



KENYA MARITIME AUTHORITY

EXTERNAL JOB ADVERTISEMENT

SENIOR MARITIME TRANSPORT LOGISTICS TRAINING OFFICER - 1 POST

Directorate: Maritime Education, Training and Labour

Grade: KMAG 5

Terms of Service: Pensionable, medical cover

Remuneration (kshs.): Basic salary: 89,000.00 to 205,500.00, House allowance: 25,000.00, Commuter allowance: 16,000.00

Job Purpose: The Maritime Transport Logistics Training Officers are responsible for oversight and regulation of standards and quality of maritime transport logistics training.

Job Description

Duties and responsibilities

- i. Maintaining a database of all accredited maritime training institutions;
- ii. Maintaining a record of all training manuals, instructors guides and all resource materials related to the training;
- iii. Printing of accreditation certificates for training institutions;
- iv. Maintaining a record of training manuals, instructors guides and other resource materials related to the training which have been sold;
- v. Writing reports upon vetting of training institutions;
- vi. Assisting in organizing Training of Trainers Workshops;
- vii. Developing and maintaining a database of all the relevant stakeholders;

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 its equivalent;
- ii. Should have served for a minimum period of three (3) years as a maritime transport logistics training officer;
- iii. Shown merit and ability as reflected in work performance;
- iv. Proficiency in Computer Applications

SENIOR PORTS AND SHIPPING SERVICES OFFICER - 3 POSTS

Directorate: Maritime Trade and Development

Grade: KMAG 5

Terms of Service: Pensionable, medical cover

Remuneration (kshs.): Basic salary: 89,000.00 to 205,500.00, House allowance: 25,000.00, Commuter allowance: 16,000.00

Job Purpose: The Maritime ports and shipping services officers are responsible for coordinating the setup of the industry efficiency monitoring framework for maritime transport services and regulation of commercial maritime services. They are also responsible for coordinating and implementing strategies towards orderly development of an efficient and effective framework for provision of optimal commercial maritime services. They are also responsible for administering programs towards the development of the maritime cluster.

Job Description

Duties and responsibilities

- i. Monitoring of industry performance standards;
- ii. Undertaking statistical analysis on industry performance standards, maritime transport costs and other related commercial maritime activities;
- iii. Determining and implementing the use of appropriate statistical software in the computation, manipulation and analysis of data on commercial maritime services;
- iv. Coordinating the publication of statistical reports on freight and other related maritime transport costs, and service standards of maritime transport services;
- v. Assisting in conducting/coordinating shippers' awareness workshops on international trade Facilitation/INCOTERMS;
- vi. Writing reports during trade facilitation workshops;
- vii. Assist in monitoring and evaluation relating to the implementation of Mombasa Port Community Charter and Memorandum of cooperation;
- viii. Collecting progress implementation reports from the port community players;
- ix. Assist in compilation of data for Mombasa Port Community Charter and Memorandum of cooperation;
- x. Assist in writing quarterly, mid-term and annual reports related to Mombasa Port Community Charter and Memorandum of cooperation;
- xi. Assist in organizing meetings of the Mombasa Port Community Charter and Memorandum of cooperation;
- xii. Carry out mining and analysis of data on standards of maritime transport services;
- xiii. Assist in coordinating implementation of FAL Convention;
- xiv. Assisting in coordination of the development of maritime cluster;

- xv. Assisting in collaboration with other institutions to implement programmes on development of maritime cluster
- xvi. Assisting in conducting publicity campaigns to promote investments on maritime cluster.
- xvii. Develop and maintain a database on investments in the maritime cluster (including related to maritime services, coastal shipping, inland waterways, multimodal transport and natural resources);
- xviii. Assisting in organizing workshops, seminars and conferences to sensitize relevant stakeholders on the development of maritime cluster;

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 ADMINISTRATION OFFICER - 1 POST
Directorate: Finance and ICT
Grade: KMAG 5
Terms of Service: Pensionable, medical cover
Remuneration (kshs.): Basic salary: Basic salary: 89,000.00 to 205,500.00, House allowance: 25,000.00, Commuter allowance: 16,000.00
Job Purpose: Administration officers are responsible for providing office accommodation and administrative services to Authority staff.

