



**KENYA MARITIME AUTHORITY
EXTERNAL JOB ADVERTISEMENT**

ASSISTANT DIRECTOR, TRAINING AND 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

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 Specification

Reporting to the Director Maritime Education, Training & Labour the duties and responsibilities of the Assistant Director will entail;

- 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 have: -

- a) Bachelor Degree in the Maritime field such as Nautical Science, Marine Environment or any other equivalent qualifications from a recognized institution;
- b) Master's Degree in any of the following; Maritime Affairs (MET), Nautical Science or equivalent qualifications from a recognized institution will be an added advantage;
- c) Certificate of Competency Class 1 Master Mariner Unlimited (II/2) in accordance with The International Convention on Standards of Training, Certification and Watch keeping, 1978, as amended;
- d) Should have relevant experience for a minimum period of three (3) years;
- e) Good interpersonal relations, high leadership qualities and integrity ;
- f) Demonstrated values of governance as provided in the Constitution of Kenya;
- g) Member of a relevant professional body in good standing where applicable;
- h) Proficiency in computer applications;
- i) Demonstrated managerial, administrative and professional competence in work performance.
- j) Proficiency in Computer Applications

Key competencies and skills

- (i) Strong analytical skills
- (ii) Communication skills
- (iii) Strategic and innovative thinking
- (iv) Strong interpersonal skills
- (v) Ability to mobilize resources
- (vi) Negotiation skills

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

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 specification

Reporting to the Director Maritime Safety, the duties and responsibilities of the Assistant Director will entail:

- 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;
- ix. Preparing implementation reports for the department;

Person specification

For appointment to this grade a candidate must have: -

- a) Bachelor degree in the Maritime field such as Nautical Science, Marine Engineering, Mechanical Engineering, Naval Architecture, Marine Environment or any other relevant qualifications from a recognized institution
- b) 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;
- c) Certificate of Competency Class 1 – Master Mariner Unlimited (II/2) or Chief Engineer Unlimited (III/2) in accordance with the International Convention on Standards of Training, Certification and Watch keeping 1978, as amended;
- d) Should have relevant experience for a minimum period of three (3) years;
- e) Good interpersonal relations, high leadership qualities and integrity
- f) Demonstrated values of governance as provided in the Constitution of Kenya
- g) Member of a relevant professional body in good standing where applicable;
- h) Proficiency in computer applications;
- i) Demonstrated managerial, administrative and professional competence in work performance.
- j) Proficiency in Computer Applications

Key competencies and skills

- (i) Strong analytical skills
- (ii) Communication skills
- (iii) Strategic and innovative thinking
- (iv) Strong interpersonal skills
- (v) Ability to mobilize resources
- (vi) Negotiation skills

ASSISTANT DIRECTOR, TRAINING AND CERTIFICATION (MARITIME TRANSPORT LOGISTICS) – 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

Responsible for oversight and regulation of standards and quality of maritime transport logistics training.

Job specification

Reporting to the Director Maritime Education, Training & Labour, the duties and responsibilities of the Assistant Director will entail:

- i. Developing curriculum in collaboration with relevant government agencies and other stakeholders;
- ii. Enforcement of quality standards of training;
- iii. Engaging training institutions on matters pertaining to the training;
- iv. Promoting and Marketing the maritime transport logistics training programme;
- v. Developing training manuals and instructors guides;
- vi. Developing and implementing training of trainers' programmes.
- vii. Developing requisite materials and/or documents for the implementation of the curriculum;
- viii. Developing structures and mechanisms for accreditation of maritime training institutions;
- ix. Liaising and collaborating with relevant institutions at the international, regional and national level on matters pertaining to Maritime Transport Logistics training;
- x. Organizing workshops and seminars for training institutions and other relevant stakeholders;
- xi. Enforcing high standards of professional and ethical conduct amongst maritime service providers;
- xii. Promoting the attainment of the highest standards of competence and qualifications among respective maritime service providers;
- xiii. Developing a pool of maritime service professionals;

Person specification

For appointment to this grade, a candidate must have: -

- a) Bachelor's degree in Maritime Studies, Port Management, Shipping, Transport Economics, logistics, Business Management/Administration or its equivalent;
- b) Masters in Maritime Transport, Port Management, Shipping, Transport Economics, Business Management/Administration or its equivalent;
- c) Minimum KCSE C+ (plus) or its equivalent;
- d) Should have relevant experience for a minimum period of three (3) years;
- e) Membership to a shipping, transport, logistics, economics professional body or its equivalent;
- f) Shown merit and ability as reflected in work performance and results;
- g) Proficiency in Computer Applications
- h) Fulfil the requirements of Chapter 6 of the Constitution

