

Manager, ICT Business Systems and Projects at National Transport and Safety Authority

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Job Description

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The National Transport and safety Authority was established through an Act of Parliament; Act Number 33 on 26th October . The objective of forming the Authority was to harmonize the operations of the key road transport departments and help in effectively managing the road transport sub-sector and minimizing loss of lives through road crashes. Vision: Efficient, Reliable and Safe Roads in Kenya Mission: To continually improve accessibility of Kenya's road transport system for all users. Core functions: The main functions of the Authority as outlined in section 4 of the NTSA Act;

REF NTSA/05//11

Key Duties and Responsibilities

Ensure the successful completion of all software projects and oversee the people performing work on the projects;

Coordinate installation, maintenance, updating and upgrading of the Authority's software;

Ensure effective administration of the Enterprise Resource Planning (ERP) system;

Drive innovation and streamline overall testing processes;

Work with business units in the key service sectors of the organization to optimize the benefit of the approved corporate applications to the workforce;

Learn and understand how the corporate applications work and suggest functionality and process changes to improve efficiency;

Coordinate development of work instructions for the use of corporate applications in consultation with business units;

Coordinate design and delivery of training packages across the organization in the use of corporate applications, and their practical use as part of the broader job role;

Proactively analyze existing operational procedures and recommend/specify/implement approved changes to maintain/improve efficiency;

Coordinate assessment and implementation of software enhancements to ensure the full functionality and benefits of the application are realized;

Work closely with systems support staff where software problems or required changes are identified and participate in the testing of software upgrades and modifications;

Coordinate ongoing support to users requiring assistance with business applications;

Coordinate Preparation, Management and monitoring of the division budgets;

Coordinate divisional performance management;

Coordinate implementation of ICT policies, procedures, and best practices;

Plan, direct, coordinate and design ICT-related activities, as well as provide administrative direction and support for daily operational activities of the division;

Coordinate implementation of annual work programmes in line with the ICT Strategic plan; and

Participate in the development and implementation of ICT policies, procedures, and best practices.

Qualifications, Skills & Experience

Bachelor's degree in Computer Science, Information Communication Technology, Electronics Engineering or its equivalent qualification from a recognized institution;

Master's Degree in Computer Science, Information Communication Technology,

Electronics Engineering or its equivalent qualification from a recognized institution will be an added advantage;

Certification in Microsoft Certified Solutions Expert (MCSE), (MCITP), PMI Agile Certified Practitioner (PMI-ACP), Oracle Certified Professional (OCP), Oracle (OCP, OCM, OCE)/ ITIL, Linux/Unix Administration or equivalent qualification;

At least ten years relevant work experience, three of which must have been at a middle management position in a large organization;

Attended a Management Course lasting not less than four weeks from a recognized institution;

Experience in Project Management;

Experience in negotiating large contracts and services;

Strong communication / customer service skills to resolve problems with stakeholders/users/vendors; and

Demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organization and management of ICT.

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