Job Description

Duties and responsibilities

- i. Ensuring general cleanliness in offices is undertaken;
- ii. Supervising allocation of office accommodation;
- iii. Supervision of support service within Authority
- iv. Monitoring location and movement of office equipment and materials;
- v. Initiation of administrative staff training and development and other policy matters
- vi. Coordinating identification of office equipment and furniture requirement for the Authority
- vii. Providing cross-functional liaison for administrative matters
- viii. Facilitating meetings, conferences and other special events
- ix. Ensuring general maintenance of office equipment's and building is undertaken

- x. Generating administrative reports on repairs and maintenance.
- xi. Facilitate renewal of insurance policies/visas

Person Specifications

For appointment to this grade, an officer must: -

- i. Bachelor’s degree in Public Administration; Business Administration; Office Management or equivalent qualification from a recognized institution;
- ii. Should have served a minimum year of three (3) years in the position of administration officer;
- iii. Demonstrated Merit in work performance

LEGAL OFFICER (BOARD SERVICES) - 1 POST
Directorate: Board Secretariat and Legal Services
Grade: KMAG 6
Terms of Service: Pensionable, medical cover
Remuneration (kshs.): Basic salary: 71,500.00 to 140,500.00, House allowance: 20,000.00, Commuter allowance: 14,000.00
Job Purpose: The Legal Services shall be responsible for providing effective and efficient management of contract administration, company insurance, legislative drafting and compliance with legal and regulatory legislation including provision of legal advice to members of management.

Job Description

Duties and responsibilities

- i. Assist in provision of guidance to the Board on their duties and responsibilities and on matters of Governance;
- ii. Assisting to facilitate Board induction and development and implementation of the Capacity building programmes;
- iii. Assisting in preparation and management of Board Work-Plans;
- iv. Assisting to facilitate Annual Board Evaluation;
- v. Assisst in facilitating Governance Audits;
- vi. Assist in the development and implementation of the Board Charters, Terms of Reference and the Code of Conduct and Ethics;
- vii. Assiat in the preparation and circulation of Board and Committee Papers; and
- viii. Maintain and update the Register of Conflict of Interest.

Person Specifications

For appointment to this grade, an officer must: -

- i. Bachelor of Law degree from a recognized institution;

- ii. Certified Public Secretary CPS (K) or its equivalent qualification from a recognized Institution;
- iii. Proficiency in computer applications; and

LEGAL OFFICER (LEGAL SERVICES) - 1 POST

Directorate: Board Secretariat and Legal Services

Grade: KMAG 6

Terms of Service: Pensionable, medical cover

Remuneration (kshs.): Basic salary: 71,500.00 to 140,500.00, House allowance: 20,000.00, Commuter allowance: 14,000.00

Job Purpose: Legal Services are responsible for providing effective and efficient management of contract administration, company insurance, legislative drafting and compliance with legal and regulatory legislation including provision of legal advice to members of management.

Job Description

Duties and responsibilities

- i. Assist in rendering professional legal advice to the Legal Asst. Dir. for any legal action to be initiated and/or defending the interests of the Authority;
- ii. Assist in preparing legal briefs for the initiation of legal action;
- iii. Assist in issuance of licence or certificates in terms of ship registration/licensing;
- iv. Assist in preparing and interpreting legal opinions and offering guidance on legal requirements;
- v. Assist and supervise training of Legal Clerks, interns and other staff when necessary;
- vi. Maintain and ensure proper management of the records of the legal department are up to date and produce quarterly reports on the same;
- vii. Assist in ensuring that key issues and needs of Authority are represented in policy fora in international regional and national conferences/meetings/workshops;
- viii. Work collaboratively with other organizations and networks where appropriate, locally, regionally and internationally;
- ix. Assist to prosecute for and represent the Authority in law courts and quasi-judicial tribunals;
- x. Preparation and filing of pleadings for and on behalf of the Authority;

