



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; Master's Degree will be an added advantage;
- ii. At least ten (10) years' work experience in a related field
- iii. 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
- iv. Membership of a professional body and in good standing
- v. Strategic leadership course from a recognised institution;
- vi. Good communication skills; and
- vii. Proficiency in Computer skills.

ASSISTANT DIRECTOR, TRAINING & CERTIFICATION (NAUTICAL) - 1 POST

Directorate: Maritime Education, Training and Labour

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

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.

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 Nautical Science, Marine Environment or any other equivalent qualifications from a recognized institution; Master's degree will be an added advantage.
- ii. Should have a minimum of three years relevant work experience

- iii. Certificate of Competency Class II/2 in accordance with The International Convention on Standards of Training, Certification and Watch keeping, 1978, as amended
- iv. Good interpersonal relations, high leadership qualities and integrity
- v. Demonstrated values of governance as provided in the Constitution of Kenya
- vi. Member of a relevant professional body in good standing where applicable;
- vii. Proficiency in computer applications;
- viii. Demonstrated managerial, administrative and professional competence in work performance.
- ix. Proficiency in Computer Applications

ASSISTANT DIRECTOR, REGISTRATION OF SHIPS, INSPECTION AND SURVEYS – 1 POST

Directorate: Maritime Safety

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

The Ship Surveyors are responsible for registration and inspection of ships, licensing of small vessels and ensuring Kenyan registered ships and foreign-flagged ships calling at Kenyan ports are in full compliance with all relevant national and international instruments with respect to maritime safety, security and protection of the marine environment. They are also responsible for the formulation of environment, search and rescue strategies in line with regional search and rescue plans.

Job Description

Duties and responsibilities

- i. Oversee the management of the Kenya Ship Register;
- ii. Oversee enforcement of safety of shipping, including compliance with construction regulations, maintenance of safety standards and safety of navigation rules;
- iii. Oversee implementation of the Tonnage Convention 1969;
- iv. Oversee implementation of the Load Line Convention 1966 and Load Line Protocol 1988;
- v. Overseeing the registration of mortgages, charters and maritime liens;
- vi. Overseeing organizations authorized to perform ship survey functions in accordance with the Code for Recognized Organizations undertake their delegated functions;

- vii. Oversee Inspection and licensing of small vessels;
- viii. Preparing the operational work plans and budget for the department; and
- ix. Preparing implementation reports for the department.

Person Specifications

For appointment to this grade, an officer must: -

- x. Bachelor's degree in the Maritime field such as Nautical Science, Marine Engineering, Mechanical Engineering, Marine Environment or any other relevant qualifications from a recognized institution; Master's degree will be an added advantage.
- xi. Certificate of Competency Class II/2 or III/2 in accordance with the International Convention on Standards of Training, Certification and Watchkeeping 1978, as amended;
 - i. Should have a minimum period of three (3) years relevant work experience
 - ii. Good interpersonal relations, high leadership qualities and integrity
 - iii. Demonstrated values of governance as provided in the Constitution of Kenya
 - iv. Member of a relevant professional body in good standing where applicable;
 - v. Demonstrated managerial, administrative and professional competence in work performance.
- vi. Proficiency in Computer Applications.

PORT STATE CONTROL OFFICER - 1 POST
Directorate: Maritime Safety Grade: KMAG 3 Terms of Service: Pensionable, medical cover Remuneration (kshs.): Basic salary: <u>170,500.00</u> to <u>373,500.00</u> , House allowance: <u>35,000.00</u> , Commuter allowance: <u>20,000.00</u>
Job Purpose Conducting Port State Control in accordance to the provisions of the Indian Ocean Memorandum of understanding (IOMOU) on port State control. Survey of Kenyan registered ships and supervising Recognized organizations.

