



KENYA MARITIME AUTHORITY

EXTERNAL JOB ADVERTISEMENT

DIRECTOR, CORPORATE SERVICES – 1 POST

Directorate: Finance and ICT

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

Provision of strategic leadership and advice to ensure optimal utilization and management of the Authority's resources.

Job Description

Duties and Responsibilities

- i. Oversee all issues regarding the financing of KMA activities and advise the Authority on financial planning strategies and policies;
- ii. Develop and implement sound financial management policies and procedures;
- iii. Plan and coordinate timely preparation of annual Work Plans and budget estimates for the Authority;
- iv. Develop and manage internal controls and compliance;
- v. Participate in developing resource mobilization strategies;
- vi. Oversee preparation of the final Annual Statement of Accounts in accordance with accounting standards and procedures;
- vii. Overseeing ICT infrastructure and Human capital in the Authority;
- viii. Monitor and evaluate funds applications and accountability;
- ix. Developing and overseeing the implementation of a dynamic corporate strategy that is able to deliver services and results as envisioned in the strategic plan;
- x. Ensure prudent and optimal utilization of Authority funds and Assets;
- xi. Provide up to date, accurate and prompt management accounts and reports to the management and the board;
- xii. Providing oversight to the Authority's human capital affairs, ensuring that the Authority has the right and sufficient human resource to meet its objectives;
- xiii. Providing oversight for effective records management operations;
- xiv. Participating in the development and review of the Institution's strategic plan;
- xv. Reviewing the Corporate Services business plans in line with the overall strategic objectives and government performance contract; and
- xvi. Overseeing operations of Human Resources, Administration and Finance & Accounting departments;

xvii. Oversee the implementation of corporate projects .

Person Description

For appointment to this grade, an officer must: -

- i. Bachelor's Degree in either Commerce, Accounting, Economics, Business Administration, Finance, ICT, planning, Business Administration, Human Resource management or any other equivalent qualification from a recognized institution;
- ii. Master's Degree in any of the following: Commerce, Accounting, Business Administration, ICT, planning or their equivalent qualification from a recognized institution will be an added advantage;
- iii. A Minimum of ten (10) years relevant work experience and at least five (5) in a senior management role in the Public Service or Private Sector;
- iv. Membership and in good standing of a relevant professional body/Institution;
- v. Strategic leadership course lasting six weeks;
- vi. Proficiency in computer applications;

PRINCIPAL PORTS AND SHIPPING SERVICES OFFICER - 1 POST

Directorate: Maritime Trade and Development

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 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. Coordinating the development of a Monitoring and Evaluation framework for the Maritime Transport Service Providers to facilitate monitoring of service delivery;
- ii. Identify anti-competitive/restrictive trade practices in the maritime industry;
- iii. In collaboration with relevant Government Agencies to overseeing shipping competition and market analysis to address anti-competitive/restrictive trade practices in the maritime industry;
- iv. Developing quarterly sector Performance for evaluation of maritime transport service providers in accordance with the standards for maritime services, port community charter and the Memorandum of Cooperation;
- v. Assisting in formulation, developing and reviewing policies on shipping and maritime commercial activities;
- vi. Receiving data on performance by maritime service providers, analyses and produces performance reports used in ascertain compliance with the established service delivery standards.
- vii. Preparing the departmental budget.
- viii. Developing and Administering monitoring programs and other research efforts, designed to appraise the Authority of current trade conditions, emerging trends and carrier pricing and service activities;
- ix. Conducting systematic surveillance of maritime service providers in areas relevant to the Authority's administration of statutory standards; and
- x. Assisting in Identifying and tracking relevant competitive, commercial and economic activity in Kenyan foreign trade and reviewing the reasonableness of the rates/tariff of maritime service providers;

- xi. Monitoring progress towards achievement of expected results and identify risks that might affect the achievement of results at the port and corridor;
- xii. Carrying out the periodic review of the monitoring and evaluation frameworks tools, guidelines and processes;
- xiii. Assisting in developing the E-Charter through automation of monitoring and evaluation framework;
- xiv. Undertaking activities to increase visibility and effectiveness of implementation of the revised Charter
- xv. Organizing and scheduling meetings for Steering Committee with the Charter Council of Signatories, relevant Ministry in charge of Transport, and other relevant institutions for enhanced regularity and improved quality of meetings, and implementation of agreed outcomes;
- xvi. Organize stakeholder meetings, which includes: mid and Annual Review Meetings, Think Tank Forums, and other stakeholders' engagements;
- xvii. Work closely with Steering Committee members and partners to develop, promote and partner in Charter award programmes;
- xviii. Develop linkage between the Memorandum of Cooperation and the port charter in order to strengthen performance monitoring of the MOC;
- xix. Preparing quarterly industry efficiency and operations update reports;
- xx. Preparing quarterly reports on the implementation progress of the Authority's commitment in the Mombasa Port Community Charter;
- xxi. Analysing, validate and conduct quality assurance of the Mombasa Port Community Charter industry periodic performance reports;
- xxii. Organising and coordinate the activities of the steering committee to the Mombasa Port Community Charter;
- xxiii. Coordinating and collaborating with relevant stakeholders on implementation of FAL Convention;
- xxiv. Organizing workshops, seminars and meeting on implementation of FAL Convention;
- xxv. Raising stakeholders' awareness on implementation of FAL Convention;
- xxvi. Coordinating the development of maritime cluster;
- xxvii. Collaborating with other relevant institutions to implement programmes on development of maritime cluster;
- xxviii. Conducting publicity campaigns to promote investments on maritime cluster.
- xxix. Developing and maintaining a database on investments in the maritime cluster (including related to maritime services, coastal shipping, inland waterways, multimodal transport and natural resources);
- xxx. 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. Masters in Maritime Transport, Port Management, Shipping, Transport Economics, Business Management/Administration or any other relevant qualification from a recognized institution will be an added advantage;
- iii. Management course lasting not less four (4) weeks.
- iv. Should have served for a minimum period of three (3) years in a relevant field
- v. Membership to an institute of chartered ship brokers, shipping, transport, logistics, economics professional body or any other relevant qualification from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results;
- vii. Proficiency in Computer Applications.

PRINCIPAL SHIP SURVEYOR - 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: 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;

- i. Supervises the work of Recognized Organizations
- ii. Supervising the building/ conversion of Kenyan ships
- iii. Supervising the performance of technical evaluations and/or calculations pertaining to:
 - ship Safety equipment;
 - machinery systems;
 - load line;
 - oil pollution prevention;
 - hull structure;
 - Subdivision and stability;
 - tonnage;
 - Structural fire protection;
 - Noxious Liquid Substances pollution;
 - radio;
 - Carriage of dangerous chemicals in bulk;
 - 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: -

- xiii. 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;
- xiv. Master's Degree in any of the following; Maritime Affairs, Nautical Science, Marine Engineering, Naval Architecture or equivalent qualifications from a recognized institution will be an added advantage;
- xv. 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;
- xvi. Should have served for a minimum period of three (3) years in a relevant field;
- xvii. Must be a member of a relevant professional body in good standing;
- xviii. Certificate in a Management Course from a recognized institution;
- xix. Good interpersonal relations, high leadership qualities and integrity;
- xx. Proficiency in computer applications.