- xi. Assist in drafting and reviewing of legal instruments and policy documents on behalf of the Authority;
- xii. Assist in advising on negotiations and taking part in commercial transactions;
- xiii. Assist in drafting of contracts and MOUs;
- xiv. Assist in engaging and liaising with stakeholders on behalf of the Authority;
- xv. Assist in legal research and assignments;
- xvi. Assist by undertaking additional tasks and responsibilities which may arise from time to time, relevant to the post. Initiating and progressing the enactment of the legislation proposed by the Authority through the AG'S chambers and Ministry of Transport;
- xvii. Assist in initiating and progressing the enactment of the legislation proposed by the Authority through the Attorney General's chambers and the Ministry;

Person Specifications

For appointment to this grade, an officer must: -

- i. Bachelor of Law degree from a recognized institution;
- ii. Postgraduate Diploma in Law from the Kenya School of Law;
- iii. Admitted as an Advocate of the High Court;
- iv. Hold a valid practicing certificate;
- v. Member of the Law Society of Kenya;
- vi. Proficiency in computer applications; and

LEGAL OFFICER (MARITIME GOVERNANCE) - 1 POST
Directorate: Board Secretariat and Legal Services
Grade: KMAG 6
Terms of Service: Pensionable, medical cover
Remuneration (kshs.): Basic salary: 71,500.00 to 140,500.00, House allowance: 20,000.00, Commuter allowance: 14,000.00
Job Purpose: The Legal Services shall be responsible for providing effective and efficient management of contract administration, company insurance, legislative drafting and compliance with legal and regulatory legislation including provision of legal advice to members of management.

Job Description

Duties and responsibilities

- i. Assisting in rendering professional legal advice to the Director General on the relevance of international conventions and the need to ratify and domesticate international conventions related to maritime affairs;

- ii. Assist in administration and maintenance of ship register;
- iii. Assist in review of reports submitted by the various departments relating to maritime affairs;
- iv. Assist in preparation and participation of International forums related to the maritime sector.
- v. Assisting in drafting of national laws to enhance implementation of international conventions related to the maritime sector;
- vi. Assisting in ensuring that all the records related to maritime affairs are updated regularly and produce quarterly reports on the same;
- vii. Assisting in ensuring the key issues and needs of Authority in terms of the maritime industry are represented in legal fora in international, regional and national conferences/meetings/workshops;
- viii. Assisting in initiating review of maritime legal instruments and maritime policy documents on behalf of the Authority;
- ix. Assisting in keeping track and updates of the amendments and changes of international maritime legislations and other Kenyan laws;
- x. Assisting in drafting of Contracts, Agreements and MOUs related to maritime affairs;
- xi. Assisting in preparing and interpreting legal opinions and offering guidance on maritime affairs;
- xii. Assist in initiating legal research and assignments related to maritime affairs;
- xiii. Assist in conducting Legal Audits.

Person Specifications

For appointment to this grade, an officer must: -

- i. Bachelor of Law degree from a recognized institution;
- ii. Postgraduate Diploma in Law from the Kenya School of Law;
- iii. Admitted as an Advocate of the High Court;
- iv. Hold a valid practicing certificate;
- v. Member of the Law Society of Kenya;
- vi. Proficiency in computer applications; and

OFFICE ADMINISTRATOR - 2 POSTS
Directorate: Finance and ICT Grade: KMAG 6 Terms of Service: Pensionable, medical cover

Remuneration (kshs.): Basic salary: 71,500.00 to 140,500.00, House allowance: 20,000.00, Commuter allowance: 14,000.00

Job Purpose: The duties of Administrative Officers will entail ensuring appropriate reception of visitors and facilitating communication into and out of the Authority, taking care of a given office in terms of making appointments and dealing with enquiries; receiving and attending to visitors; handling correspondence, office documents and equipment; recording dictation in shorthand, drafting and operating computers, photocopying and undertaking routine office duties; and ensuring security of office documents and equipment.

Job Description

Duties and responsibilities

- i. Attending to visitors/clients;
- ii. Handling telephone calls and enquiries;
- iii. Handling customer inquiries and complaints;
- iv. Ensuring security of office records, equipment and documents;
- v. Ensuring confidentiality of office information;
- vi. Record keeping for correspondences and file movement;
- vii. Managing office protocol and etiquette;
- viii. Managing petty cash for the respective office;
- ix. Maintaining an up-to-date file movement register;
- x. Coordinating the general administration of the respective department/office;
- xi. Coordinating schedule of meetings and appointments for the respective departments/office;
- xii. Coordinating travel arrangements for the respective departments/office;
- xiii. Coordinating appointments and travel itineraries for the Chief Asst. Dir.;
- xiv. preparing responses to simple routine correspondence for the Chief Manger; and
- xv. Monitoring procedures for record keeping for correspondences.
- xvi. Ensuring security, integrity and confidentiality of data; and
- xvii. Undertaking any other office administrative services duties that may be assigned.

