



## **NORTHERN CORRIDOR TRANSIT AND TRANSPORT COORDINATION AUTHORITY**

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### **VACANCY ANNOUNCEMENT**

#### **1.0 Overview of the Organisation**

The Northern Corridor Transit and Transport Coordination Authority (NCTTCA) is a Regional Inter-Governmental Institution composed of six (06) Member States of Burundi, DR Congo, Kenya, Rwanda, South Sudan and Uganda. The objective is to monitor the Corridor Performance and transform the Northern Corridor into a Development Corridor, making it seamless, efficient and smart. The Northern Corridor's Permanent Secretariat is based in Mombasa, Republic of Kenya.

A vacancy has arisen at the Permanent Secretariat of the NCTTCA as specified below:

<b>2.0 Job Title:</b>	<b>ICT SPECIALIST</b>
<b>Salary Grade:</b>	P3
<b>Reports to:</b>	Executive Secretary.
<b>Contract Duration:</b>	Four (4) Years renewable twice.
<b>Job Location:</b>	Mombasa, Republic of Kenya.

#### **2.1 Job Purpose**

Responsible to the Executive Secretary for planning, developing and managing information services that will provide appropriate and timely information of the Organisation.

#### **2.2 Duties & Responsibilities**

- i. Develop and implements a variety of information programmes and systems which respond to the needs of NCTTCA in the areas of process automation, record-keeping, statistical reporting, database and undertaking operations such as the management of personnel records, payment of salary and allowances, stock and inventory management, and electronic connectivity.
- ii. Establish and maintain information systems at the Secretariat for collection and dissemination of transport related information.
- iii. Propose ICT strategy for the purpose of tracking movements of vehicles and cargo.
- iv. Advise on harmonizing ICT policies relating to transit traffic.
- v. Develop database, ensures security of data, network access and backup systems and ensure that the data hosting provider is reliable and safe.
- vi. Develop a LAN/WAN operating system for NCTTCA.

- vii. Assist in developing web site for exchange of simple information on ship movements, news, policy changes, new requirements, new regulations and formalities.
- viii. Develop and maintain internet and intranet website and assist content providers in converting documents to web format in the web server.
- ix. Ensure that the NCTTCA staff in general, the administration and finance in particular, have timely access to accurate data and information relevant to, and necessary for, the performance of their functions.
- x. Serve as the technical advisor to the Executive Secretary on issues pertaining to the automation of human resource, procurement and supply, travel and protocol services, network administration, as well as the acquisition of appropriate hard and software.
- xi. Carry out any day-to-day hardware and software maintenance of computer equipment and peripherals and;
- xii. Carry out other duties that may be assigned by the Executive Secretary.

### **2.3 Qualifications and Experience**

The ideal candidate for the Northern Corridor Transport and Transit Coordination Authority (NCTTCA), ICT Specialist job opportunity must:

- i. Hold a Master's of Science Degree in Information Science and Technology, Computer Engineering or Computerscience and a BSc Degree in Information Technology, Computer Engineering or Computer Science from a recognized University is a must.
- ii. Have a combined national, regional and/or international experience in the field of information technology computer science of not less than five (5) years of which three (3) is at senior level in either Public Institution or in any other Internationally recognized Institution.

### **3.0 Key Skills & Competencies**

- i. Knowledge of ethical, social and legal issues related to information systems.
- ii. Considerable experience with setting up information systems and networked applications and office automation systems.
- iii. Ability to resolve basic hardware/software installation and make minor adjustments to equipment and retrieve information from data bases.
- iv. Demonstrated ability to keep abreast of ICT developments using through continuous professional development.
- v. Analytical and communication skills.
- vi. Ability to accurately process information.
- vii. Supervisory, customer care, research and team building skills.
- viii. Ability to work harmoniously with people of different nationalities and cultural backgrounds.
- ix. High professional integrity and ethical conduct.
- x. Self-motivated, able to meet deadlines, and results-oriented.
- xi. Leadership skills and ability to work in a multi-cultural environment.

### **4.0 Language Proficiency**

English and French proficiency, working knowledge of either language is desirable. Having working knowledge of both languages is an added advantage.

## **5.0 Eligibility Criteria**

- i. Minimum age of 25 and maximum age of 45 years at the time of recruitment.
- ii. Appointment terms are 4-year fixed-term contract renewable twice only;
- iii. The post is open to Uganda and DRC Nationals only;
- iv. Females qualified candidates are encouraged to apply.

## **6.0 Job Benefits:**

The established post offers attractive fringe benefits including education allowance, a medical scheme and insurance cover among others.

## **7.0 How to Apply:**

All suitably qualified and interested candidates in DRC and Uganda are advised to send their applications, detailed curriculum vitae, photocopies of academic certificates, names and contact details of three (3) referees, and a copy of National Identity Card or Passport showing the date of birth. In addition, applicants are required to provide details of at least three referees (not friends), one of whom should be most recent Supervisor. Please quote the job title on both the application letter and the envelope. For electronic submissions, please quote the respective Job title on the subject of the email and forward to the address given below:

### **NB:**

Please submit your application either electronically or in hard copy but not both.

Applications which do not: indicate nationality and age; the job title; an application letter attached; have certified copies of their academic degrees and other professional certificates; or fail to provide three referees shall be disqualified.

- a. **Applicants from the Democratic Republic of Congo (DRC) should address their applications to:**

**Le Coordonnateur,  
Cellule d'Appui et de Suivi des programmes Régionaux et des activités des corridors des transports (CEPCOR) ;  
Ministère des transports, Voies de communication et désenclavement.  
Avenue Luambo Makiadi (Ex. BOKASA), Rez de chaussée,  
Immeuble BOTOUR, Complexe commerciale OGEFREM  
Kinshasa-Gombe, République Démocratique du Congo.  
E-mail: [cepcor.rdc2015@gmail.com](mailto:cepcor.rdc2015@gmail.com)**

- b. **Applicants from the Republic of Uganda should address their applications to:**

**Permanent Secretary, Ministry of Works and Transport  
Plot 57-59, Jinja Road  
P.o.Box: 7174, Kampala, Republic of Uganda.  
E-mail : [mowt@works.go.ug](mailto:mowt@works.go.ug)**

**Deadline for submission of applications is 24<sup>th</sup> February 2023 at 05:00pm East African Standard Time.**

### **8.0 Short-listing and recruitment of applicants**

Applicants that will best meet the criteria for the job will be short-listed and their names submitted the Executive Committee of the NCTTCA for interview and ultimate recruitment by the NCTTCA Secretariat. Files submitted for application shall not be claimed for return to applicants.

### **9.0 Notification to successful applicants**

Applicants that are short-listed shall be notified of the same via e-mail and shall be advised of the date of interview for recruitment, as well as the logistics thereto related.