



ADVERTISEMENT FOR THE POSITION OF ICT & DATABASE ASSISTANT

KenGen Staff Retirement Benefits Scheme seeks to recruit a professional, a highly motivated and result oriented individual to fill the post of **ICT & Database Assistant**.

Applications are therefore invited from qualified persons to fill the vacancy as per the matrix below:

No.	Job Title	No. of Vacancies
1.	ICT & Database Assistant	1

Purpose of the Job

The position is responsible for securing the Scheme's ICT Systems through continuous risk assessment and development of risk mitigation mechanism.

Main Duties and Responsibilities

The duties and responsibilities are:

I. Operational Roles and Responsibilities

- a) Work with the Senior ICT Officer to develop plans for improving information security.
- b) Creating information security strategies, both short-term and long-range, in support of the Scheme's goals.
- c) Implement the IT strategy.
- d) Conduct a continuous assessment of current IT security practices and systems and identify areas for improvement.
- e) Run periodic security audits and risk assessments.
- f) Deliver new security technology approaches and implementing next-generation solutions.
- g) Carry out technical vulnerability assessments of IT systems and processes.
- h) Identify potential vulnerabilities and make recommendations to control any risks identified and ensure they are implemented.
- i) Respond rapidly and effectively to IT security incidents, managing them in a professional manner including computer forensics for evidence gathering and page preservation.
- j) Coordinate of regular Information Security Reviews in the Scheme and conducting.
- k) Assessment of departmental systems, processes and infrastructure and making recommendations to minimize risks identified.
- l) Work closely with the Senior ICT and Database Officer to ensure that the Scheme's policies and procedures for Information Security are effectively are adhered to.
- m) Ensure the Scheme's website and social media platforms are up to date.

- n) Provide high-quality Information Security guidance documentation and training.
- o) Liaise with external security agencies where required and ensure that any information requested is provided on a timely and secure basis.
- p) Keep up to date with security trends, threats and control measures.
- q) Liaise with Cyber Crime Unit in the National Police service when the need arises.
- r) Promote security awareness by developing and implementing a security awareness and training programme.
- s) Investigate suspected and actual security incidents in accordance with the security incident management standard, produce reports with recommendations and ensure any remedial action is taken.
- t) Collaborate with internal stakeholders to develop relationships to help promote and improve information security and provide security advice on procurements, projects and new initiatives as required.
- u) Provide input to the wider development of the information governance strategy and business planning process.
- v) Maintain currency with emerging security trends, risks, new guidance or standards (internal and external) and security-enhancing technologies other responsibilities.
- w) Ensure installation of servers and systems are done as per required ICT standards, policies and procedures.
- x) Liaise with ICT service providers to ensure deliverables are achieved as required and that all ICT licenses are up to date and valid.
- y) Provide first- and second-line functional support for the ERP system by assisting users across departments, resolving system issues and escalating complex incidents to vendors while ensuring timely resolution in line with SLAs.
- z) Support ERP system optimization by assisting in configuration, managing user access, conducting user training, and gathering user requirements to recommend enhancements and improve business processes.

Key Result Areas:

The job holder's accountability areas are outlined as follows;

- ICT Risk mitigation
- Submission of accurate, timely and relevant reports
- Continuous process improvement of services through efficient working
- Enforcement of relevant guidelines, rules and regulations
- Ensure customer satisfaction for the consumers of the services offered by the department
- Efficient execution of work processes as assigned

Knowledge and Skills Required:

The job holder must possess;

- A Bachelor's Degree in IT/Computer Science, Software Engineering or equivalent from a recognized university.
- A minimum of three (3) years working experience in IT.
- Professional Certification in Microsoft Certified: Dynamics 365 Business Central. Functional Consultant Associate, MCSA, CCNA, CISSP, CISA, CEH, ITIL, PRINCE or any other relevant IT professional certifications.
- Practical knowledge of servers, infrastructure, networking, database administration

- and Information Technology Infrastructure Library (ITIL).
- Understanding of the Scheme's business and operational processes including potential sources of cybersecurity risks.
 - Excellent communication & interpersonal skills.
 - Thorough understanding of social media and web analytics.
 - Excellent organizational and multi-tasking skills.
 - Ability to work independently with minimum supervision.

How to Apply

Interested and qualified candidates are advised to visit the Scheme's website for detailed job description for the role at <https://kengensrbs.co.ke/about-us/careers> .

Interested candidates for the above opportunity should apply online by filling in the application form from the following link:

- [**ICT & Database Assistant Application Form**](#)

The application form **MUST** be filled in full. In addition, applicants should upload their National ID, application letter, detailed curriculum vitae including addresses of **three referees**, copies of academic and professional certificates and relevant testimonials on the application form.

The deadline for submission of all applications is on or before **22nd April 2026** by **5.00pm**.

Canvassing will lead to disqualification. Only shortlisted candidates will be contacted.

**CEO & Trust Secretary
KenGen SRBS
P.O. Box 47936 - 00100
Nairobi**