



## KENYA MARITIME AUTHORITY

### JOBS ADVERTISEMENT

#### SENIOR PLANNING OFFICER (KMA/SPO/11/25/1) - 1 POST

**Directorate:** Corporate Services

**Grade:** KMAG 5

**Terms of Service:** Temporary fixed-term contract of six (6) months

**Remuneration (kshs.):** Basic Salary: 89,000.00 to 205,500.00, House Allowance: 25,000.00, Commuter Allowance: 16,000.00

**Job Purpose:** Planning Officers are responsible for initiating policy formulation, Research, Quality Assurance, Coordination of Risks Management, Performance Management, Monitoring & Evaluation and resource mobilization, including development and review of strategic plan of the Authority.

#### Job Description

##### Duties and responsibilities

- i. Developing and reviewing the Authority's Strategic Plan and monitoring its implementation.
- ii. Conducting Monitoring and Evaluation (M&E) of all Authority programmes.
- iii. Assessing the strengths and weaknesses of policy options.
- iv. Assisting in the development of monitoring tools.
- v. Analyzing policy recommendations from various departments.
- vi. Producing quality research reports.
- vii. Preparing policy position papers.
- viii. Facilitating departmental and divisional work plan development and implementation.
- ix. Participating in the development and review of the Authority's internal policies, regulations, and guidelines.
- x. Aligning Authority strategies with national and county policies, plans, and strategies.
- xi. Developing monthly, quarterly, semi-annual, and annual organizational performance reports.
- xii. Coordinating the development of the Authority's budget.
- xiii. Coordinating the development of proposals across departments.
- xiv. Participating in developing frameworks for stakeholder collaboration.
- xv. Preparing project proposals for funding.
- xvi. Developing donor databases to record their contacts and reference information.

## Person Specifications

*For appointment to this grade, a person must have:*

- i. Bachelor's degree in Economics, Mathematics, Statistics, Strategic Management, Business Development, Development Studies, or Business Administration or equivalent qualifications from a recognized institution.
- ii. A supervisory course lasting not less than two (2) weeks from a recognized institution.
- iii. At least three (3) years of relevant experience as a Planning Officer.
- iv. Demonstrated competence in proposal development and strategic planning.
- v. Good interpersonal relations, leadership qualities, and integrity.
- vi. Excellent communication and analytical skills.
- vii. Membership in a relevant professional body (where applicable).
- viii. Proficiency in computer applications.

## Desired Key Competencies and Skills

- i. Strong analytical and strategic thinking skills.
- ii. Excellent communication and report-writing ability.
- iii. Strong interpersonal, teamwork, and coordination skills.
- iv. Ability to mobilize resources and manage stakeholder relations.
- v. Innovative problem-solving and negotiation skills.

### **INFORMATION COMMUNICATIONS TECHNOLOGY OFFICER (SYSTEM DEVELOPER (DYNAMICS NAV, BUSINESS CENTRAL & WEB PORTALS), KMA/ICTO/11/25/2 - 1 POST**

**Directorate:** Corporate Services

**Grade:** KMAG 5

**Terms of Service:** Temporary fixed-term contract of six (6) months

**Remuneration (kshs.):** Basic Salary: 89,000.00 to 205,500.00, House Allowance: 25,000.00, Commuter Allowance: 16,000.00

**Job Purpose:** The application developer will be responsible for the development of software, web, and multimedia applications that facilitate the achievement of process automation, which will result in business efficiencies through leveraging technology.

## Job Description

### Duties and Responsibilities

- i. Develop applications using modern frameworks based on user requirements
- ii. Write and maintain documentation for new and existing features.
- iii. A proven record in C/AL, C/SIDE, C++, C#, Java or other relevant languages.
- iv. Knowledge of developing **Dynamics NAV** software (preferred).
- v. Some knowledge of Business Central.
- vi. Configure, develop and deliver MS Dynamics NAV software and components in all functional areas.

- vii. Create new and modify existing customizations and integrations as requested by the business.
- viii. Propose and implement necessary external integrations in the ERP system to meet business process improvements.
- ix. Interface directly with users to enable quality delivery of software solutions.
- x. Recommend improvements to existing software solutions as necessary
- xi. Test and maintain software products to ensure strong functionality and optimization
- xii. Troubleshoot and debug applications
- xiii. Maintain and improve the performance of existing software
- xiv. Design and update the software database
- xv. Evaluate existing applications to reprogram, update or add new features
- xvi. Work on the self-service portals
- xvii. Integration with the E-Citizen system
- xviii. Some knowledge of relational databases, especially SQL Server, would be desirable.
- xix. Ability to document requirements and specifications.
- xx. Able to share knowledge
- xxi. Good communication skills and a team player.

