



KENYA MARITIME AUTHORITY

Job Title	Head of Maritime Safety
Grade	KMAG 2
Corporation	Kenya Maritime Authority
Department	Maritime Safety
Location / Work Station	KMA Head Office, Mombasa

Reporting Relationships

Reports to	Director General Registrar of ships, Registrar of seafarers,
Direct Reports	Chief Marine Surveyor, Chief receiver of wrecks, Manager, RMRCC
Indirect Reports	All other Maritime Safety Department staff

Job Purpose

Responsible for the implementation of the provisions of the Merchant Shipping Act, KMA Act , relevant national legislation/policies/directives and International Conventions, in relation to maritime safety, security and protection of the marine environment

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

- 1) Overseeing the implementation of international requirements through development of a national framework to ensure maritime safety in Kenyan waters.
- 2) Liaising with maritime organizations/institutions such as IACS, IMO and ILO on matters of common interest;
- 3) Protection of marine environment.
- 4) Coordinate search and rescue services
- 5) Development and implementation of Maritime Safety standards

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- 6) Registration of vessels and seafarers
 - 7) Ensure standardised Maritime Education and Training in Kenya
 - 8) Overseeing the Receipt of wrecks and matters related to marine casualties
 - 9) Effective and efficient management of human resource in the directorate
 - 10) Preparation and submission of monthly, quarterly and annual reports for the department
 - 11) Preparation and submission of reports required by international maritime organisation including IMO Member State Audit Scheme (IMSAS)
 - 12) Update and revise any relevant policies adopted, as necessary in the maritime department
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II. Operational Responsibilities / Tasks

1. To advise the Director General on maritime safety, security and marine environment issues
 2. Responding to enquiries on various matters from ship-owners, seafarers, Government Agencies and individuals on maritime affairs;
 3. Ensuring the departmental activities align to the Authority's strategic plan
 4. Implementing the Authority's resolutions in matters pertaining to maritime safety, security and environmental protection;
 5. To liaise with recognized maritime organizations and ship owners/managers in order to ensure effective implementation of international standards and carry out such investigations, audits, or inspections as deemed necessary.
 6. Prepare draft Board and management papers for approval
 7. Participate in the recruitment of staff within the department
 8. Participate in the development and review of the Authority's strategic plan
 9. Respond to enquiries on various matters from ship-owners, seafarers, Ministry of Transport, Government Agencies and individuals in maritime industry;
 10. Visit and inspect ships that may have defects/problems; and
 11. Participate in various committees in the Authority as a member
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Job Dimensions:

I. Financial Responsibility

- a) Preparation and management of departmental budget
 - b) Ensuring revenue collection emanating from the departmental activities
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II. Responsibility for Physical Assets

Responsible for assets assigned by the Authority

III. Decision Making / Job Influence

1. Makes technical, operational and financial decisions
 2. Responsible for detentions and exemptions of ships calling Kenyan ports
 3. Participates in international maritime convention development and negotiations
 4. Plan and assign duties to departmental managers
 5. Monitors managers' work performance
 6. Appraises/evaluates managers' performance
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IV. Working Conditions

- Office environment, but may visit port facilities, shipyards and board ships
 - Highly demanding
 - May need to work long hours
 - Interacts a lot with stakeholders, both locally and internationally
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Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

- A Bachelor's Degree in any of the following; Nautical Science/ Marine Engineering/ Mechanical Engineering/ Naval Architecture or equivalent from a recognized institution;
 - Master Degree in any of the following; Maritime Affairs/ Nautical Science/ Marine Engineering/ Naval Architecture or equivalent qualifications from a recognized institution will be an added advantage;
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Professional Qualifications / Membership to professional bodies

1. Unlimited Certificate of Competency as a Chief Engineer issued in accordance with the 1978 STCW Convention; or
2. Unlimited Certificate of Competency as a Master issued in accordance with the 1978 STCW Convention, as amended.

Previous relevant work experience required.

At least ten (10) years work experience in Ship construction or ship technical operation or ship survey, five (5) of which must be in a senior management position.

Functional Skills:	Behavioral Competencies/Attributes:
a) Diplomatic skills b) Communication Skills c) Computer proficiency d) Analytical skills	a) Leadership Skills b) Interpersonal skills c) Time management skills

Job Title	Procurement Manager
Grade	KMAG 3
Corporation	Kenya Maritime Authority
Department	Procurement
Location / Work Station	KMA head office, Mombasa

Reporting Relationships

Reports to	Director General
Direct Reports	Procurement Officer
Indirect Reports	All other supply chain management staff

Job Purpose

Responsible for effective and efficient procurement of goods, services and works as well as disposal of assets in accordance with Public Procurement and Asset Disposal Act 2015.

