



KENYA MARITIME AUTHORITY

JOB ADVERTISEMENT

DIRECTOR GENERAL – 1 POST

Grade: KMAG 1

Terms of Service: Contract

Remuneration (kshs.): *Basic salary: 260,000.00 to 460,000.00, House allowance: 80,000.00, Other remunerative allowance: 60,000.00*

Job purpose

The Director General /Chief Executive Officer (CEO) shall be responsible for the day-to-day management and coordination of activities in the Authority, subject to the general direction of the Board.

Job Description

Duties and Responsibilities;

- i. Be the Accounting officer of the Authority responsible for the day-to-day management and operations of the Authority and shall have control over all personnel and other activities of the Authority.
- ii. ensure that the provisions of the Kenya Maritime Authority, Act and any rules and regulations made thereunder are complied with to the extent necessary in the interest of the maritime sector;
- iii. encourage and foster the safe development of maritime matters in Kenya waters;
- iv. plan, develop and formulate safe and efficient utilization of the Kenya ocean space;
- v. acquire, establish and improve ocean navigation facilities where necessary within the limits of available appropriation;
- vi. facilitate establishment a school or schools for the purpose of offering instruction and training in matters related to the maritime industry;
- vii. promulgate rules and procedures governing the notification and reporting of accidents and incidents involving ships so as to facilitate investigations;
- viii. use, with their consent, the available services, equipment and facilities of other agencies and to co-operate with those agencies in the establishment, and use of services, equipment and facilities of the Authority;
- ix. monitor the deployment and utilization of the movable and immovable property of the Authority;
- x. Prepare the annual report and financial statement of the Authority.
- xi. Shall be an *ex officio* member of the Board.
- xii. Guide in the development of relevant national policies and legislation in regard to maritime sector;

- xiii. Facilitate the preparation and implementation of the Authority's strategic and annual work plans;
- xiv. Oversee the implementation of Authority's policies and plans governing the Authority in liaison with the Board and other relevant authorities;
- xv. Implement International Maritime Instruments which Kenya is a party;
- xvi. Report on the status of implementation of International Maritime Instruments which Kenya is a party;
- xvii. Facilitate regular reporting on the status of Kenya Maritime Authority;
- xviii. Foster conducive corporate culture that promotes ethical practices and good governance in line with the Constitution of Kenya;
- xix. Create a corporate environment that attracts, retains and motivates employees to perform.
- xx. Provide leadership in the development of the Authority's programs and assure quality program and organizational stability through development and implementation of standards and controls, systems and procedures, regular evaluation and performance management system;
- xxi. Develop and oversee efficient and effective strategies for recruitment, selection retention and evaluation of staff;
- xxii. Promote values and principles as spelt out in Articles 10 and 232 of the Constitution of Kenya in the operations of the Authority.
- xxiii. Leverage on ICT for efficient service delivery
- xxiv. Leverage on communication to promote the Authority's Mandate
- xxv. Provide the Strategic Direction of the Management
- xxvi. Provide advisory to the Ministry through the Principal Secretary on emerging areas of policy

Person Description

- i. Bachelor's degree in a relevant field from a recognized University;
- ii. Masters in a relevant field Degree from a recognized University is an added advantage;
- iii. A minimum period of ten (10) years' relevant work experience, five (5) years of which must be in Senior Management;
- iv. Professional qualification and membership to a professional body where applicable;
- v. Strategic Leadership course from a recognized institution or its equivalent;
- vi. Proficiency in computer applications
- vii. Have knowledge and a clear understanding of the maritime sector
- viii. Demonstrate a clear understanding of local, national and international conventions and treaties governing maritime affairs
- ix. Fulfil the requirements of Chapter Six of the Constitution.

