



KENYA MARITIME AUTHORITY

JOB ADVERTISEMENT-JOB DIRECTORS/ASSISTANT DIRECTORS/PRINCIPAL OFFICER

Kenya Maritime Authority is a State Corporation whose mandate is to **regulate, coordinate and oversee** maritime affairs as guided by the Kenya Maritime Authority Act, 2006, the Merchant Shipping Act, 2009 and relevant Maritime International Conventions.

The Authority is seeking to recruit highly competent, proactive and self-driven individuals to fill the following vacant positions:

No.	Designation	J/G	Posts	Ref
1	Director, Maritime Education, Training and Labour	KMAG 2	1	KMA/RP/1
2	Director, Maritime Trade and Development	KMAG 2	1	KMA/RP/2
3	Assistant Director, Training & Certification (Engineering)	KMAG 3	1	KMA/RP/3
4	Assistant Director Research, Strategy & Planning	KMAG 3	1	KMA/RP/4
5	Principal Administration Officer	KMAG 4	1	KMA/RP/5

Interested applicants are requested to visit our website www.kma.go.ke for more information about the vacancies.

Applicants are advised to indicate the position and reference number on their cover letter.

How to apply

- a) Each application should be accompanied with a detailed curriculum vitae, copies of relevant academic and professional certificates and transcripts, National Identity Card or Passport, testimonials and other relevant supporting documents.
- b) An applicant must clearly indicate the reference number for the position applied for and submit in either of the following ways:
 - I. **Hard copy applications** for positions should be addressed to the Chairman Board of Directors, Kenya Maritime Authority (*a recruitment box and a register marked applications for management positions will be placed at the Bahari Towers, reception - on ground floor*).
 - II. Online applications should be emailed in **pdf format** (*as one running document*) **to:** chairman-2@kma.go.ke
 - III. Post applications should be sent to:

Chairman Board of Directors,

Kenya Maritime Authority,

KMA Towers along Mbaraki Road (next to the Little Theatre)

P.O. Box 95076 – 80104,

MOMBASA.

Note:

- Canvassing in any form or failure to attach any of the stipulated documents will lead to automatic disqualification.
- Successful candidates will be required to submit valid compliance certificates from Kenya Revenue Authority, a registered Credit Reference Bureau, Higher Education Loans Board and a certificate of good conduct from the Directorate of Criminal Investigations.
- Successful candidates must adhere to the provisions on Leadership and Integrity as enshrined in Chapter VI of the Constitution of Kenya, 2010.
- Kenya Maritime Authority is an equal opportunity employer and any qualified employee including persons with disabilities and women are encouraged to apply.
- Only shortlisted candidates will be contacted.

N/B: The applications should reach the Authority on or before 1700hrs 12th May, 2025.



KENYA MARITIME AUTHORITY

EXTERNAL JOB ADVERTISEMENT- DETAILED JOB DESCRIPTIONS

DIRECTOR, MARITIME EDUCATION, TRAINING AND LABOUR – 1 POST
<p>Directorate: Maritime Education, Training and Labour</p> <p>Grade: KMAG 2</p> <p>Terms of Service: Contract</p> <p>Remuneration (kshs.): <i>Basic salary:</i> 245,500.00 to 449,500.00, <i>House allowance:</i> 70,000.00, <i>Commuter allowance:</i> 24,000.00</p>
<p>Job purpose</p> <p>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.</p>

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, (ENGINEERING) - 1 POST	SEAFARERS TRAINING STANDARDS
<p>Directorate: Maritime Education, Training and Labour Grade: KMAG 3 Terms of Service: Pensionable, medical cover 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 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.