

EXCITING SHORT-TERM CONTRACT JOB OPPORTUNITIES AT KDC

Kenya Development Corporation (KDC), is a premier Development Finance Institution (DFI) mandated to promote sustainable socio-economic development by providing development finance, infrastructure finance, business support and advisory services to medium and large-scale industries, infrastructure projects and commercial undertakings in target sectors in Kenya and elsewhere.

KDC is currently offering short-term contract opportunities for motivated and skilled individuals who are eager to make a meaningful impact. These positions are ideal for those looking to contribute their expertise to key development projects while gaining valuable experience in a dynamic, results-driven environment.

KDC therefore invites applications from qualified professionals for six-months short-term contracts for the following positions: -

1. SENIOR INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT (SYSTEM DEVELOPMENT), KDC GRADE 7 (1 post)

a) Job Specification

Duties and responsibilities

- i. Developing documentation of business systems according to user requirements and specifications;
- ii. Installing and configuring business systems and solutions;
- iii. Support automation of manual business processes;
- iv. Maintaining application systems by identifying and fixing software bugs;
- v. Providing end user support and training users on effective and efficient use of ICT facilities;
- vi. Installing, configuring and monitoring Local Area Network components;
- vii. Administering and managing users in the Active Directory, e-mail server and User applications;
- viii. Maintaining an up-to-date ICT equipment register and issuance register;
- ix. Updating and maintaining the KDC website; and
- x. Ensuring Business continuity by performing regular data and application backups.
- xi. Design, customize and maintain Microsoft Dynamics Navision while providing technical support and optimizing system performance;
- xii. Monitoring the use of ICT hardware and reporting any faults for further action.

b) Person Specification

For appointment to this grade an officer must have at least: -

- i. Diploma in Computer Science, Information Technology, Information Communication Technology, Software Engineering, Business IT or equivalent from a recognized institution.
- ii. Cumulative service period of five (5) years relevant work experience, three (3) of which should be at the grade of Senior ICT Assistant or in comparable position
- iii. Supervisory skills course lasting not less than two (2) weeks from a recognized institution
- iv. Certification in Microsoft Dynamics Nav/Business Central
- v. At least any one (1) certifications from relevant professional bodies in either Microsoft Certified IT Professional (MCITP), CISA, CISM, CGEIT or other equivalent qualifications from a recognized institution.
- vi. Shown merit and ability as reflected in work performance and results
- vii. Membership to an equivalent ICT professional body.

2. INFORMATION COMMUNICATION TECHNOLOGY OFFICER (NETWORK & CYBERSECURITY), KDC GRADE 6

(a) Job Specification

Duties and Responsibilities

- i. Implementing an effective QMS in the department;
- ii. Drafting and implementing ICT maintenance schedules;
- iii. Supporting in the process of receiving, installing, configuration, certification of new or upgrading of the ICT Systems and equipment;
- iv. Monitoring the detection and reporting on ICT equipment performance;
- v. Drafting and implementing risk register in the section;
- vi. Drafting data backup schedules;
- vii. Updating the corporate database and website;
- viii. Implementing ICT work plans, procurement plans and budgets for the section;
- ix. Drafting and submitting hardware/software specifications to inform the procurement of ICT goods and services;
- x. Installing, configuring and maintaining hardware and software systems;
- xi. Configuring local and wide area networks and telecommunication facilities;
- xii. Managing the Active Directory and e-mail system;
- xiii. Installing, configuring and maintaining telephone lines/extensions;
- xiv. Updating inventory of ICT equipment;
- xv. Implementing and monitoring the firewall policies and rules;
- xvi. Maintaining interfaces between various ICT systems;
- xvii. Drafting quarterly progress reports on ICT activities;
- xviii. Controlling access to network and server room;
- xix. Monitoring network traffic and ensure adequate speed and capacity are met;
- xx. Installing and configuring assorted software documentation of configuration systems; troubleshooting any reported system problem;
- xxi. Assisting in staff awareness on technological changes and emerging cyber security risks;
- xxii. Developing documentation of computer programs according to instructions and specifications;
- xxiii. Providing end user support and training users on effective and efficient use of ICT facilities;
- xxiv. Administering and managing users in the active directory, e-mail server and User applications;
- xxv. Maintaining an up-to-date ICT equipment register and issuance register;
- xxvi. Updating and maintaining the KDC website; and
- xxvii. Ensuring business continuity by performing regular data and application.

(b) Person Specification

For appointment to this grade, a candidate must have: -

- i. Bachelor's degree in any of the following disciplines: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or their equivalent qualification from a recognized institution;
- ii. Cumulative service period of six (6) years relevant work experience, three (3) of which must have been in the grade of ICT Officer I or in a comparable position;
- iii. At least any one (1) certifications from relevant professional bodies in either CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSA, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP), CISA, CISM, CGEIT or other equivalent qualifications from a recognized institution
- iv. Membership to a relevant professional body in good standing where applicable; and
- v. Shown merit and ability as reflected in work performance results.

3. SENIOR ASSISTANT OFFICE ADMINISTRATOR, JOB GRADE - KDC 7

a) Job Specifications

Duties and responsibilities

- i. Ensuring security of office equipment, documents and records;
- ii. Recording dictation in shorthand and transcribing in typewritten form; processing data and managing e-office;
- iii. Planning and organizing meetings, workshop/conferences and seminars; operating office equipment;
- iv. Responding to correspondences; attending to visitors/clients; handling telephone calls, enquiries and appointments;
- v. Handling protocols and confirming travel itineraries; and managing office petty cash.
- vi. Guiding and supervising lower secretarial personnel.

b) Person Specifications

For appointment to this grade a candidate must have at least: -

- i. Diploma in Secretarial Studies, Office Management, Business Administration or any other relevant field from a recognized institution;
- ii. Cumulative service period of six (6) years relevant work experience, three (3) years of which should have been at the grade of Assistant Office Administrator or in a comparable and relevant position;
- iii. Been registered to a relevant professional body and in good standing;
- iv. Proficiency in computer applications; and
- v. Shown merit and ability as reflected in work performance and results.

APPLICATION GUIDELINES

Interested candidates who meet the above requirements are requested to submit application letter, detailed CV including at least three referees, copies of academic and professional certificates, testimonials and a copy of their Kenya National ID.



Applications should be addressed to:-

**The Director General
Kenya Development Corporation
P.o Box 12665-00100
Nairobi.**

Email careers@kdc.go.ke.

The applications should be received by **15th April 2026**. **Only applications submitted via email will be considered.** Only shortlisted candidates will be contacted.

Kenya Development Corporation is an equal opportunity employer and is committed to implementing the provisions of the Constitution - Chapter 232 (1). Women, Persons Living with disabilities, the Marginalized and the Minority groups are encouraged to Apply.

Canvassing in any form will lead to automatic disqualification