Job Description

Duties and responsibilities

- i. Implement the Indian Ocean Memorandum of Understanding on Port State Control, as amended
- ii. Conduct regular inspection of flag and foreign ships to ensure maritime safety and prevention of marine pollution;
- iii. Implementation of Merchant Shipping (port state control) regulations 2011

- iv. To maintain an effective system of PSC to ensure that foreign flagged merchant ships calling Kenyan ports or at an off-shore installation or anchored within its jurisdiction comply with relevant Conventions and Codes.
- v. Supervise the work of Organizations authorized to perform survey work on behalf of Kenya in accordance with the Code for Recognized Organizations
- vi. Ensure, in collaboration with such other public agencies and institutions, the prevention of marine source pollution, protection of the marine environment and response to marine environment incidents;
- vii. Survey of Kenyan registered ships to ensure that they comply with Kenya and all other relevant International laws regarding safety, protection of environment and security;
- viii. Implement Regulation for prevention of collisions at Sea Convention 1972, as amended;
- ix. Implement the International Convention on Safety of Life at Sea (SOLAS 74), as amended
- x. Implement the International Convention for the prevention of pollution from Ships Marpol73/78, as amended;
- xi. Implement the International Maritime Solid Bulk Cargoes Code (IMSBC Code), as amended
- xii. Implement The International Safety Management Code, as amended
- xiii. Implement the International Ballast Water Management Convention, as amended
- xiv. Implement the High-Speed Craft Code, as amended
- xv. Implement the International Bulk Chemical Code, as amended
- xvi. Implement the International Maritime Dangerous Goods (IMDG) Code, as amended
- xvii. Supervising the performance of technical evaluations and/or calculations pertaining to
 - a) ship Safety equipment;
 - b) machinery systems;
 - c) load line;
 - d) oil pollution prevention;
 - e) hull structure;
 - f) Subdivision and stability;
 - g) tonnage;
 - h) Structural fire protection;
 - i) Noxious Liquid Substances pollution;
 - j) radio;
 - k) Carriage of dangerous chemicals in bulk;
 - l) Carriage of liquefied gases in bulk

Person Specifications

For appointment to this grade, an officer must: -

- i. Certificate of competency as a master, enabling that person to take command of a ship of 1,600 GT or more OR a certificate of competency as chief engineer, enabling him to take up that task on board a ship whose main power plant has a power equal or superior to 3,000 KW; or
- ii. passed an examination as a naval architect, mechanical engineer or and worked in ship construction, survey or technical ship operation for at least five years; or
- iii. Served for a period of not less than five years at sea as officer in the deck or engine department respectively.
- iv. Certificate in Port and flag state inspection training.
- v. Good interpersonal relations, high leadership qualities and integrity;
- vi. Proficiency in computer applications;

PRINCIPAL ACCOUNTANT - 1 POST

Directorate: Finance and ICT

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

The accountants are responsible for ensuring prudent and optimum utilization of Authority funds and preparing financial reports. The finance officers are responsible for managing the financial resources of the Authority through preparation and submission of financing proposal to the government and other financing agencies.

Job Description

Duties and responsibilities

- i. Monitoring expenditures based on approved budgets
- ii. Ensuring safe custody of Authority's financial records and assets
- iii. Overseeing the accounting of special funds including donor and project funds
- iv. Managing authority cash flows; and
- v. Ensuring security of cheques and cheque books and other accountable documents.
- vi. Maintaining up-to-date books of accounts
- vii. Overseeing submission of statutory deductions;
- viii. Coordinating the preparation of responses to audit queries and PIC inquiries;
- ix. Preparation of quarterly and annual financial statements and reports for the Authority

- x. Ensuring timely preparation, review and Approval of bank reconciliation statements
- xi. Interpreting regulations of the Authority pertaining to financial control and management;
- xii. Co-ordinating preparation of budgets and work plans for the section
- xiii. Ensuring provision of accurate, timely and reliable financial information;
- xiv. Ensuring timely submission of annual financial statements of accounts; and
- xv. Interpreting of financial policies for sound accounting principles, practices and control and management of PAYE, VAT and other statutory deductions.
- xvi. Verifying Payment vouchers and Staff Imprests in accordance with the laid down financial procedures, policies and regulations;
- xvii. Review of bank reconciliation statements.

