

EXISTING JOB OPPORTUNITIES AT KENYA PORTS AUTHORITY

Kenya Ports Authority is a state corporation under the Ministry of Transport and Infrastructure established by an Act of Parliament on 20th January 1978 with the mandate to “maintain, operate, improve and regulate all scheduled seaports” situated along Kenya’s coastline.

The Authority is responsible for the operation and management of the Port of Mombasa, other small scheduled seaports, Inland Container Depots and liaison offices in Kampala, Kigali and Bujumbura that cater for all transit countries.

VISION

World class sea-ports of choice

MISSION

To facilitate and promote global maritime trade through the provision of competitive port services

OUR CORE VALUES

Customer Focus- Integrity, Team Work and Care

The strategic objective of the Authority is to enhance productivity and reduce the cost of doing business through the following strategic initiatives:

- i) To be a Regional Hub
- ii) To Promote Principles of Good Corporate Governance
- iii) To Enhance Partnerships, Collaborations and Linkages
- iv) To Manage Business Risks
- v) To Enhance Financial Sustainability
- vi) To Enhanced Labour Productivity
- vii) To Revitalise Inland Container Depots (ICDs)
- viii) To Develop a Growth Strategy for Small Ports
- ix) To Develop and Operationalise the Port of Lamu

The Authority is seeking to recruit high caliber professionals as follows:

1. HUMAN RESOURCE DEPARTMENT POST OF HEAD OF HUMAN RESOURCES GRADE HE2

Overall Objective

Reporting to the General Manager - Human Resources & Administration, the job holder is responsible for overseeing and co-ordinating The Human Resources Development, Performance Management, Resourcing and Welfare Activities and Services within the Authority.

Tasks and Responsibilities:

- Staff development, monitoring performance and approving staff administrative procedures
- Controlling and co-ordinating the activities of the Human Resources Department to ensure the delivery of efficient and timely day to day human resource services to user departments
- Ensuring observance of statutory regulations with regard to leave, adherence to minimum wage standards and compliance to workers' compensation requirements
- Overseeing the development and implementation of the Authority's welfare policies in ensuring that activities are undertaken in a cost effective manner
- Overseeing the man power planning function of the Authority ensuring the Authority has sufficient capacity in terms of staffing and skills
- Approving and participating in the formulation of policies and strategies for the maintenance of sound staffing systems including the development of procedures for the recruitment, promotion and the development of staff
- Overseeing the resourcing function of the Authority
- Receiving requests from Departmental Heads and thereafter reviewing options on whether to source candidates internally or externally. Chair the Intermediate Staffing Committee (Grade HM4 and below) and is the Secretary of the Senior Interviewing Panel (Grade HM1 to Grade HM3)
- Overseeing the development and implementation of disciplinary and grievance policies to thereby advise/assist Departmental Heads on all disciplinary matters
- Overseeing the implementation of the training needs assessment/survey including the sourcing for cost effective training development solutions and evaluation of training/development activities to ensure business needs are met and is therefore secretary of the Training Committee.
- Developing and monitoring the implementation of performance review systems and procedures and ensuring that performance gaps identified are addressed through relevant and cost effective training.
- Directing the development and maintenance of sound computerised HR management information systems
- Assisting in conducting and developing proposals with regard to salary reviews and remuneration. Overseeing salary payroll administration and ensuring the implementation of pay/reward and employment policies, which motivate employees to deliver outstanding performance and customer service
- Assisting in the negotiations of the CBA and is responsible for implementation of agreed recommendations e.g. salary increases, leave or allowances.
- Preparing, in liaison with the relevant branch of the financial services division, the budget for the Human Resources Department and exercising control on expenditure
- Liaising with the representatives of workers' organisations on matters relating to the terms and conditions or service for unionisable staff

Skills & Attributes:

- Master's Degree in Human Resource Management or any other relevant field from a recognised institution
- Post Graduate qualifications in Human Resources Management
- Member of a recognised Human Resource professional body
- ICT skills
- Good knowledge in Port Operations
- Demonstrated high degree of professional competency, administrative capabilities and initiative in the general organisation and management of human resource and a thorough understanding of HR policies, regulations, employee relations, labour laws and other statutes that impact HR matters