Person Specifications

For appointment to this grade, an officer must: -

- i. Bachelor's degree in Secretarial Studies or any other equivalent from a recognized institution;
- ii. Have passed the following examinations from the Kenya National Examinations Agency (KNEC);

- a. Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III;
- b. Shorthand III (120 w.p.m.);
- c. Business English III/Communications I;
- d. Office Management III/Office Administration and Management III;
- e. Secretarial Duties II;
- f. Commerce II;
- iii. Proficiency in computer applications;
- iv. Demonstrated results in work performance;

SURVEYOR, SEAFARERS TRAINING STANDARDS (NAUTICAL) - 1 POST

Directorate: Maritime Education, Training and Labour

Grade: KMAG 6

Terms of Service: Pensionable, medical cover

Remuneration (kshs.): Basic salary: 71,500.00 to 140,500.00, House allowance: 20,000.00, Commuter allowance: 14,000.00

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. Assisting in the review of Training and Certification regulations;
- ii. Assist in the issuance of certificates of Competency and Proficiency;
- iii. Assist in undertaking control procedure in line with the Training and Certification Regulations
- iv. Assist conduct of the evaluation required for recognition of certificates issued by other Administrations;
- v. Assist in verification of qualification and authorize those responsible for training and assessment;
- vi. Assist in administering seafarer examinations and assessments;
- vii. Assist in the issuance of seafarer certificates and endorsements;
- viii. Assist in revalidation of certificates;
- ix. Assist in the issuance of dispensations;

- x. Assist in the preparation and making available information on the status of certificates of competency and proficiency, including the matters affecting them;
- xi. Assist in the implementation of the Quality Standards System for seafarer training and certification.
- xii. Assist in 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. Bachelor Degree in the Maritime field such as Nautical Science, Marine Engineering, Mechanical Engineering or any other relevant qualifications from a recognized institution;
- ii. Certificate of Competency as Marine Engineer Officer or Deck Officer in accordance with the International Convention on Standards of Training, Certification and Watch keeping 1978, as amended will be an added advantage;
- iii. Good interpersonal relations,
- iv. Proficiency in computer applications;
- v. Good communication skills;

SURVEYOR, SEAFARERS TRAINING STANDARDS (ENGINEERING) - 1 POST

Directorate: Maritime Education, Training and Labour

Grade: KMAG 6

Terms of Service: Pensionable, medical cover

Remuneration (kshs.): Basic salary: 71,500.00 to 140,500.00, House allowance: 20,000.00, Commuter allowance: 14,000.00

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. Assisting in the review of Training and Certification regulations;
- ii. Assist in the issuance of certificates of Competency and Proficiency;
- iii. Assist in undertaking control procedure in line with the Training and Certification Regulations

- iv. Assist conduct of the evaluation required for recognition of certificates issued by other Administrations;
- v. Assist in verification of qualification and authorize those responsible for training and assessment;
- vi. Assist in administering seafarer examinations and assessments;
- vii. Assist in the issuance of seafarer certificates and endorsements;
- viii. Assist in revalidation of certificates;
- ix. Assist in the issuance of dispensations;
- x. Assist in the preparation and making available information on the status of certificates of competency and proficiency, including the matters affecting them;
- xi. Assist in the implementation of the Quality Standards System for seafarer training and certification.
- xii. Assist in 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. Bachelor Degree in the Maritime field such as Nautical Science, Marine Engineering, Mechanical Engineering or any other relevant qualifications from a recognized institution;
- ii. Certificate of Competency as Marine Engineer Officer or Deck Officer in accordance with the International Convention on Standards of Training, Certification and Watch keeping 1978, as amended will be an added advantage;
- iii. Good interpersonal relations,
- iv. Proficiency in computer applications;
- v. Good communication skills;