Key competencies and skills

- (i) Strong analytical skills
- (ii) Communication skills
- (iii) Strategic and innovative thinking
- (iv) Strong interpersonal skills
- (v) Ability to mobilize resources
- (vi) Negotiation skills

ASSISTANT DIRECTOR, RESEARCH, STRATEGY AND MONITORING AND EVALUATION - 1 post

Department: RESEARCH & STRATEGY

Grade: KMAG 3

Terms of Service: Pensionable, medical cover

Remuneration (kshs.); *Basic salary: 170,500.00 to 373,500.00, House allowance: 35,000.00, Commuter allowance: 20,000.00*

Job Purpose

Responsible for initiating policy formulation, Research, Quality Assurance, Coordination of Risks Management, Performance Management, Monitoring & Evaluation and resource mobilization including development and reviewing strategic plan of the Authority.

Job Specification

The duties and responsibilities of the officer will entail: -

- i. Coordinate the development, implementing and reviewing the Authority internal policies, regulations, guidelines;
- ii. Assist in developing the agenda items for management on issues of Corporate planning and Resource Mobilization;
- iii. Ensure alignment the Authority's strategies with national and county policies, plans and strategies;
- iv. Coordinating corporate performance management process of all the departments and divisions at the Authority;
- v. Coordinate the development of monthly, quarterly, semi-annual and annual organisational performance reports;
- vi. Ensure preparation, implementation, monitoring and evaluation of the Authority's work plans and Performance Contract (PC).
- vii. Ensuring production of quality planning reports
- viii. Guiding the performance contracting process for the Authority
- ix. Developing, implementing and reviewing resource mobilization, strategies and programmes;
- x. Developing a framework for stakeholders collaborations,
- xi. Preparing reports to donors and relevant agencies;
- xii. Drafting and revision of agreements with partners;
- xiii. Identifying and mapping of potential and emerging sources of funding and

- assessing their current usage and potential for the future;
- xiv. Coordinating the development of proposals for funding;
- xv. Identifying key strategic partners and maintaining a database

Person Specification

For appointment to this grade, an officer must have: -

- a) Bachelor's Degree in any of the following fields: Economics, Statistics, Mathematics, Strategic Management, Business Development, Development Studies, and Business Administration or equivalent qualifications from a recognized institution;
- b) Master's Degree in any of the following fields: Economics, Statistics, Mathematics, Strategic Management, Business Development, Development Studies, and Business Administration or equivalent qualifications from a recognized institution;
- c) Member of a relevant professional body in good standing where applicable;
- d) Should have relevant experience for a minimum period of three (3) years;
- e) Proficiency in computer applications;
- f) Demonstrated managerial, administrative and professional competence in work performance.
- g) Fulfil the requirements of Chapter Six of the Constitution

Key competencies and skills

- (i) Strong analytical skills
- (ii) Communication skills
- (iii) Strategic and innovative thinking
- (iv) Strong interpersonal skills
- (v) Ability to mobilize resources
- (vi) Negotiation skills

PORT STATE CONTROL OFFICER – 3 POSTS

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

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 Specification

The duties and responsibilities of the officer will entail: -

- 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 Specification

For appointment to this grade, an officer must have: -

- a) Certificate of Competency Class 1 – Master Mariner Unlimited (II/2) or Chief Engineer Unlimited (III/2) in accordance with the International Convention on Standards of Training, Certification and Watch keeping 1978,as amended;
- b) Bachelor’s Degree in naval architect, mechanical engineer and worked in ship construction, survey or technical ship operation for at least five years; or
- c) Served for a period of not less than five years at sea as officer in the deck or engine department respectively;
- d) Certificate in Port and flag state inspection training;
- e) Good interpersonal relations, high leadership qualities and integrity;
- f) Proficiency in computer applications;

g) Meet the requirements of Chapter Six of the Constitution

Key competencies and skills

- (i) Strong analytical skills
- (ii) Communication skills
- (iii) Strategic and innovative thinking
- (iv) Strong interpersonal skills
- (v) Ability to mobilize resources
- (vi) Negotiation skills

PRINCIPAL OFFICER, SEAFARERS TRAINING & CERTIFICATION STANDARDS (NAUTICAL); – 1 post

Directorate: MARITIME EDUCATION, TRAINING & 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

