



KENYA MARITIME AUTHORITY

EXTERNAL JOB ADVERTISEMENT

ASSISTANT DIRECTOR, PORTS AND SHIPPING SERVICES – 1 POST

Directorate: Maritime Trade and Development

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 Maritime ports and shipping services officers are responsible for coordinating the setup of the industry efficiency monitoring framework for maritime transport services and the regulation of commercial maritime services. They are also responsible for coordinating and implementing strategies towards the orderly development of an efficient and effective framework for the 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. Overseeing the evaluation of compliance with established Key Performance Industry Standards;
- ii. Ensure an appropriate monitoring and evaluation framework is in place;
- iii. Ensure an appropriate IT system is instituted to facilitate implementation of a monitoring and evaluation framework;
- iv. Coordinating the reporting of the implementation progress of the Authority's Kenya Vision 2030 priority flagship projects;
- v. Oversee preparation of quarterly industry efficiency reports;
- vi. Prepare technical operations reports on performance contracts;
- vii. Preparing quarterly reports on the implementation progress of the Authority's commitment in the Mombasa Port Community Charter;
- viii. Analyzing, validating and conducting quality assurance of the Mombasa Port Community Charter industry periodic performance reports;
- ix. Organizing and coordinate the activities of the steering committee for the Mombasa Port Community Charter.
- x. Preparing departmental reports on the implementation progress of the department's Vision 2030 priority flagship projects;
- xi. Taking part in the preparation of the departmental budget.
- xii. Sensitizing stakeholders on the appropriate use of international commercial terms of trade (INCOTERMS) and other emerging industry issues geared towards facilitating trade.

- xiii. Oversee the monitoring and evaluation of the Mombasa Port Community Charter and the Memorandum of Cooperation;
- xiv. Coordinate implementation of the FAL Convention;
- xv. Oversee submission of status report on implementation of FAL Convention;

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. A Master's 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. Post Graduate Diploma in a relevant area;
- iv. Management course lasting not less than four (4) weeks;
- v. Should have three years of relevant experience
- vi. Membership to a shipping, transport, logistics, or economics professional body or any other relevant qualification from a recognized institution, where applicable;
- vii. Shown merit and ability as reflected in work performance and results;
- viii. Proficiency in Computer Applications

ASSISTANT DIRECTOR, HUMAN RESOURCE AND ADMINISTRATION – 1 POST

Directorate: Corporate Services

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 ensuring that the Authority has the right and sufficient human resources to meet its objectives. They are responsible for the management of the Human Resource Function, including formulation, periodic review and implementation of HR policies; compensation and benefits; staff training and development (competent and productive workforce); employee industrial relations; and performance management.

Job Description

Duties and responsibilities

- i. Guiding the development, interpretation, implementation and review of human resource management and administration policies, standards and guidelines;
- ii. Ensuring implementation of Terms and Conditions of service for the Authority; coordinating organizational development and job reviews;
- iii. Managing staff recruitment, promotion, discipline and capacity building; developing, reviewing and coordinating implementation of welfare and other incentive schemes for the Authority;
- iv. Monitoring the implementation of performance management systems; analyzing the staffing levels in the Authority and recommending proposals for succession planning and proper deployment;
- v. Coordinating the development and implementation of grievance handling mechanisms
- vi. Initiating best practices in the management of human resource function.
- vii. Championing change management programmes in the Authority;
- viii. Monitoring and evaluating the effectiveness of training and development programmes; and
- ix. Leading the Authority in formulating and implementing efficient Performance Management Systems
- x. Overseeing the implementation of administration policies, rules, standards and regulations;
- xi. Managing and maintaining the assets register of the Authority;
- xii. Monitoring adherence and implementation of the departmental work plans;
- xiii. Oversee the Administration and Records Management functions of the Authority
- xiv. Overseeing the provision of security for premises and staff
- xv. Overseeing the design, implementation and periodic review of security systems;
- xvi. Preparation and submission of quarterly reports on administration within the Authority
- xvii. Preparation and submission of quarterly reports on performance target setting and appraisal for staff within the Section.

- xviii. Coordinating office management services, office accommodation, transport and logistics;
- xix. Coordinating the Investigation of incidents of security lapses in the Authority in liaison with the Police and other security agencies;
- xx. Making arrangements for the acquisition of legal documents, such as motor vehicles, assets, insurance and licenses in liaison with the Legal unit and other relevant agencies

Person Specifications

For appointment to this grade, an officer must: -

- i. Bachelor's degree in any of the following disciplines: Human Resource Management, Business Administration or equivalent qualifications from a recognized institution;
- ii. Master's degree in any of the following disciplines:- Human Resource Management, Administration, Business Administration, qualifications or equivalent qualification from recognized institution will be an added advantage;
- iii. Certificate in Management Course or its equivalent lasting not less than four (4) weeks;
- iv. Membership of the Institute of Human Resource Management in good standing
- v. Should have relevant experience of three (3) years;
- vi. Proficiency in computer applications;
- vii. Demonstrated results in work performance;
- viii. Good communication skills.