MARITIME LABOUR OFFICER- 1 POST

Directorate: Maritime Education, Training and Labour

Grade: KMAG 6

Terms of Service: Pensionable, medical cover

Remuneration (kshs.): Basic salary: 71,500.00 to 140,500.00, House allowance: 20,000.00, Commuter allowance: 14,000.00

Job Purpose: 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. Assist in the administration of the Kenyan Seafarers Register.
- ii. Assist in the issuance of seafarer identification documents.
- iii. Assist in the implementing of Board's and management committee decision in seafarers' registration and welfare;
- iv. Assist in the aid of abandoned seafarers.
- v. Assist in providing directions on the delivery of deceased seafarer's property.
- vi. Assist in the engagement and discharge of Kenyan seafarers;
- vii. Assist in the conduct of maritime labour audits for Kenyan ships
- viii. Assist in the issuance of Declaration of Maritime Labour Compliance Part I
- ix. Assist in the issuance of Maritime Labour Certificates in accordance with the Maritime Labour Convention and national legislation.
- x. Assist in the monitoring of Medical Practitioners for Seafarer Medical examination;
- xi. Assist in monitoring seafarers' recruitment and Placement Agencies;
- xii. Assist in developing medical standards and procedures for issuance of medical certificates and recognition of medical practitioners;
- xiii. Assist in developing and implementing standards on conditions for employment of seafarers;
- xiv. Assist in 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 Marine Engineer Officer or Deck Officer in accordance with the International Convention on Standards of Training, Certification and Watch keeping 1978, as amended
- ii. Good interpersonal relations,
- iii. Proficiency in computer applications;
- iv. Good communication skills;

SEARCH AND RESCUE OFFICERS - 6 POSTS

Directorate: Maritime Safety

Grade: KMAG 6

Terms of Service: Pensionable, medical cover

Remuneration (kshs.): Basic salary: 71,500.00 to 140,500.00, House allowance: 20,000.00, Commuter allowance: 14,000.00

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. Assist in the Development of the national search and rescue plan for coastal and inland waterways
- ii. Assist in the Review and update of the national search and rescue plan for coastal and inland waters
- iii. Assist in the Implementation of the national search and rescue plan for coastal and inland waters
- iv. Assist in the Conducting public awareness campaigns on maritime search and rescue.
- v. Assist in the Implementation of International Conventions and instruments relating to maritime search and rescue
- vi. Assist in managing 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. Assist in the management of emergency beacons e.g., EPIRBs database and is responsible for keeping it up-to-date and accessible on 24-hour basis
- viii. Assist in the Implementation of the requirements of regional SAR agreements with neighbouring States

Person Specifications

For appointment to this grade, an officer must: -

- i. Bachelor Degree in the Maritime field such Telecommunication Engineering as or any other relevant qualifications from a recognized institution;
- ii. Good interpersonal relations,
- iii. Proficiency in computer applications;
- iv. Good communication skills;

MARINE ENVIRONMENT PROTECTION OFFICER - 1 POST

Directorate: Maritime Safety

Grade: KMAG 6

Terms of Service: Pensionable, medical cover

Remuneration (kshs.): Basic salary: 71,500.00 to 140,500.00, House allowance: 20,000.00, Commuter allowance: 14,000.00

Job Purpose: The Marine Environment Protection Officers are responsible for ensuring protection of marine environment from shipping activities in accordance

with International Conventions and national legislations relating to the marine environment.

Job Description

Duties and responsibilities

- i. Assist in the Develop of the national oil spill response contingency plan for coastal and inland waterways
- ii. Assist in the Review and update of the national oil spill response contingency plan for coastal and inland waters
- iii. Assist in the Implement the national oil spill response contingency plan for coastal and inland waters
- iv. Assist in the Implement strategies for monitoring and preventing oil spills in the coastal and inland waters
- v. Co-operate with relevant stakeholders in the protection of marine environment from shipping activities
- vi. Assist in the Conduct of pollution prevention inspections of Kenyan ports and navigable waterways
- vii. Assist in conducting public awareness campaigns on prevention of ship source pollution.
- viii. Assist in the Implementation of International Conventions and other instruments relating to marine pollution response and coordination

