



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/01/08/2008**

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/02/08/2008**

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/03/08/2008**

### **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/04/08/2008

##### **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. CHANGE CONTROL COORDINATOR

JOB REFERENCE NUMBER: CBK/05/08/2008

This is a position within the Information Security and Change Management section in MIS Division, supporting change Management .The incumbent will be responsible for designing, overseeing implementation, enforcing standardized methods and procedures for efficient, effective and prompt management of IT change. Candidates should have demonstrated experience of implementing and managing ITIL compliant change management processes / functions; have considerable knowledge of ITIL Change Management; be an experienced IT professional.

##### **Key Roles and Responsibilities**

- Manage the day to day running of all change management and related processes.
- Put in place and manage the running of audits, etc. to detect instances of unauthorized changes to the production environment.
- Develop and Maintain a configuration database for critical IT components.

- Manage the use and administration of change management tools.
- Follow up on approval for changes of all types ranging from business as usual standard requests to large IT projects.
- Record, analyze and report on past and upcoming changes and advice on inherent risks.
- Assess the impact, cost, benefit and risk of proposed Changes.
- Document and maintain end User work procedures and training materials related to Change Management
- Assist in management of day to day running of BCP (business continuity planning)/Backup tests and ensure that the changes therein do not expose the bank to risks.
- Follow up on implementation of audit recommendations.
- Conduct basic Network, applications security tests and risk assessments.
- Follow up on documentation of BCP procedures and guide on the same.
- Maintain documentation of Changes and BCP related activities.
- Ensure all changes have been evaluated for impact and risk, inter-dependencies, testing and communicated to stakeholders as appropriate.
- Review change schedules for compliance to maintenance windows, impacts to clients and coordinate as required.
- Promote change management policies and procedures to all levels of organization.
- Participate in project management of large scale change activity, i.e. application upgrades, hardware/software patch cycles, annual events (time changes, annual enrollment, etc.).

### **Minimum Requirements**

- Age 30 years and below
- A degree in computer Science, IT and related field.
- Knowledge / Experience with COBIT and/or ITIL a plus - CISA certification an advantage.
- Working knowledge of end to end and Change Management Cycle.
- Proficiency with various software applications programs including Microsoft Word, Excel and Project.
- 3 years experience in IT project management, Change Management or Information Security.
- Experience in a busy IT environment.

## **6. SUPPORT ANALYST /SERVICE DESK ASSISTANT**

**JOB REFERENCE NUMBER: CBK/06/08/2008**

### **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.

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 -2008 found at [www.centralbank.go.ke](http://www.centralbank.go.ke) and send it to:

**Director Human Resources & Services**  
**P.O. Box 60000-00200**  
**NAIROBI**

So as to be received on or before September 12, 2008

**Note:**

- **Applications received after deadline will not be considered.**
- **Only short listed candidates will be contacted.**
- **Canvassing, either directly or indirectly, will result in automatic disqualification of the affected applicant**

*Central Bank is an equal opportunity employer which strives to achieve overall balance in its staffing patterns.*