Key Competencies and Skills

- i. Strong analytical skills
- ii. Communication skills
- iii. Strategic and innovative thinking
- iv. Strong interpersonal skills
- v. Ability to mobilize resources
- vi. Negotiation skills



KENYA MARITIME AUTHORITY

EXTERNAL JOB ADVERTISEMENT

DIRECTOR, MARITIME EDUCATION, TRAINING AND LABOUR – 1 POST

Directorate: Maritime Education, Training and Labour

Grade: KMAG 2

Terms of Service: Contract

Remuneration (kshs.): *Basic salary:* 245,500.00 to 449,500.00, *House allowance:* 70,000.00, *Commuter allowance:* 24,000.00

Job purpose

Director of Maritime Education, Training and Labour is 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 training and certification of seafarers, engagement and welfare of seafarers and training on maritime transport logistics.

Job Description

Duties and Responsibilities

- i. Overseeing the implementation of requirements of international instruments through development of a national framework to ensure maritime safety in Kenyan waters.
- ii. Liaising with maritime organizations/institutions such as International Maritime Organization and international Labour Organization on matters of common interest;
- iii. Overseeing maritime education, training and labour in Kenya
- iv. Overseeing performance management in the directorate
- v. Coordinating the preparation and submission of monthly, quarterly and annual reports for the Directorate
- vi. Directing preparation and submission of reports required by international maritime organization including I(IMO)
- vii. Mentoring and coaching directorate staff
- viii. Assigning responsibilities within the department to update and revise any relevant policies adopted, as necessary.
- ix. Overseeing the development and implementation of Maritime Education and Training standards
- x. Advising the Director General on maritime education, training and labour issues

- xi. Responding to enquiries on various matters from seafarers, Government Agencies and individuals on maritime affairs;
- xii. Ensuring the departmental activities align to the Authority's strategic plan
- xiii. Implementing the Board's and management committee's resolutions in matters pertaining to Maritime Education and Training;
- xiv. Preparing draft Board management papers for approval
- xv. Participating in the recruitment of staff within the directorate
- xvi. Participating in the development and review of the Authority's strategic plan
- xvii. Initiate review of Training and Certification regulations;
- xviii. Chair the Syllabus Committee in accordance with the Merchant Shipping (Training and Certification) Regulations, as amended;
- xix. Supervise conduct of the evaluation required for recognition of certificates issued by other Administrations;
- xx. Direct verification of qualification and authorize those responsible for training and assessment;
- xxi. Direct issue of certificates and endorsements relating to maritime education, training and labour;
- xxii. Responsible for the register or registers of all certificates and endorsements;
- xxiii. Oversee preparation and make available information on the status of certificates of competency and proficiency, including the matters affecting them;
- xxiv. Supervise implementation of the Quality Standards System including undertaking regular inspections and periodical evaluation/audit of training and assessment conducted by training institutions;
- xxv. Oversee matters relating to seafarer recruitment, engagement and welfare

Person Description

For appointment to this grade, an officer must: -

- i. A Bachelor's Degree in any of the following; Nautical Science, Marine Engineering, Mechanical Engineering, Naval Architecture, Maritime Education and Training (MET) or equivalent from a recognized institution;
- ii. Master's Degree in any of the following fields is an added advantage; Maritime Affairs, Nautical Science, Marine Engineering, Naval Architecture or equivalent qualifications from a recognized institution will be an added advantage;
- iii. At least ten (10) years' work experience in ship technical operation or Maritime Education and Training, five (5) of which must be in a senior management position.
- iv. Certificate of Competency Class II/2 or III/2 in accordance with The International Convention on Standards of Training, Certification and Watch keeping, 1978, as amended
- v. Membership of a professional body and in good standing

- vi. Strategic leadership course from a recognised institution;
- vii. Good communication skills; and
- viii. Proficiency in Computer skills.

DIRECTOR OF MARITIME TRADE AND DEVELOPMENT – 1 POST

Directorate: Maritime Trade and Development

Grade: KMAG 2

Terms of Service: Contract

Remuneration (kshs.): *Basic salary:* 245,500.00 to 449,500.00, *House allowance:* 70,000.00, *Commuter allowance:* 24,000.00

Job purpose

Director of Maritime Trade and Development is responsible for coordinating and implementing strategies towards orderly development of an efficient and effective framework for provision of optimal commercial maritime services; Overseeing the development and implementation of efficiency monitoring framework for maritime transport services. Assist in policy formulation and implementation of commercial maritime services cluster; Responsible for the growth and development of the maritime cluster; and responsible for projection, reconciliation, collection and managing the Merchant Shipping Fees.