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 Specification

The duties and responsibilities of the officer will entail: -

- 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 Specification

For appointment to this grade, an officer must have: -

- a) Bachelor Degree in the Maritime field such as Nautical Science or any other relevant qualifications from a recognized institution;
- b) Master Degree in any of the following; Maritime Affairs, Nautical Science, or equivalent qualifications from a recognized institution will be an added advantage;
- c) Certificate of Competency as Chief Officer (Class II) Deck in accordance with the International Convention on Standards of Training, Certification and Watch keeping 1978, as amended
- d) Should have relevant experience for a minimum period of three (3) years;
- e) Member of a relevant professional body in good standing;
- f) Good interpersonal relations, high leadership qualities and integrity;
- g) Demonstrated values of governance as provided in the Constitution of Kenya;
- h) Proficiency in computer applications;

Key competencies and skills

- (i) Strong analytical skills
- (ii) Communication skills
- (iii) Strategic and innovative thinking
- (iv) Strong interpersonal skills
- (v) Ability to mobilize resources
- (vi) Negotiation skills

**PRINCIPAL OFFICER, SEAFARERS TRAINING & CERTIFICATION STANDARDS
(ENGINEERING) – 1 post**

Directorate: MARITIME EDUCATION, TRAINING & 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

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 Specification

The duties and responsibilities of the officer will entail: -

- 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 Specification

For appointment to this grade, an officer must have: -

- a) Bachelor Degree in the Maritime field such as Marine Engineering, Mechanical Engineer or any other relevant qualifications from a recognized institution;
- b) Master Degree in any of the following; Maritime Affairs, Marine Engineering or equivalent qualifications from a recognized institution will be an added advantage;
- c) Certificate of Competency as Engineer Officer (Class II) in accordance with the International Convention on Standards of Training, Certification and Watch keeping 1978, as amended
- d) Should have relevant experience for a minimum period of three (3) years;
- e) Good interpersonal relations, high leadership qualities and integrity;
- f) Demonstrated values of governance as provided in the Constitution of Kenya;
- g) Proficiency in computer applications;
- h) Be a member of a relevant professional body where applicable;

Key competencies and skills

- (i) Strong analytical skills
- (ii) Communication skills
- (iii) Strategic and innovative thinking
- (iv) Strong interpersonal skills
- (v) Ability to mobilize resources
- (vi) Negotiation skills

PRINCIPAL SURVEYOR, MARITIME SECURITY – 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**

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 Specification

The duties and responsibilities of the officer will entail: -

- 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 Specification

For appointment to this grade, an officer must have: -

- a) Bachelor Degree in Nautical Science, Marine Engineering, Mechanical Engineering, Marine Environment or any other relevant qualifications from a recognized institution or,
- b) 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 added advantage
- c) Certificate of Competency as Deck Officer or Marine Engineer Officer (Class II) in accordance with the International Convention on Standards of Training, Certification and Watch keeping 1978, as amended
- d) Must be a member of a relevant professional body in good standing;
- e) Should have relevant experience for a minimum period of three (3) years;
- f) Good interpersonal relations, high leadership qualities and integrity;
- g) Proficiency in computer applications;
- h) Proficient in implementation of ISPS code
- i) Meet the requirements of Chapter Six of the Constitution

Key competencies and skills

- (i) Strong analytical skills
- (ii) Communication skills
- (iii) Strategic and innovative thinking
- (iv) Strong interpersonal skills
- (v) Ability to mobilize resources
- (vi) Negotiation skills

PRINCIPAL 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

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 Specification

The duties and responsibilities of the officer will entail: -

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 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
- (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 Marpol 73/78
- 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 Specification

For appointment to this grade, an officer must have:

- a) 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
- b) Masters 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;
- c) Certificate of Competency as Chief Officer or Second Engineer (Class II) in accordance with the International Convention on Standards of Training, Certification and Watchkeeping 1978, as amended;
- d) Should have relevant experience for a minimum period of three (3) years;
- e) Must be a member of a relevant professional body in good standing;
- f) Good interpersonal relations, high leadership qualities and integrity;

- g) Proficiency in computer applications;
- h) Meet the requirements of Chapter Six of the Constitution

Key competencies and skills

- (i) Strong analytical skills
- (ii) Communication skills
- (iii) Strategic and innovative thinking
- (iv) Strong interpersonal skills
- (v) Ability to mobilize resources
- (vi) Negotiation skills

PRINCIPAL HUMAN RESOURCE OFFICER (LEARNING AND DEVELOPMENT) – 1 post

Department: HUMAN RESOURCE & ADMINISTRATION

Grade: KMAG 4

Terms of Service: Pensionable, medical cover

Remuneration (kshs.); *Basic salary:* 115,500.00 to 285,500.00, *House allowance:* 30,000.00, *Commuter allowance:* 16,000.00