Person Specifications

For appointment to this grade, an officer must: -

- i. Relevant Degree in the Maritime field such as Nautical Science, Marine Engineering, Mechanical Engineering, Marine Environment or any other relevant qualifications from a recognized institution OR Certificate of Competency as Marine Engineer Officer or Deck Officer in accordance with the International Convention on Standards of Training, Certification and Watch keeping 1978, as amended
- ii. Good interpersonal relations,
- iii. Proficiency in computer applications;
- iv. Good communication skills;

LICENSING AND SEABORNE TRADE OFFICER - 1 POST

Directorate: Maritime Trade and Development

Grade: KMAG 6

Terms of Service: Pensionable, medical cover

Remuneration (kshs.): Basic salary: 71,500.00 to 140,500.00, House allowance: 20,000.00, Commuter allowance: 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;

MERCHANT SHIPPING FEES OFFICER - 1 POST

Directorate: Maritime Trade and Development

Grade: KMAG 6

Terms of Service: Pensionable, medical cover

Remuneration (kshs.): Basic salary: 71,500.00 to 140,500.00, House allowance: 20,000.00, Commuter allowance: 14,000.00

Job Purpose: The Merchant Shipping Fees Officers are responsible for supervision and management of the MS Fees (Oversight and Monitoring Fees).

Job Description

Duties and responsibilities

- i. Assist in data mining and analysis of MS Fees;
- ii. Assist in projection and reconciliation of MS Fees;
- iii. Assist in maintaining records and data on MS Fees;
- iv. Assist in processing refunds of excess MS Fees charged against importers and exporters;
- v. Assist in production of periodic reports on MS Fees collections;

Person Specifications

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. Proficiency in Computer Applications;

LEGAL CLERK - 1 POST

Directorate: Board Secretariat and Legal Services

Grade: KMAG 8

Terms of Service: Pensionable, medical cover

Remuneration (kshs.): Basic salary: 42,500.00 to 80,000.00, House allowance: 10,000.00, Commuter allowance: 12,000.00

Job Purpose: The Legal Services shall be responsible for providing effective and efficient management of contract administration, company insurance, legislative drafting and compliance with legal and regulatory legislation including provision of legal advice to members of management.

Job Description

Duties and responsibilities

- i. Assisting in reviewing and retrieving files for relevant action;
- ii. Assisting in opening legal files;
- iii. photocopying file documents;
- iv. Filing contract and court documents;
- v. reviewing and retrieving files for relevant action;
- vi. opening legal files;
- vii. filing contract and court documents;
- viii. responding to inquiries regarding specific cases;
- ix. facilitating payment of legal fees;
- x. serving legal documents to clients and other stakeholders;

- xi. collaborating with the Senior Legal Assistant, monitoring all security documentation – Term and Expiry;
- xii. obtaining the Kenya Gazette weekly and perusing, preparing and submitting reports on any matter touching on the Authority.

Person Specifications

For appointment to this grade, an officer must: -

- i. Diploma in Law, Paralegal studies or Administration (with bias in legal matters) from a recognized institution;
- ii. Proficiency in Computer Applications;
- iii. A current Process Server Certificate or its equivalent qualifications;
- iv. Proficiency in computer applications; and

ICT ASSISTANT - 1 POST
Directorate: Finance and ICT
Grade: KMAG 8
Terms of Service: Pensionable, medical cover
Remuneration (kshs.): Basic salary: <u>42,500.00 to 80,000.00</u> , House allowance: <u>10,000.00</u> , Commuter allowance: <u>12,000.00</u>
Job Purpose: This cadre will facilitate and manage information and telecommunications through ICT Project Management, developing ICT systems.

Job Description

Duties and responsibilities

- i. Testing simple computer programs according to instructions and specifications;
- ii. Installing and configuring computer systems;
- iii. Providing user support;
- iv. Repairing and maintaining ICT equipment and associated peripherals;
- v. Monitoring the performance of ICT equipment
- vi. Providing support for application systems;
- vii. Identifying and reporting any faults for necessary action; and
- viii. Maintaining upto date equipment register.

