skills

## 2. INTERNAL AUDIT DEPARTMENT

### SYSTEM AUDITOR- I Position; Job reference **CAK/06.10/2016**

This position reports to the Manager, Internal Audit:

### Duties and Responsibilities

#### (a) Administrative Support

- Plan and conduct risk based internal audits of various departments including operational, compliance, system and value for money audits in line with Authority's Annual Audit Plan as approved by the Board Audit Committee.
- Performs general and application control reviews for simple to complex computer information systems.
- Performs information control reviews of internal control procedures to include system development standards, operating procedures, system security, programming controls, communication controls, back up and disaster recovery and systems maintenance.
- Prepares audit reports and working papers to ensure that adequate documentation exists to support the completed audit conclusions.



- Conduct discussions with Senior Management on key audit issues and recommendations through exit meetings at the end of the audit assignments.
- Follow up on implementation of audit recommendations and prepare statistics on the number of audit issues outstanding, resolved and prepare summary of action taken or to be taken to resolve unresolved issues.
- Perform other adhoc audit assignments relating to governance, risk management and control as appropriate to the Authority.
- Provide support to the External Auditors – both statutory by KENAO or other auditors, covering Financial and System Audits.
- Carry out audit reviews of the strategic plan to ensure its implementation in line with set timelines.

## **REQUIRED QUALIFICATIONS**

### **Education and Knowledge**

- Bachelor's degree in Finance and Accounting or Business related field;

### **Professional Qualifications / Membership to professional bodies**

- Full professional qualification like Certified Public Accountant (CPA K) and/or Certified Internal Auditor (CIA) and/or ACCA.
- Certified Information Systems Auditor (CISA) and/or Certified Information Security Management(CISM)
- Fraud Examiner (CFE) an added advantage.

### **Experience Required.**

- At least 3 years Internal Systems Audit experience gained from reputable



- organizational; and
- Diverse experience in internal controls.

### **Skills and Competencies**

- Ability to work under pressure, prioritize and multitask;
- Analytical skills;
- Ability to write complex reports; and
- Good interpersonal skills.

### **3. INFORMATION COMMUNICATION TECHNOLOGY DEPARTMENT INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT– 1 Position; Job reference CAK/07.10/2016**

This position reports to the Senior ICT officer, Information communication technology.

#### **Duties and Responsibilities;**

##### **a) ICT Support**

- Develop draft ICT design specifications;
- Be involved in inspection of ICT related procured goods and services;
- Provide ICT user support;
- Conduct requisite training to all users in the Authority on information systems and ICT usage;
- Monitor the level of ICT usage within the Authority and document the skills gaps that require further training;
- Create a knowledge base on ICT products and services for the Authority; and
- Carry out analysis requirement and procedures within the objectives of automating or enhancing the already existing infrastructure.

##### **b) ICT Maintenance**



- Carry out analysis of user requirements and procedures with the objective of automating or enhancing the already existing infrastructure including telecommunications systems, network switching systems, hardware and other software solutions with a view of minimizing/eliminating downtimes.
- Assist in the maintenance of PABX and telephone network.
- Constantly monitor bandwidth utilization and ICT infrastructure security.
- Test hardware and software to ensure adherence to the set specifications as well as evaluating their efficiency, reliability and compatibility with the technological developments.
- Implement computer security measures and guidelines to safeguard information and databases against malicious or unauthorized access, modification, destruction and virus attacks.
- Create backup schedules for files and data, carry out the backups and test for effectiveness on a continuous basis.
- Schedule and carry out preventive maintenance of all ICT related equipment.
- Maintain ICT equipment inventory and hardware.
- Maintain corporate-wide messaging system for the Authority.

## **REQUIRED QUALIFICATIONS**

### **Education and knowledge**



- Bachelor's degree in Computer Science/Information Technology or related field; and
- Professional qualifications in database/system administration.

### **Experience**

- At least 3 years' experience in similar organization;
- Specialist knowledge in ICT support; and
- Experience in ICT hardware and software maintenance.

### **Skills and Competences**

- Technical IT skills
- Ability to communicate
- Ability to write reports
- Numeric Skills.

## **4. HUMAN RESOURCE AND ADMINISTRATION DEPARTMENT YOUNG PROFESSIONALS PROGRAMME - 5 Positions; Job reference CAK/8.10./2016**

The Authority runs a one (1) year Young Professionals Programme (YPP) to expose the participants to the **Competition Policy** and **law** management with the objective of motivating and thereof deepening interest and capacity in this field.

The Authority invites applications from suitably qualified applicants for the year 2017 programme.

### **REQUIRED QUALIFICATIONS**

Applicants must have a minimum of Master's Degree in Law or Economics or Business related course from a recognized University and must be below thirty (30) years of age.

The successful candidates will be under a one (1) year training programme and will be paid a monthly stipend. At the end of the programme, all the professionals will be



subjected to an interview for the purpose of issuance of a certificate. Successful professionals may be absorbed into the permanent workforce of the Authority depending on availability of a vacancy.

## **APPLICATION PROCESS**

If you possess the above qualifications, please write quoting the Job Reference and Title on both the application letter and envelope accompanied by an up-to-date curriculum vitae, indicating your current and expected remuneration and other benefits, academic and professional qualifications, work experience, your e-mail and telephone contacts. Your curriculum vitae should indicate names, phone numbers, postal and email addresses of at least two (2) referees who are familiar with your previous academic/work experience. Please attach copies of your educational, professional certificates, identity card or passport.

The applications should either be sent by post, e-mail, or hand delivered to the Authority's offices located at Kenya Railways HQs Block "D" Ground floor, to be received on or before 3rd November 2016 at 5 P.M. addressed to:

**The Director-General**  
Competition Authority of Kenya  
P O Box 36265 – 00200  
**NAIROBI.**

**Email to:** [recruitment2016@cak.go.ke](mailto:recruitment2016@cak.go.ke) For the first three positions and Email to: [YPP2017@cak.go.ke](mailto:YPP2017@cak.go.ke) for Young Professionals Programme.

CAK is "an Equal Opportunity Employer" Women, Youth and Persons living with Disability are encouraged to apply.

Canvassing of any form will lead to automatic disqualification. Only shortlisted applicants will be contacted;

**Please note that, applications without all the specified attachments will not be considered.**

