



ICT Officer I

Reference NGCDF/ADV/2026/001 · Permanent and pensionable · NGCDF 7 · Officer I ·
Headquarters, Nairobi · 1 post

Closing date: 03 Nov 2026, 5:00 PM

Job purpose

Supports the Board in delivering its mandate through reliable, secure and efficient services.

Duties and responsibilities

- Maintain the Board's network, servers and end-user devices
- Support users at headquarters and NSC offices
- Implement ICT security controls and backups
- Prepare reports on ICT service levels

Requirements for appointment

To qualify for appointment, applicants must:

- Bachelor's degree in Computer Science, IT or a related field
- At least three years of relevant work experience

Integrity in line with Chapter Six of the Constitution, strong analytical and communication skills, and the ability to work under pressure.

Terms of service

Terms of service: Permanent and pensionable

Job group: NGCDF 7 · Officer I

Salary scale: KES 98,000 to KES 140,000 per month

Station: Headquarters, Nairobi

Number of posts: 1

How to apply

Apply online at <https://jobs.ngcdf.go.ke>. Register, complete your profile, attach the required documents and submit your application before the closing date and time. You may amend or withdraw your application until the advert closes. Late, incomplete or emailed applications



will not be considered.

Only shortlisted candidates will be contacted for interviews. At the interview, shortlisted candidates will present original certificates and their national ID. Statutory clearances are requested only from the candidate being considered for appointment.

Free of charge. Applying is free. The Board does not charge any fee at any stage of recruitment and does not use agents.

Canvassing. Canvassing in any form will lead to automatic disqualification.

Fraud warning. Beware of fraudsters. The Board communicates only through this portal, official email addresses ending in @ngcdf.go.ke and the SMS sender ID NG-CDF. Report any request for money to the Board.

Equal opportunity. The NG-CDF Board is an equal opportunity employer. Women, persons with disabilities and members of marginalised and minority communities who meet the requirements are strongly encouraged to apply.

False information. Giving false or misleading information, or forged documents, disqualifies an application and is an offence. An appointment obtained this way will be revoked.