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

1. Establishing and updating Authority's procurement policies and procedures;
2. Ensuring competitive bidding procedures, administration of contracts and negotiations are efficiently performed;
3. Training user departments on procurement procedures;
4. To advise the Director General on Procurement issues;
5. Preparation and implementation of the procurement plan.
6. Consolidation and implementation of procurement budget;
7. Effective and efficient management of human resource in the department

II. Operational Responsibilities / Tasks

1. Preparing and maintaining all procurement records;
2. Ensuring efficiency in inventory management;
3. Efficiency in provision of goods, services and works;
4. Being the secretary to the procurement committee;
5. Monitoring contract management by user departments to ensure implementation of contracts as per the terms and conditions of contract;
6. Ensuring adherence to the Public Procurement and Asset Disposal Act 2015

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7. Participate in various committees in the Authority
 8. Coordinating disposal activities in the Authority;
 9. Preparing contract documents for goods, works and services;
 10. Custodian of contract documents;
 11. Liaising with the user department to ensure effective implementation of contracts for goods, works and services;
 12. Providing secretariat to committees' incidental to procurement of goods and services, and disposal of assets;
 13. Advise on appointment of competent members to committees stipulated in Public Procurement and Asset Disposal Act 2015;
 14. Providing professional advice on procurement of goods, works and services and disposal of assets;
 15. Preparing statutory reports to PPRA; and
 16. Reviewing procurement needs of the Authority.
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Job Dimensions:

I. Financial Responsibility

- Preparation, rationalisation and coordination of budget estimates from user departments.
- Preparing the Authority's procurement plan
- Ensure implementation of the procurement plan

II. Responsibility for Physical Assets

Responsible for physical assets assigned by the Authority

III. Decision Making / Job Influence

- Makes technical, operational and financial decisions
 - Responsible of the store's inventory
 - Plan and assign duties to procurement officers
 - Monitor officers' work performance
 - Appraises/evaluates performance
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IV. Working Conditions

- Office environment
 - Highly demanding
 - Interacts a lot with stakeholders, both locally and internationally
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Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

- Bachelors Degree in Commerce/ Procurement and Supplies Management, or equivalent qualification from a recognized institution;
 - Masters Degree in Supply Chain Management/ logistics or equivalent qualification from a recognized institution will be an added advantage;
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Professional Qualifications / Membership to professional bodies

- Relevant Professional qualification - KISM, CIPS
 - Diploma in Supplies Management or its equivalent qualification from a recognized institution;
 - Proficiency in computer applications
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Previous relevant work experience required.

3 years experience in the relevant profession at middle management level

Functional Skills:**Behavioral Competencies/Attributes:**

- Excellent management skills
- Excellent organizational skills and highly confident
- Ability to work under pressure

- Leadership Skills
- Interpersonal skills
- Time management skills

Job Title	Manager, Regional Maritime Rescue Coordination Centre
Grade	KMAG 3
Corporation	Kenya Maritime Authority
Department	Maritime Safety
Location / Work Station	KPA head office, Search and Rescue Centre, Mombasa

Reporting Relationships

Reports to	Head of Maritime Safety
Direct Reports	RMRCC, Officer
Indirect Reports	GMDSS Operators and Radio Inspectors

Job Purpose

Formulation and coordination of the search and rescue strategies in line with the regional and national search and rescue plans. Also responsible for coordinating the development of policies, procedures, rules and regulations in Maritime Security.

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

- Coordinate ship security plans;
- Executing the Search and Rescue plan in cooperation with the sub-regional maritime rescue coordination centres;
- Liaising with Kenya Civil Aviation Authority in search and rescue plans;
- Effective and efficient management of human resource in the department

II. Operational Responsibilities / Tasks

- Providing the high standard facilities of Regional MRCC Training Centre for GMDSS Courses and national certificates on commercial basis with due regard to maritime training practices;
- Formulating strategies for surveillance, monitoring and prevention of oil spills and other harmful substances in both coastal and inland waters; and
- Implementing the National Oil Spill Response Contingency Plan (NOSRCP) and securing of Regional cooperation in combating and preventing of oil spills and
- Prompt collection and dissemination of critical marine information to the Authority and stakeholders

Job Dimensions:

I. Financial Responsibility

- Preparation and rationalisation of budget estimates.
 - Implementation of approved departmental budgets
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II. Responsibility for Physical Assets

Responsible for physical assets assigned by the Authority

III. Decision Making / Job Influence

- Makes technical, operational and financial decisions
 - Responsible of the Rescue Coordination
 - Plan and assign duties to RMRCC officers
 - Monitor officers' work performance
 - Appraises/evaluates performance
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IV. Working Conditions

- Office and sea environment
 - Highly demanding
 - Interaction with stakeholders, both locally and internationally
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Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

- Bachelor Degree in the Maritime field such as Nautical Science/ Marine Engineering/ Mechanical Engineering/ Marine Environment or any other relevant qualifications from a recognized institution;
 - Masters Degree in any of the following; Maritime Affairs/ Nautical Science/ Marine Engineering/ Naval Architecture or equivalent qualifications from a recognized institution will be an added advantage;
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Professional Qualifications / Membership to professional bodies

- Certificate of Competency Class II/2 in accordance with the International Convention on Standards of Training, Certification and Watch keeping, 1978
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Previous relevant work experience required.

3 years experience in the relevant profession at middle management level

Functional Skills:

Behavioral Competencies/Attributes:

- Excellent management skills
- Excellent organizational skills and highly confident
- Ability to work under pressure

- Leadership Skills
- Interpersonal skills
- Time management skills
- Communication and coordination skills