Person Specifications

For appointment to this grade, an officer must: -

- i. Bachelor's Degree in Commerce, Business Management, Business Administration (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution; Master's degree will be an added advantage.
- ii. Passed Part III of the Certified Public Accountants (CPA) Examination/ACCA affiliate Exams
- iii. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- iv. Should a minimum of three (3) years relevant work experience
- v. Demonstrated results in work performance
- vi. Proficiency in computer applications;

PRINCIPAL FINANCE OFFICER - 1 POST

Directorate: Finance and ICT

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

The accountants are responsible for ensuring prudent and optimum utilization of Authority funds and preparing financial reports. The finance officers are responsible for managing the financial resources of the Authority through preparation and submission of financing proposal to the government and other financing agencies.

Job Description

Duties and responsibilities

- i. Review and ensure timely and accurate preparation of management accounting reports on monthly, quarterly and annual basis
- ii. Ensuring timely and accurate preparation of annual budgets and revised budgets based on approved work plans.
- iii. Provide technical support to technical and other departments during the budget making process
- iv. Reviewing expenditure returns from departments, prepare variance analysis and recommend corrective action
- v. Interpreting of financial policies for sound financial principles, practices procedures for effective internal control
- vi. Assist other departmental and sectional Asst. Dir. s in the management of their budgets through regular provision of reliable up to date financial information;
- vii. Carry out financial planning and consolidate department work plans
- viii. Participate in Resource Mobilization initiatives of the Authority.
- ix. Verification of payroll, payment cheques, EFTs and bank transfers;
- x. Approval of Purchase orders, Sales & Purchase invoices and staff imprests.
- xi. Review the coding of ledger and store items in the system to ensure that is accurate and sufficient;
- xii. Review all purchase requisition to ensure the estimate given by users are reasonable and within budget;

Person Specifications

For appointment to this grade, an officer must: -

- i. Bachelor's Degree in Commerce (Finance option), Economics, and Business Administration, Business Management or other relevant and equivalent qualifications from a recognized institution; Master's degree will be an added advantage.
- ii. Certified Public Accountant (CPA) or Associate of Certified Chartered Accountant (ACCA);
- iii. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- iv. Should have a minimum of three (3) years relevant work experience
- v. Proficiency in computer applications;
- vi. Demonstrated results in work performance

PRINCIPAL SURVEYOR, SEAFARERS TRAINING STANDARDS (NAUTICAL)- 1 POST

Directorate: Maritime Education, Training and Labour

Grade: KMAG 4

Terms of Service: Pensionable, medical cover

Remuneration (kshs.): Basic salary: <u>115,500.00</u> to <u>285,500.00</u> , House allowance: <u>30,000.00</u> , Commuter allowance: <u>16,000.00</u>
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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.

Job Description

Duties and responsibilities

- i. Review of Training and Certification regulations;
- ii. Issuance of alternative certificates;
- iii. Undertaking control procedure in line with the Training and Certification Regulations
- iv. Conducting the evaluation required for recognition of certificates issued by other Administrations;
- v. Verifying Qualification and authorize those responsible for training and assessment;
- vi. Administering examinations and assessments;
- vii. Issuing certificates and endorsements;
- viii. Revalidating certificates;
- ix. Issuing of dispensations;
- x. Preparing and making available information on the status of certificates of competency and proficiency, including the matters affecting them;
- xi. Implementing Quality Standards System for seafarers training and assessment
- xii. Carrying out regular inspections and periodical evaluation/audit of training and assessment conducted by training institutions;

