



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