



KENYA MARITIME AUTHORITY

EXTERNAL ADVERTISEMENT- JOB ADVERTISEMENT- DUTIES FOR SENIOR LICENSING & SEABORNE TRADE OFFICER LICENSING & SEABORNE TRADE OFFICER_SENIOR COXSWAIN

Senior Licensing & Seaborne Trade Officer - 1 POST
Directorate: Maritime Trade and Development Grade: KMAG 5 Terms of Service: Pensionable, medical cover 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
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. 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
<p>Directorate: Maritime Trade and Development</p> <p>Grade: KMAG 6</p> <p>Terms of Service: Pensionable, medical cover</p> <p>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</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. 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.): <i>Basic salary:</i> 56,000.00 to 99,500.00, <i>House allowance:</i> 15,000.00, <i>Commuter allowance:</i> 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.