Person Specifications

For appointment to this grade, an officer must: -

- i. Hold Relevant Degree in the Maritime field such as Nautical Science, Marine Engineering, Mechanical Engineering or any other relevant qualifications from a recognized institution; Master's degree will be an added advantage.
- ii. Certificate of Competency as Second Engineer Officer or Chief Officer in accordance with the International Convention on Standards of Training, Certification and Watch keeping 1978, as amended
- iii. Should have a minimum period of three (3) years relevant work experience
- iv. Must be a member of a relevant professional body in good standing;
- v. Good interpersonal relations, high leadership qualities and integrity;

- vi. Demonstrated values of governance as provided in the Constitution of Kenya;
- vii. Proficiency in computer applications;
- viii. Be a member of a relevant professional body where applicable;

PRINCIPAL SURVEYOR, SEAFARERS TRAINING STANDARDS (ENGINEERING) - 1 POST

Directorate: Maritime Education, Training and Labour

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

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.

Job Description

Duties and responsibilities

- i. Review of Training and Certification regulations;
- ii. Issuance of alternative certificates;
- iii. Undertaking control procedure in line with the Training and Certification Regulations
- iv. Conducting the evaluation required for recognition of certificates issued by other Administrations;
- v. Verifying Qualification and authorize those responsible for training and assessment;
- vi. Administering examinations and assessments;
- vii. Issuing certificates and endorsements;
- viii. Revalidating certificates;
- ix. Issuing of dispensations;
- x. Preparing and making available information on the status of certificates of competency and proficiency, including the matters affecting them;
- xi. Implementing Quality Standards System for seafarers training and assessment
- xii. Carrying out regular inspections and periodical evaluation/audit of training and assessment conducted by training institutions;

Person Specifications

For appointment to this grade, an officer must: -

- i. Hold Relevant Degree in the Maritime field such as Nautical Science, Marine Engineering, Mechanical Engineering or any other relevant qualifications from a recognized institution; Master's degree will be an added advantage.
- ii. Certificate of Competency as Second Engineer Officer or Chief Officer in accordance with the International Convention on Standards of Training, Certification and Watch keeping 1978, as amended
- iii. Should have a minimum period of three (3) years relevant work experience
- iv. Must be a member of a relevant professional body in good standing;
- v. Good interpersonal relations, high leadership qualities and integrity;
- vi. Demonstrated values of governance as provided in the Constitution of Kenya;
- vii. Proficiency in computer applications;
- viii. Be a member of a relevant professional body where applicable;

PRINCIPAL MARITIME LABOUR OFFICER - 1 POST

Directorate: Maritime Education, Training and Labour

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

The Maritime Labour Officers are responsible for overseeing the recruitment, engagement and welfare of Kenyan seafarers and seafarers on board Kenyan ships in accordance with international conventions and national legislations.

Job Description

Duties and responsibilities

- i. Administer the Kenyan Seafarers Register.
- ii. Issue seafarer identification documents.
- iii. Implementing of Board's and management committee decision in seafarers' registration and welfare;
- iv. Aid of abandoned seafarers.
- v. Providing directions on the delivery of deceased seafarer's property.
- vi. Assist in the engagement and discharge of Kenyan seafarers;
- vii. Conduct of maritime labour audits for Kenyan ships
- viii. Issue Declaration of Maritime Labour Compliance Part I & II
- ix. Issue Maritime Labour Certificates in accordance with the Maritime Labour Convention and national legislation.
- x. Monitoring of Medical Practitioners for Seafarer Medical examination;
- xi. Monitoring seafarers recruitment and Placement Agencies;

- xii. Developing medical standards and procedures for issuance of medical certificates and recognition of medical practitioners;
- xiii. Developing and implementing standards on conditions for employment of seafarers;
- xiv. Developing and enforcing seafarers' complaint handling procedures;

