



ADVERTISEMENT FOR VACANT POSITIONS

Job Descriptions and Specifications

The Public Procurement Oversight Authority is established under the Public Procurement and Disposal Act, 2005. The Authority's mission is 'To facilitate access to procurement opportunities through enabling regulations that fosters value for money for national socio-economic development'. Towards this end, the Authority is seeking to recruit results oriented professionals to fill the following vacant positions.

I. Information & Communication Technology Officer II (Web Applications)); Ref: ICT/7/2015
(1 Position)

This position involves designing, developing, implementing and monitoring PPOA web applications including designing, implementing and maintaining web-based applications for PPOA use; developing and testing custom made applications/scripts and database structures; assisting in analyzing and developing requirements for web business applications; designing of use interface and making of flash banners; ensuring web security; updating web content; Web hosting using open source environment; awareness and knowledge of web accessibility/usability and security issues.

For appointment to this position, a candidate must have:

- i. At least three (3) years relevant experience in a similar position or its equivalent;
- ii. A bachelor's degree in information communication technology/computer science or a related field from a recognized institution;
- iii. Experience in web development or software programming;
- iv. Experience in graphics design;
- v. Experience in Adobe Collaboration Suite;
- vi. Knowledge and experience in web and database based technologies as well as hardware and operating systems including: perl, Python, NET, ASP.NET, XML, XSLT, PHP, FreeBSD, Apache, IIS, and CSS;
- vii. Experience in Content Management Tools and Workflow; and
- viii. Current Membership of a relevant professional body.

II. Internal Auditor I, IA/6/2014 (1 Position)

The position involves carrying out various internal audit assignments including preparing audit plans, programs and budgets; reviewing internal control systems; ensuring efficiency and effectiveness in financial and operating systems; periodic physical count and verifying PPOA's assets; and preparing audit reports to management and following up on actions taken.

Requirements For appointment

For appointment to this position, a candidate must have:

- i. At least three (3) years relevant experience in a similar position or its equivalent;
- ii. A bachelor's degree in accounting, finance or economics from a recognized institution;
- iii. A recognized professional qualification such as Certified Public Accountant (CPA (K) or its equivalent);
- iv. Current Membership to a relevant professional body; and
- v. Computer proficiency and ability to work with relevant software.

HOW TO APPLY

- (i). Each application should be accompanied by a copy of the National Identity Card/Passport, a completed PPOA Application for Employment Form, detailed curriculum vitae, copies of relevant academic and professional certificates, testimonials and other relevant supporting documents.
- (ii). All applications should be clearly marked "**Application for (indicate the position applied for)**", on the envelope.
- (iii). Interested applicants must meet the requirements of Chapter Six of the Kenya Constitution and in addition must, get **clearance** from the following bodies.
 - a) Kenya Revenue Authority;
 - b) Higher Education Loans Board;
 - c) Ethics and Anti-Corruption Commission; and
 - d) Criminal Investigation Department (Certificate of Good Conduct).

NOTE: Clearance from the above institutions will not be criteria for short listing of candidates. However, short listed candidates **will be required** to provide evidence of clearance during the interviews.

- (iv). All applications should be addressed as below and either be hand delivered at the reception desk on 11th floor or posted so as to be received **before 5.00 p.m. on 10th April, 2015.**

Director General
Public Procurement Oversight Authority
11th Floor, National Bank Building
P. O. Box 58535-00200,
NAIROBI

PPOA Application for Employment Form can be found on the PPOA website (www.ppoa.go.ke).

PPOA is an equal employment provider and all Kenyans in their diversity, **including persons living with disability are encouraged to apply.** We recognize that our strength lies in the diversity of our staff. Interested candidates are advised that canvassing will result in automatic disqualification.