Job Description

Duties and Responsibilities

- i. Make provision for the control, regulation and orderly development of merchant shipping and related services;
- ii. Prescribe the requirements for licensing as a maritime services provider, the conditions subject to which a maritime services provider should operate and the standards to be maintained in the provision of services;
- iii. Grant and withdraw licenses for maritime service providers;
- iv. Oversee and monitor service delivery in the maritime sector, having regard to availability, quality, standards of service, cost, efficiency of production and distribution of such services.
- v. Co-ordinate the implementation of policies relating to maritime affairs and promote the integration of such policies into the national development plan;
- vi. Oversee the growth and development of the maritime cluster;
- vii. Regulate activities with regard to shipping in the inland waterways.
- viii. Coordinate the Collation, analysis and dissemination of information on development of commercial maritime activities and other related matters in the country;
- ix. Implement policy initiatives in the maritime transport cluster;
- x. Project, reconcile, collect and manage the Merchant Shipping Fees;
- xi. Make proposals to the Board on appropriation of MS Fees in relation to Maritime Trade and Development;
- xii. Oversee the development and review of MoUs on MS Fees collection;

- xiii. Enforce compliance with standards of service delivery among maritime service providers;
- xiv. Liaise with maritime organizations/institutions such as COMESA, PMEASA, IMO and ISCOS on matters of common interest;
- xv. Coordinate consultation forums for simplifying, streamlining and harmonizing commercial Maritime services;
- xvi. Advise the Director General on commercial legislation necessary for the implementation of relevant international maritime conventions, treaties and agreements;
- xvii. Supervise the implementation of freight management agreements between Kenya and other Countries;
- xviii. Process and review shipping agreements, service contracts and tariff systems;
- xix. Promote improved utilization of coastal and inland waterways shipping;
- xx. Facilitate resolution of complaints and disputes between maritime transport service providers and users;
- xxi. Implementing the International Maritime Organization Safety of Life at Sea (SOLAS) Convention on container weight verification (Verified Gross Mass) requirements;
- xxii. Implementing the Facilitation of Maritime Traffic (FAL) Convention;

Person Description

For appointment to this grade, an officer must: -

- i. Bachelor's degree in Maritime Studies, Port Management, Shipping, Transport, Logistics, Business Management/Administration or any other relevant qualification from a recognized institution will be an added advantage;
- ii. Masters in Maritime Transport, Port Management, Shipping, Transport Logistics, Business Management/Administration or any other relevant qualification from a recognized institution will be an added advantage;
- iii. Professional qualification and membership to a Shipping, Transport, logistics professional body or any other relevant qualification from a recognized institution where applicable;
- iv. Strategic leadership course;
- v. At least Ten (10) years' work experience five (5) of which must be in a senior management position.
- vi. Proficiency in Computer Applications

Key competencies and skills

- i. Strong analytical skills
- ii. Strategic and innovative thinking
- iii. Strong interpersonal skills

- iv. Ability to mobilize resources
- v. Strong leadership skills &
- vi. Negotiation skills

ASSISTANT DIRECTOR, SEAFARERS TRAINING STANDARDS (ENGINEERING) - 1 POST
<p>Directorate: Maritime Education, Training and Labour</p> <p>Grade: KMAG 3</p> <p>Terms of Service: Pensionable, medical cover</p> <p>Remuneration (kshs.): <i>Basic salary: 170,500.00 to 373,500.00, House allowance: 35,000.00, Commuter allowance: 20,000.00</i></p>
<p>Job Purpose</p> <p>The Seafarers training standards officers are responsible for the approval and monitoring the development and implementation of training programmes for seafarers in accordance with international conventions and national legislations. They are also responsible for the examination and certification of seafarers in accordance with national laws and international conventions.</p>