Person Specifications

For appointment to this grade, an officer must: -

- i. Bachelor Degree in the Maritime field such as Nautical Science, Marine Engineering or any other relevant qualifications from a recognized institution OR Certificate of Competency as Chief Officer or Second Engineer in accordance with the International Convention on Standards of Training, Certification and Watch keeping 1978, as amended; Master's degree will be an added advantage.
- ii. Should have a minimum of three (3) years relevant work experience
- iii. Must be a member of a relevant professional body in good standing;
- iv. Good interpersonal relations, high leadership qualities and integrity;
- v. Proficiency in computer applications;
- vi. Be a member of a relevant professional body where applicable;
- vii. Certificate in implementation of the Maritime Labour Convention, 2006 (MLC), issued by a recognized institution;

PRINCIPAL SHIP SURVEYOR - 2 POSTS

Directorate: Maritime Safety

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

The Ship Surveyors are responsible for registration and inspection of ships, licensing of small vessels and ensuring Kenyan registered ships and foreign flagged ships calling at Kenyan ports are in full compliance with all relevant national and international instruments with respect to maritime safety, security and protection of the marine environment. They are also responsible for formulation of environment, search and rescue strategies in line with regional search and rescue plans

Job Description

Duties and responsibilities

A. Ship Registry

Duties and responsibilities

- i. Supervises the work of Recognized Organizations
- ii. Supervising the building/ conversion of Kenyan ships
- iii. Supervising the performance of technical evaluations and/or calculation pertaining to:
 - a. ship Safety equipment;
 - b. machinery systems;
 - c. load line;
 - d. oil pollution prevention;
 - e. hull structure;
 - f. Subdivision and stability;
 - g. tonnage;
 - h. Structural fire protection;
 - i. Noxious Liquid Substances pollution;
 - j. radio;
 - k. Carriage of dangerous chemicals in bulk;
 - l. Carriage of liquefied gases in bulk
- iv. Survey of Kenyan Ships for issuance of ships' certificate;
- v. Inspects small vessels
- vi. Conducts stakeholders training in respect of: maritime safety, maritime and protection of the marine environment.

B. Inspection and Survey;

- i. Surveys of Kenyan registered ships to ensure that they comply with Kenya and all other relevant International laws regarding safety, protection of environment and security;
- ii. Supervising staff in the division
- iii. Implements the Regulation for prevention of collisions at Sea Convention 1972;
- iv. Implements the International Convention on Safety of Life at Sea (SOLAS 74),as amended
- v. Implements the International Convention for the prevention of pollution from Ships Marpol73/78
- vi. Implements the International Maritime Solid Bulk Cargoes Code (IMSBC Code)
- vii. Implements the International Safety Management Code for Ships
- viii. Implements the International Ballast Water Management Convention
- ix. Implements the High-Speed Craft Code
- x. Implements the International Bulk Chemical Code
- xi. Assists in implementing the International Maritime Dangerous Goods Code IMDG Code
- xii. Assists in implementing the Indian Ocean Memorandum of Understanding on port state control

Person Specifications

For appointment to this grade, an officer must: -

- i. 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; Master's degree will be an added advantage.
- ii. Certificate of Competency as Chief Officer or Second Engineer in accordance with the International Convention on Standards of Training, Certification and Watch keeping 1978, as amended;
- iii. Should have a minimum period of three (3) years relevant work experience
- iv. Must be a member of a relevant professional body in good standing;
- v. Good interpersonal relations, high leadership qualities and integrity;
- vi. Proficiency in computer applications;

PRINCIPAL SEARCH AND RESCUE OFFICER - 1 POST

Directorate: Maritime Safety

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

The Search and Rescue Officers are responsible for maritime assistance in search and rescue in accordance with International Conventions and national legislations relating to the search and rescue.

