



## NATIONAL LAND COMMISSION

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P.O BOX 44417-00100  
NAIROBI

### CALL FOR APPLICATIONS FOR THE ADVERTISED VACANT POSITIONS

National Land Commission (NLC) is an Independent Constitutional Commission established under Article 67 of the Constitution of Kenya, 2010 and operationalized by the National Land Commission (NLC) Act, 2012, the Land Act, 2012 and the Land Registration Act, 2012. The broad mandates of the Commission are inter-alia to; manage public land on behalf of the National & County Governments, recommend a National Land Policy to the National Government, advise the National Government on a Comprehensive program for the registration of Land throughout Kenya, conduct research related to land & the use of natural resources & make recommendations to appropriate authorities and initiate investigations on its own initiative or on a complaint into present or historical land injustices & recommend appropriate redress. Pursuant to Article 252 1(c) of the Constitution of Kenya 2010 and National Land Commission Act of 2012 section 22 which provides that the Commission shall have the power to appoint its own staff, the Commission invites applications from suitable candidates for the following vacant positions:

#### 1. INFORMATION AND COMMUNICATION TECHNOLOGY DEPARTMENT

##### (a) ICT Officer (Grade NLC 7) – Two (2) Posts

##### Terms of Appointment

The appointment will be on a Permanent and Pensionable terms.

##### Personal Emolument for the position of ICT Officer

Basic Salary Scale	:	Kshs Min 40,000 – Max 70,000 Per month
House Allowance	:	Kshs. 16,500 Per month
Commuter Allowance	:	Kshs. 10,000 Per month
Leave Allowance	:	Kshs. 15,000 Per annum
Medical Cover	:	As provided by the Commission

**Job purpose:**

The Information Communication Technology Officer will report to Senior Information Communication Technology Officer and will be deployed in any of the following areas: System Administration, Webmaster/Graphic Design, Systems Development, Database Analysis, Network Administration or System Security

**Duties and Responsibilities:**

1. Provide end user support and maintain entire database servers to meet the needs of the enterprise.
2. Coding, testing and deployment of applications.
3. Write APIs and service interface used by other developers.
4. Integration of systems, databases and applications.
5. Maintain and administer database server security accounts.
6. Support integration of data and data driven processes among various.
7. Provide a point of escalation for troubleshooting and defect and enhancement reporting for the commission's products and services.
8. Diagnose and resolve client system configuration issues.
9. Develop, design and propose solutions to meet technological needs for users.
10. Monitor, improve and update applications and performance of the website in terms of web maintenance.
11. Post, format and manage content using online content management system.
12. Recommend immediate and permanent problem remediation strategies leveraging the IT service operations.

**Job Competencies (Knowledge, Experience and Attributes / Skills):****Academic Qualifications;**

Bachelor's degree in Computer Science/Information Technology, Computer Engineering, Software Engineering, Business & Information Technology or Information and Communication Technology from a recognized institution;

**Professional Qualifications / Membership to professional bodies.**

1. Certifications in any of the following; CCNA, Database Administration or Software Development from recognised learning institutions.
2. Membership to an IT professional body certificate.
3. Working knowledge/experience with MS SQL and Oracle databases.
4. Experience in software development with PHP, Python, Java and C+.
5. Knowledge of data processing, hardware platforms, and enterprise software applications.

**Applicants must possess level of knowledge and skills in the following areas;**

1. Knowledge and understanding of information communication technology processing, systems, concepts, methodologies and current trends in IT
2. Analytical Skills
3. Communication Skills

4. Team leadership skills
5. Problem solving skills
6. Presentation skills

#### **MODE OF APPLICATION:**

1. Job applicants should attach all requisite academic and professional certificates to the application form which is to be downloaded from the Commission website.
2. Details of academic and professional certificates not obtained by closure of the advert will not be accepted.
3. Shortlisted candidates shall be required to produce originals of their National Identity card, academic & professional certificates, transcripts and testimonials during interviews. Please note that it's a criminal offence to present unauthentic certificates.

#### **If you possess or meet the above qualifications, please send;**

Your application letter together with detailed Curriculum Vitae including names of three referees and their full contacts (Name, Post Office Box number, email address, and day time telephone/mobile phone contacts)

Visit our **website [www.landcommission.go.ke](http://www.landcommission.go.ke)** for instructions on how to apply and to download employment application form. Applicants **MUST apply both online and submit hard copies** of their application.

In case you do not hear from us, please consider yourself unsuccessful.

Please note that canvassing for this position will lead to automatic disqualification.

#### **Note:**

Upon granting an offer of employment, a successful candidate **MUST** present and satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing copies of the following documents;

1. A valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
2. A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI).
3. A valid Clearance Certificate from the Higher Education Loans Board (HELB).
4. A valid Clearance Certificate from an approved Credit Reference Bureau (CRB).
5. A valid Clearance form from the Ethics and Anti-Corruption Commission (EACC).

Applications should reach the office of the Secretary/CEO, National Land Commission by **18<sup>th</sup> October, 2022 on/or before 5.00pm.**

**The National Land Commission is an equal opportunity employer. Women, people from marginalized areas and Persons living with disabilities are encouraged to apply.**

All hardcopy application should be submitted to:

***The Secretary/CEO  
National Land Commission  
2<sup>nd</sup> Ngong Road Avenue,  
316 UpperHill Chambers Building,  
19<sup>th</sup> Floor, P.O Box 44417-00100,  
NAIROBI.***