Job Description

Duties and responsibilities

- i. Supervising in undertaking control procedure in line with the Training and Certification Regulations
- ii. Supervising in conducting the evaluation required for recognition of certificates issued by other Administrations;
- iii. Supervising the verification of the qualification and authorization of those responsible for seafarer training and assessment;
- iv. Supervising in administering seafarer examinations and assessments;
- v. Supervision of issuance of certificates and endorsements;
- vi. Manage the revalidation of certificates;
- vii. Manage issuance of dispensations;
- viii. Managing the preparation and making available information on the status of certificates of competency and proficiency, including the matters affecting them;
- ix. Managing Quality Standards System for seafarers training and assessment
- x. Managing inspections and periodical evaluation/audit of training and assessment conducted by seafarer training institutions;
- xi. Supervising review of Training and Certification regulations;

Person Specifications

For appointment to this grade, an officer must: -

- i. Bachelor Degree in the Maritime field such as Marine Engineering, Mechanical Engineering, Marine Environment or any other relevant qualifications from a recognized institution;

- ii. Master's Degree in any of the following; Maritime Affairs (MET), Marine Engineering or equivalent qualifications from a recognized institution will be an added advantage;
- iii. Certificate of Competency Class III/2 in accordance with The International Convention on Standards of Training, Certification and Watch keeping, 1978, as amended
- iv. At least three (3) years of relevant experience.
- v. Certificate in a Management Course;
- vi. Good interpersonal relations, high leadership qualities and integrity
- vii. Member of a relevant professional body in good standing where applicable;
- viii. Proficiency in computer applications;
- ix. Demonstrated managerial, administrative and professional competence in work performance.
- x. Proficiency in Computer Applications

ASSISTANT DIRECTOR, RESEARCH STRATEGY & PLANNING - 1 POST

Directorate: Research Strategy & Planning

Grade: KMAG 3

Terms of Service: Pensionable, medical cover

Remuneration (kshs.): *Basic salary: 170,500.00 to 373,500.00, House allowance: 35,000.00, Commuter allowance: 20,000.00*

Job Purpose

Responsible for initiating policy formulation, Research, Quality Assurance, Coordination of Risks Management, Performance Management, Monitoring & Evaluation and resource mobilization including development and reviewing strategic plan of the Authority

Job Description**Duties and responsibilities**

- i. Coordinate the development, implementing and reviewing the Authority internal policies, regulations, guidelines;
- ii. Assist in developing the agenda items for management on issues of Corporate planning and Resource Mobilization;
- iii. Ensure alignment the Authority's strategies with national and county policies, plans and strategies;
- iv. Coordinating corporate performance management process of all the departments and divisions at the Authority;
- v. Coordinate the development of monthly, quarterly, semi-annual and annual organisational performance reports;
- vi. Ensure preparation, implementation, monitoring and evaluation of the Authority's work plans and Performance Contract (PC).
- vii. Ensuring production of quality planning reports
- viii. Guiding the performance contracting process for the Authority
- ix. Developing, implementing and reviewing resource mobilization, strategies and programmes;
- x. Developing a framework for stakeholders' collaborations,
- xi. Preparing reports to donors and relevant agencies;
- xii. Drafting and revision of agreements with partners;
- xiii. Identifying and mapping of potential and emerging sources of funding and assessing their current usage and potential for the future;
- xiv. Coordinating the development of proposals for funding;
- xv. Identifying key strategic partners and maintaining a database

Person Specifications

For appointment to this grade, an officer must: -

- i. Bachelor's Degree in any of the following fields: Economics, Statistics, Mathematics, Strategic Management, Business Development, Development Studies, and Business Administration or equivalent qualifications from a recognized institution;
- ii. Master's Degree in any of the following fields: Economics, Statistics, Mathematics, Strategic Management, Business Development, Development Studies, and Business Administration or equivalent qualifications from a recognized institution will be an added advantage;
- iii. At least three (3) years of relevant experience.
- iv. Management course lasting not less than four (4) weeks from a recognized institution;
- v. Member of a relevant professional body in good standing where applicable;
- vi. Proficiency in computer applications;
- vii. Demonstrated managerial, administrative and professional competence in work performance.
- viii. Fulfil the requirements of Chapter Six of the Constitution