Job Description

Duties and responsibilities

- i. Develop the national search and rescue plan for coastal and inland waterways
- ii. Review and update of the national search and rescue plan for coastal and inland waters
- iii. Implement of the national search and rescue plan for coastal and inland waters
- iv. Conducting public awareness campaigns on maritime search and rescue.
- v. Implementation of International Conventions and instruments relating to maritime search and rescue
- vi. manages the Kenya Ship Reporting System in order to keep track of vessels around the coast and within the EEZ to call upon for support during SAR operations;
- vii. Management of the Kenya emergency beacons e.g., EPIRBs database and is responsible for keeping it up-to-date and accessible on 24-hour basis

- viii. Implementation of the requirements of regional SAR agreements with neighbouring States

Person Specifications

For appointment to this grade, an officer must: -

- i. Bachelor Degree such as Telecommunication Engineering or any other relevant qualifications from a recognized institution; Master's degree will be an added advantage.
- ii. General Operator Certificate of Competency in accordance with the International Convention on Standards of Training, Certification and Watch keeping 1978, as amended
- iii. Should have a minimum period of three (3) years relevant work experience
- iv. Demonstrated a high standard of professional competence and administrative ability;
- v. Certificate in a supervisory Course from a recognized institution;
- vi. Good interpersonal relations, high leadership qualities and integrity;
- vii. Proficiency in computer applications; and
- viii. Shown merit and ability in work performance
- ix. Be a member of a relevant professional body where applicable;
- x. Good communication skills

PRINCIPAL SURVEYOR, MARITIME SECURITY - 1 POST

Directorate: Maritime Safety

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

The maritime security officers are responsible for ensuring safe operation of vessels in the Kenyan waters and the port facilities. They are responsible for coordinating the activities of the Maritime Security Committee and provide secretariat services to the Committee.

Job Description

Duties and responsibilities

- i. Conduct security risk assessment of ship or port facilities.
- ii. Determine through security risk assessment which of the port facilities located within Kenya are required to have a Port Facility Security Plan.
- iii. Set maritime security levels for Kenyan ships and port facilities.
- iv. Provide and update security level information to ships prior to entering a port or whilst in a port within Kenya.

- v. Exercise control and compliance measures over ships in Kenyan ports.
- vi. Determine when a Declaration of Security is required and advise ships and port facilities accordingly.
- vii. Provide maritime security training to stakeholders.
- viii. Conduct security evaluation port facilities serving ships not engaged on international voyages and private jetties.
- ix. Audit and inspect the implementation of security plans of port facilities serving ships not engaged on international voyages and private jetties.
- x. Conduct security evaluation of cargo handling facilities.
- xi. Review and approve security plans of cargo handling facilities.
- xii. Process applications for and issue security certificate to cargo handling facilities.
- xiii. Audit and inspect the implementation of security plans of cargo handling facilities.
- xiv. Conduct Ship Security Assessment of Kenyan ships.
- xv. Review and approve Ship Security Plan of Kenyan ships.
- xvi. Process applications for and issue of the International Ship Security Certificate to Kenyan ships.
- xvii. Audit and inspect the implementation of Ship Security Plan of Kenyan ships.
- xviii. Respond to security alerts when the Ship Security Alert System is triggered.
- xix. Conduct Port Facility Security Assessment of Kenyan ports.
- xx. Review and approve Port Facility Security Plans of Kenyan port facilities serving ships on international voyages.
- xxi. Audit and inspect the implementation of Port Facility Security Plan of port facilities serving ships on international voyages.
- xxii. Conduct security survey and risk assessment of KMA premises and assets.
- xxiii. Develop and operationalize Company Security Plan.
- xxiv. Establish, operate and maintain the Piracy Reporting and Information Sharing Centre.
- xxv. Ensure protective measures against piracy and armed robbery against ships.
- xxvi. Ensure measures to repress piracy.

Person Specifications

For appointment to this grade, an officer must: -

- i. Hold Relevant 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; Master's degree will be an added advantage.
- ii. Certificate of Competency as Deck Officer or Marine Engineer Officer in accordance with the International Convention on Standards of Training, Certification and Watch keeping 1978, as amended.
- iii. Must be a member of a relevant professional body in good standing;

- iv. Should have a minimum period of three (3) years related work experience
- v. Good interpersonal relations, high leadership qualities and integrity;
- vi. Proficiency in computer applications;
- vii. Proficient in implementation of ISPS code