

Job Title	Director Management Information System and Communication
Grade	NSDCC 2
Corporation/Organization	The National Syndemic Diseases Control Council (NSDCC)
Directorate	Management Information System and Communication
Department	N/A
Section / Unit	N/A
Location / Workstation	Head Office, Nairobi
Reporting Relationships	
Reports to	Chief Executive Officer
Direct Reports	<ol style="list-style-type: none"> 1) Deputy Director, Digital Systems Management 2) Deputy Director, Information & Communication Technology Support. 3) Deputy Director, Communication
Indirect Reports	<ol style="list-style-type: none"> 1) Senior Principal ICT Officer- Digital Systems Management 2) Senior Principal ICT Officer-Support 3) Senior Principal Communication Officer
Job Purpose	
To Provide strategic leadership in the management of information and telecommunications systems, branding and development of communication and marketing strategies, policies and plans to ensure that NSDCC leverages on technology for efficient and effective delivery of services.	
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none"> (i) Initiating and overseeing the development, formulation, and implementation the Council's systems security, information communication technology policies, standards, and strategies; (ii) Developing and overseeing the implementation of communication and marketing strategies, policies and plans to ensure efficient use of technology for efficient and effective delivery of service; (iii) Developing information systems including design, evaluation, or selection of database structures, interfaces, networking, and technology; (iv) Developing and implementing the Council's corporate image and identity; (v) Producing and distributing corporate publications for both internal and external circulations; (vi) Drafting speeches and technical briefs, creating web and media content; (vii) Maintaining media contacts and relations; (viii) Organizing and facilitating public relations activities and events; (ix) Evaluating advertising and promotional programs for compatibility with public relations policies; 	

- (x) Providing guidance on the Council's protocol and hierarchy speaking in public functions;
- (xi) Overseeing the design of information systems including design, evaluation, or selection of database structures, interfaces, networking, and technology;
- (xii) Overseeing the management of call centre;
- (xiii) Overseeing the management, security, design, update, modification and improvement of management information and digital resources, including maintenance of the integrity, quality, correctness of the data and operating systems;
- (xiv) Advising on appropriate new and emerging technologies and innovations to leverage on the advantages of technology;
- (xv) Spearheading the design and selection of integrated and centralized programme management system and infrastructure that supports the Council's digital roadmap;
- (xvi) Leading the assessment of the information technology requirements of the various functional areas of the Council
- (xvii) Overseeing the establishment of information technology roadmaps to support the goals and objectives of the Council;
- (xviii) Ensuring that information systems network and infrastructure operate within the existing legal framework;
- (xix) Initiating and leading the development and implementation of security measures that are necessary to protect confidential information from unauthorized use, modification, loss, or release;
- (xx) Guiding the implementation and maintenance of integrated syndemic diseases programs management system;
- (xxi) Overseeing the development and maintenance of the Council's Enterprise Resource Applications, including MS SharePoint, Oracle, MS SQL databases, in-house and other customized applications;
- (xxii) Guiding the modernization, optimization of functions of e-platforms to seamlessly support the operational functions of the Council including finance, procurement, administration, monitoring and evaluation, digital media, and others;
- (xxiii) Spearheading the monitoring of virtualization of hardware, software and data back-up technologies in the Council;
- (xxiv) Leading the implementation of effective and efficient security measures that ensure network, systems, and data security and recovery from internal and external security threats;
- (xxv) Coordinating establishment of system safeguards and conducting cyber security preparedness tests;
- (xxvi) Coordinating security protections commensurate with the risk and magnitude of the harm resulting from unauthorized access, use, disclosure, disruption, modification, or destruction of information collected or maintained by or on behalf of the Council;
- (xxvii) Spearheading the development of system security requirements for the various systems at acquisition/development and carry out security tests on the systems before deployments;

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

- (i) Bachelor's degree in Information Technology, Information Systems, Computer Science, Communication, Business IT, Software Engineering, ICT Project

<p>Management, Computer Engineering, Communication Development or any other relevant and equivalent qualification from a recognized Institution;</p> <p>(ii) Master's Degree in Information Technology, Information Systems, Computer Science, Communication, Business IT, Software Engineering, ICT Project Management, Computer Engineering, Communication Development or any other relevant and equivalent qualification from a recognized Institution;</p> <p>(iii) Good knowledge of media production including radio and TV, systems design, programming languages, and development tools such as Visual Basic, C++, Java, MS-Access, MS-SQL Server, MySQL, or other relevant programming languages;</p>
<p>Professional Qualifications / Membership to professional bodies</p>
<p>1) Professional qualifications and membership where applicable;</p> <p>2) Leadership course lasting not less than four (4) from a recognized institution; and fulfilled the requirements of Chapter Six (6) of the Constitution.</p>
<p>Previous relevant work experience required.</p>
<p>(i) At least twelve (12) years of working experience, of which five (5) should have been in a management or leadership position;</p>
<p>Key competencies</p>
<p>(i) Proficiency in computer applications, software or communication systems;</p> <p>(ii) Strong Communication Skills;</p> <p>(iii) Strategic and innovative thinking;</p> <p>(iv) Ability to work in a team;</p> <p>(v) Good oral and written communication skills;</p> <p>(vi) Demonstrable leadership skills;</p> <p>(vii) Strong interpersonal skills; and</p> <p>(viii) Well versed in prevailing and emerging technologies</p>