Key competencies and skills

- i. Strong analytical skills
- ii. Communication skills
- iii. Strategic and innovative thinking
- iv. Strong interpersonal skills
- v. Ability to mobilize resources
- vi. Negotiation skills

PRINCIPAL ADMINISTRATION OFFICER – 1 POST

Directorate: Corporate Services

Grade: KMAG 4

Terms of Service: Pensionable, medical cover

Remuneration (kshs.): *Basic salary:* 115,500.00 to 285,500.00, *House allowance:* 30,000.00, *Commuter allowance:* 16,000.00

Job Purpose: Responsible for providing office accommodation and administrative services to the Authority's staff.

Duties and responsibilities

- i. Overseeing the implementation of administration policies, rules, standards and regulations;
- ii. Coordinating office management services, office accommodation, transport and logistics;
- iii. Making arrangements for the acquisition of legal documents such as motor vehicle and assets insurances;
- iv. Ensuring all the Authority assets have requisite ownership documents such motor vehicle logbooks, land title deeds etc
- v. Monitoring adherence and implementation of the departmental work plans;
- vi. Supervising the performance appraisals for the support staff within the Section;
- vii. Interpreting and implementing record management policies
- viii. Developing records management systems
- ix. Preparation and submission of quarterly reports on administration within the Authority.

Person Specifications

For appointment to this grade, a candidate must have: -

- i. Bachelor's degree in Public Administration; Business Administration; Office Management or equivalent qualification from a recognized institution;
- ii. Master's degree in Public Administration; Business Administration; Office Management or equivalent qualification from a recognized institution will be an added advantage;
- iii. Management course lasting not less than four (4) weeks from a recognized institution;
- iv. At least three (3) years of relevant experience;
- v. Proficiency in computer applications.



KENYA MARITIME AUTHORITY

EXTERNAL ADVERTISEMENT

Senior Licensing & Seaborne Trade Officer - 1 POST
<p>Directorate: Maritime Trade and Development</p> <p>Grade: KMAG 5</p> <p>Terms of Service: Pensionable, medical cover</p> <p>Remuneration (kshs.): <i>Basic salary:</i> 89,000.00 to 205,500.00, <i>House allowance:</i> 25,000.00, <i>Commuter allowance:</i> 16,000.00</p>
<p>Job Purpose</p> <p>The licensing and seaborne trade officers are responsible for coordinating and implementing strategies towards orderly development of an efficient and effective framework for provision of optimal commercial maritime services.</p>

Job Description

Duties and Responsibilities

- i. Reconciling submitted manifest for imports and exports;
- ii. Creating a data base of international seaborne trade statistics;
- iii. Creating a database of inland waterways trade statistics;
- iv. Supervise production of statistical reports on seaborne and inland water transport trade;
- v. Determining and implementing the use of appropriate statistical software in the computation, manipulation and analysis of data on trade statistics;
- vi. Intervening in industry complaints relating to port operations, cargo/customs clearance and documentation process/procedures and other service delivery complaints against maritime service providers;
- vii. Maintaining a database of industry complaints;
- viii. Produce quarterly and annual reports on industry complaints;
- ix. Issuing the requisite application forms and other requirements to maritime service providers upon request;
- x. Receiving, recording and filing licensing applications and documents related to maritime service providers;
- xi. Investigating violations of licensing regulations;
- xii. Assisting in maintaining a database of duly licensed maritime service providers;
- xiii. Printing of licenses for maritime service providers;