### **Person Specifications**

*For appointment to this grade, a person must have:*

- i. Bachelor's Degree in Computer Science or a Degree in an IT-related course.
- ii. Experience in software development using Web technologies such as Python and Microsoft C# or Java using relevant IDEs, HTML, CSS and JavaScript
- iii. Experience in Microsoft Navision and Microsoft SQL systems
- iv. Experience in programming using **CAL Code, C/SIDE, C++, C#** and Business Central applications.
- v. Solid Knowledge/experience of software development methodologies such as SDLC, Agile, Sure Step
- vi. Solid understanding of backend/database management and development on **Microsoft SQL**, MySQL, or Oracle
- vii. Knowledge of web technologies, e.g., Web servers (Apache, IIS), web service development
- viii. Exposure to software development for enterprise business solutions
- ix. Knowledge of version control techniques using relevant tools such as Git and Mercurial. Knowledge/Awareness of DevOps, e.g., Containerization using Docker, Kubernetes.

### **PLANNING OFFICER (KMA/SPO/11/25/3) - 1 POST**

**Directorate:** Corporate Services

**Grade:** KMAG 6

**Terms of Service:** Temporary fixed-term contract of six (6) months

**Remuneration (kshs.):** Basic Salary: 71,500.00 to 140,500.00, House Allowance: 20,000.00, Commuter Allowance: 14,000.00

**Job Purpose:** Planning Officers are responsible for initiating policy formulation, Research, Quality Assurance, Coordination of Risks Management, Performance Management, Monitoring & Evaluation and resource mobilization, including the development and review of strategic plan of the Authority.

## **Job Description**

### **Duties and responsibilities**

- i. Executing the Authority's internal policies, regulations, guidelines, and strategies.
- ii. Developing and reviewing the Authority's Strategic Plan.
- iii. Assessing the strengths and weaknesses of policy options.
- iv. Analyzing policy recommendations from various departments.
- v. Preparing policy position papers.
- vi. Monitoring and Evaluation of all the Authority's programmes and projects.
- vii. Developing and maintaining a Monitoring & Evaluation database.
- viii. Compiling various Monitoring & Evaluation reports.
- ix. Coordinating the corporate performance management process and Performance Contract (PC) implementation across departments and divisions.
- x. Developing monthly, quarterly, semi-annual, and annual organizational performance reports for submission to the Director-General.
- xi. Researching potential donors and partners.
- xii. Preparing project proposals for funding agencies.
- xiii. Updating donor databases to record their contacts and preference information.
- xiv. Maintaining a network of partner contacts.
- xv. Sensitizing and training team members on fundraising and strategy.
- xvi. Organizing events for partnership building between implementers and potential partners.

## **Person Specifications**

This is an entry and training grade for this cadre. An officer at this level will work under the supervision of a senior officer and assist in:

*For appointment to this grade, a person must have:*

- i. Bachelor's degree in Economics, Project Planning, Monitoring & Evaluation, Statistics, or a related discipline from a recognized institution.
- ii. At least two (2) years of relevant experience in planning, performance management, or monitoring & evaluation.
- iii. Demonstrated proficiency in M&E or statistical tools, such as Excel, Power BI, or SPSS.
- iv. Strong report writing, analytical, and data interpretation skills.

## **Desired Skills and Competencies**

- i. Knowledge of Results-Based Management (RBM) and Performance Contracting

- frameworks in the public sector.
- ii. Familiarity with ISO Quality Management Systems (QMS) documentation and reporting.
- iii. Excellent communication and presentation skills.
- iv. Strong teamwork, coordination, and interpersonal abilities.
- v. Capacity to work with multi-sectoral teams and deliver results under tight deadlines.

### **MARITIME LABOUR OFFICER (KMA/MLO/11/25/4)- 2 POSTS**

**Directorate:** Maritime Education, Training and Labour

**Grade:** KMAG 6

**Terms of Service:** Temporary fixed-term contract of six (6) months

**Remuneration (kshs.):** Basic Salary:71,500.00 to 140,500.00, House Allowance: 20,000.00, Commuter Allowance:14,000.00

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

### **Job Description**

#### **Duties and responsibilities**

- i. Assist in the administration of the Kenyan Seafarers Register.
- ii. Assist in the issuance of seafarer identification documents.
- iii. Assist in the implementation of the Board's and management committee decisions in seafarers' registration and welfare;
- iv. Assist in the aid of abandoned seafarers.
- v. Assist in providing directions on the delivery of the 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 the 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 the issuance of medical certificates and the 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**

This is an entry and training grade for this cadre. An officer at this level will work under the supervision of a senior officer and assist in:

*For appointment to this grade, a person must have:*

- i. Bachelor's 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 a Marine Engineer Officer or Deck Officer in

accordance with the International Convention on Standards of Training, Certification and Watchkeeping 1978, as amended

- ii. Good interpersonal relations,
- iii. Proficiency in computer applications;
- iv. Good communication skills.

**N/B: The applications should reach the Authority on or before 1700 hours Monday, 01<sup>st</sup> December,2025.**