Job Purpose

Responsible for 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 Specification

The duties and responsibilities of the officer will entail: -

- i. Coordinating, formulating and implementing HR strategies, policies rules, regulations, and systems for the Authority;
- ii. Overseeing human resource development;
- iii. Overseeing the Identification, designing and implementing of training programs based on identified needs;
- iv. Monitoring and evaluating the effectiveness of training and development programmes;
- v. Providing guidance on development and updating of the human resource learning and development database;
- vi. Overseeing staff induction and on-boarding programme;
- vii. Coordinating, reviewing and implementing the Human Resource Career Guidelines;
- viii. Reconciliation of staff complement and establishment;
- ix. Supervising the update of the human resource development database in the Authority;
- x. Drawing a plan for the annual performance target setting in the Authority for review by management;
- xi. Secretary to the Training Committee;
- xii. Ensuring the Authority achieves return on development investment;
- xiii. Supervising, training and developing staff under him or her;

Person Specification

For appointment to this grade, an officer must have:

- a) Bachelor's degree in Human Resource Management or Equivalent qualifications;
- b) Master's degree in Human Resource Management
- c) Minimum KCSE C+ (plus) or its equivalent;
- d) Membership of the Institute of Human Resource Management;
- e) Should have relevant experience for a minimum period of three (3) years;
- f) Proficiency in computer applications;
- g) Good Communication skills;
- h) Demonstrated results in work performance; and
- i) Fulfilled the requirements of Chapter Six of the constitution

Key competencies and skills

- (i) Strong analytical skills
- (ii) Communication skills
- (iii) Strategic and innovative thinking
- (iv) Strong interpersonal skills
- (v) Ability to mobilize resources
- (vi) Negotiation skills

PRINCIPAL HUMAN RESOURCE OFFICER (TALENT MANAGEMENT AND WELFARE)T) – 1 post

Department: HUMAN RESOURCE & ADMINISTRATION

Grade: KMAG 4

Terms of Service: Pensionable, medical cover

Remuneration (kshs.); *Basic salary: 115,500.00 to 285,500.00, House allowance: 30,000.00, Commuter allowance: 16,000.00*

Job Purpose

Responsible for ensuring that the Authority has the right and sufficient human resource to meet its objectives. They are responsible for 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 Specification

The duties and responsibilities of the officer will entail: -

- i. Coordinating, formulating and implementing HR strategies, policies rules, regulations, and systems for the Authority;
- ii. Overseeing human resource planning;
- iii. Providing guidance on development and updating of the human resource database;
- iv. Overseeing staff induction and on-boarding programme;
- v. Coordinating, reviewing and implementing the Human Resource Career Guidelines;
- vi. Supervising effective administration of the payroll system;
- vii. Reconciliation of staff complement and establishment;
- viii. Ensuring preparation and compiling staff deductions done outside the payroll;
- ix. Managing employee relations programmes and ensuring staff discipline is maintained;
- x. Supervising the update of the human resource database in the Authority;
- xi. Drawing a plan for the annual performance target setting in the Authority for review by management;
- xii. Coordinating issues of staff welfare;
- xiii. Managing human resource internal communication and HR information management systems;
- xiv. Secretary to the Training Committee;

- xv. Ensuring compliance with statutory obligations related to health & safety, HIV/AIDS, Alcohol and Drug Substance Abuse, Gender and Disability Mainstreaming and other requirement in working environment
- xvi. Preparing and submitting all statutory deductions; and
- xvii. Processing pension claims;
- xviii. Managing staff separation; and
- xix. Supervising, training and developing staff under him or her;

Person Specification

For appointment to this grade, an officer must:

- a) Bachelor's degree in Human Resource Management or Equivalent qualifications;
- b) Master's degree in Human Resource Management
- c) Minimum KCSE C+ (plus) or its equivalent;
- d) Membership of the Institute of Human Resource Management;
- e) Should have relevant experience for a minimum period of three (3) years;
- f) Proficiency in computer applications;
- g) Good Communication skills;
- h) Demonstrated results in work performance; and
- i) Fulfilled the requirements of Chapter Six of the constitution

Key competencies and skills

- (i) Strong analytical skills
- (ii) Communication skills
- (iii) Strategic and innovative thinking
- (iv) Strong interpersonal skills
- (v) Ability to mobilize resources
- (vi) Negotiation skills