Person Specifications

For appointment to this grade, an officer must: -

- i. Diploma in any of the following fields: Information Technology, Computer Science/Engineering or any other relevant and equivalent qualification from a recognized Institution

- ii. Proficiency in computer applications; and

SUPPLY CHAIN MANAGEMENT ASSISTANT - 1 POST

Grade: KMAG 8

Terms of Service: Pensionable, medical cover

Remuneration (kshs.): Basic salary: 42,500.00 to 80,000.00, House allowance: 10,000.00, Commuter allowance: 12,000.00

Job Purpose: The Supply Chain Management Officers assist the Centre to achieve its strategic goals through implementation of efficient and effective systems of acquisition of goods, works and services, as well as disposal of assets.

Job Description

Duties and responsibilities

- i. Undertaking market surveys to ensure the Authority obtains value for money;
- ii. Participating in the opening quotations;
- iii. maintaining and update a list of prequalified suppliers;
- iv. Liaising with suppliers to ensure timely delivery of goods and services; and
- v. Ensuring safe custody of all procurement's records.

Person Specifications

For appointment to this grade, an officer must: -

- i. Diploma in Procurement & Supplies Management, Business Administration, or other relevant field from a recognized institution;
- ii. Proficiency in computer applications

DRIVER - 5 POSTS

Directorate: Finance and ICT

Grade: KMAG 9

Terms of Service: Pensionable, medical cover

Remuneration (kshs.): Basic salary: 31,000.00 to 63,500.00, House allowance: 10,000.00, Commuter allowance: 12,000.00

Job Purpose: The Drivers are responsible for ensuring that all vehicles are maintained in good order to ensure smooth mobility of employees of the Authority.

Job Description

Duties and responsibilities

- i. Maintaining cleanliness of the vehicle;
- ii. Keeping up to date work tickets for vehicles;
- iii. Cleaning of the assigned motor vehicle;

- iv. Submitting regular reports on motor vehicle assigned;
- v. Reporting any mechanical/accident problems; and
- vi. Proper mechanical working condition of the vehicle.

Person Specifications

For appointment to this grade, an officer must: -

- i. At least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
- ii. The Occupational Trade Test II Certificate;
- iii. Valid driving license
- iv. Certificate of Good Conduct (renewable after two (2) years);
- v. Defensive driving course from a recognized institution.
- vi. Driving experience of 3 years
- vii. First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution; and

DECKHAND - 2 POSTS

Directorate: Maritime Safety

Grade: KMAG 9

Terms of Service: Pensionable, medical cover

Remuneration (kshs.): Basic salary: 31,000.00 to 63,500.00, House allowance: 10,000.00, Commuter allowance: 12,000.00

Job Purpose: The deck hands 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. Assist in coxswain in safe embarkation and disembarkation of boat passengers
- ii. Assist in the maintenance of boat search and rescue equipment
- iii. Assist in search and rescue operations
- iv. Assist in routine housekeeping of search and rescue boats
- v. Assist in basic maintenance of the boat
- vi. Assist in executing shifting orders of search and rescue boats
- vii. Assist in look out during search and rescue operations

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 D plain or equivalent

OFFICE ASSISTANT - 2 POSTS

Grade: KMAG 10

Terms of Service: Pensionable, medical cover

Remuneration (kshs.): Basic salary: 22,000.00 to 49,000.00, House allowance: 10,000.00, Commuter allowance: 12,000.00

Job Purpose: The Office Assistants are responsible for attending to general routine office services, which include providing cleaning services, messengerial duties and preparing tea.

Job Description

Duties and responsibilities

- i. Cleaning offices, machines/ equipment/apparatus;
- ii. Collecting and disposing waste;
- iii. Dusting offices and ensuring habitable office conditions;
- iv. Moving or carrying office equipment, furniture and ensuring orderly arrangement; and dispatching letters.
- v. Arranging for meeting venues professionally and timely;
- vi. Keeping inventory of kitchen equipment;
- vii. Preparing and serving office tea; and
- viii. Performing office and messengerial duties.

Person Specifications

For appointment to this grade, an officer must: -

- i. At least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
- ii. Proficiency in English and Kiswahili languages;
- iii. Good inter-personal skills; and