- xiv. Keeping inventory of all licenses and ensuring their safe keeping;
- xv. Writing minutes during vetting committee meetings;
- xvi. Communicating to maritime service providers regarding their license applications;
- xvii. Issuing, receiving, recording and filing applications and requisite documentation on registration of shippers/service providers under method 2 of SOLAS VGM;
- xviii. Registering shippers/service providers under method 1 of SOLAS VGM;
- xix. Assisting in maintaining a database of approved shippers/service providers under method 1 of SOLAS VGM;
- xx. Taking minutes and writing reports during vetting of shippers/service providers under method 2 of SOLAS VGM;
- xxi. Printing of certificates to SOLAS VGM to approved shippers/service providers under method 2;

Person Specification

For appointment to this grade, an officer must: -

- i. Bachelor degree in Maritime Studies, Port Management, Shipping, Transport Economics, logistics, Business Management/Administration or any other relevant qualification from a recognized institution;
- ii. Supervisory course lasting not less two (2) weeks;
- iii. Should have experience period of a period of three (3) years;
- iv. Shown merit and ability as reflected in work performance and results;
- v. Proficiency in Computer Applications;

Licensing & Seaborne Trade Officer - 1 POST
Directorate: Maritime Trade and Development Grade: KMAG 6 Terms of Service: Pensionable, medical cover Remuneration (kshs.): <i>Basic salary:</i> 71,500.00 to 140,500.00, <i>House allowance:</i> 20,000.00, <i>Commuter allowance:</i> 14,000.00
Job Purpose The licensing and seaborne trade officers are responsible for coordinating and implementing strategies towards orderly development of an efficient and effective framework for provision of optimal commercial maritime services.

Job Description

Duties and responsibilities

- i. Work with IT personnel to develop business rules for data analysis for subsequent automation of the processes,
- ii. Compile data for Kenyan Imports and Exports captured from Cargo Manifests;
- iii. Mine data from Primary and Secondary sources;
- iv. Validate data to discard irrelevant information for cargo destined to DR Congo (OGEFREM);
- v. Sort out cargo manifest data related to OGEFREM;
- vi. Prepare and send shipment lists to shipping lines related to OGEFREM;;
- vii. Prepare freighted lists on OGEFREM;
- viii. Produce statistical reports for cargo destined to D.R.Congo (OGEFREM);
- ix. Analyse and interpret results using standard statistical tools and techniques;
- x. Produce concise data reports for clear visualizations for the industry;
- xi. Assist in maintaining records and data of licensed maritime service providers;
- xii. Assist in maintaining records and data of approved service providers related to SOLAS VGM for containerized cargo;

Person Specifications

For appointment to this grade, an officer must: -

- i. Bachelor's degree in Maritime Studies, Port Management, Shipping, Transport Economics, logistics, Business Management/Administration or any other relevant qualification from a recognized institution;
- ii. Proficiency in Computer Applications;

Senior Coxswain - 1 POST

Directorate: Maritime Safety Directorate

Grade: KMAG 7

Terms of Service: Pensionable, medical cover

Remuneration (kshs.): *Basic salary:* 56,000.00 to 99,500.00, *House allowance:* 15,000.00, *Commuter allowance:* 14,000.00

Job Purpose

Coxswains are responsible for safe operation of search and rescue boats to be used during search and rescue operations. They are responsible for ensuring ready availability of search and rescue boats and maintenance of search and rescue equipment on board the boats. They are also responsible for providing marine transport service for survey and inspection.

Job Description

Duties and responsibilities

- I. Pilot the search and rescue boats during search and rescue operations;
- II. Pilot the boat when transferring passengers;
- III. Maintain search and rescue equipment on the boat
- IV. Carry out basic boat maintenance;
- V. Oversee boat house keeping;
- VI. Carry out search and rescue operations under the order of the search and rescue officers

Person Specifications

For appointment to this grade, an officer must: -

- I. Certificate of Proficiency as Coxswain in accordance with the Merchant Shipping (Training and Certification) Regulations as amended or equivalent from a recognized institution;
- II. KCSE C- or equivalent;
- III. Should have three (3) years experience as a coxswain;
- IV. Proficiency in computer applications.