Experience:

- 7 years' experience in a similar role in a reputable organisation with at least 5 year's relevant experience at senior management level

Other Requirements:

Applicants will also be expected to fulfill the requirements of Chapter 6 of the constitution of Kenya. Specifically, they must obtain and submit the following certification:

- Certificate of Good Conduct from the Directorate of Criminal Investigations
- Clearance Certificate from the Higher Education Loans Board (HELB)
- Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
- Clearance from the Ethics and Anti-Corruption Commission (EACC)
- Clearance from the Credit Reference Bureau (CRB)

2. MARINE ENGINEERING DEPARTMENT POST OF HEAD OF MARINE ENGINEERING GRADE HE2

Overall Objective

Reporting to the General Manager - Engineering Services, the job holder is responsible for management of all functions of the Marine Engineering Department, ensuring that quality marine engineering services are offered and that high quality equipment availability is maintained for shipping operations at all times.

Tasks and Responsibilities:

- Monitoring and controlling through the Principal Engineers all marine engineering activities projects undertaken by the Department
- Allocating duties and supervising Principal Marine Engineers
- Advising Management on Marine Engineering matters and giving leadership in formulating equipment replacement programmes and specifications for acquisition of marine crafts and related engineering equipment.
- Evaluating the needs of departmental staff for training and development
- Ensuring that all operating systems are effected in the department
- Providing specialized advice to the General Manager - Engineering services on all marine engineering matters.
- Enforcing observance of statutory regulations and Insurance requirements for marine crafts and equipment.
- Schedule planned maintenance and repairs of marine crafts
- Developing and maintaining procedures for ensuring the sustenance of classification society standards.
- Participating in tender evaluations
- Maintaining updated records of drawings for projects and alterations undertaken on existing marine craft and equipment
- Requisitioning of marine parts, spares and materials
- Managing outsourced services
- Consulting with The Head of Marine Operations on the performance of various floating Craft
- Ensuring that all operating systems are effective in the department

Skills & Attributes:

- Bachelor's Degree in Marine Engineering or its Equivalent or a Higher National Diploma in Marine Engineering with Class I Marine Engineer's Certificate of Competency – Unlimited. (Professional)
- Member of a recognised Marine Engineers professional body
- ICT skills
- Senior Management courses
- Sound knowledge of Port Infrastructure and operations
- Demonstrated high degree of professional competency, administrative capabilities in general management and maintenance of Marine Crafts & Equipment

Experience:

- 7 years' experience in a similar role in a reputable marine organisation with at least 5 years' relevant experience at senior management level

Other Requirements:

Applicants will also be expected to fulfill the requirements of Chapter 6 of the constitution of Kenya. Specifically, they must obtain and submit the following certification:

- Certificate of Good Conduct from The Directorate of Criminal Investigations
- Clearance Certificate from the Higher Education Loans Board (HELB)
- Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- Clearance from the Ethics and Anti-Corruption Commission (EACC)
- Clearance from the Credit Reference Bureau (CRB)

3. ETHICS AND INTEGRITY DEPARTMENT POST OF HEAD OF ETHICS AND INTEGRITY, GRADE HE2

Overall Objective

Reporting to the General Manager - Board and Legal Services, the job holder is responsible for providing leadership in the ethics and integrity department in carrying out and supporting the Authority's vision, mission and values by strengthening the Port's ethical climate so that honour is cherished, personal integrity and ethical courage are the cultural norms and all employees are supported and encouraged to comply with the organisation code of conduct and ethics and promote ethical practices in the workplace.

Tasks and Responsibilities:

- Ensuring drafting of policies and procedures regarding the Code of Ethics is done
- Enforcing the implementation of Code of Conduct and Ethics of the Authority
- Managing the maintenance of records on reported incidences/cases, initiating investigations when required and review the results of investigations
- Responding to alleged violations of rules, regulations, policies, procedures and standards of conduct by evaluating or recommending the initiation of investigative procedures
- Developing and overseeing systems for handling of violations
- Reviewing current surveillance processes to determine whether enhancements are required and confirming regulatory risks are appropriately being monitored



- Ensuring the monitoring and surveillance for the affluent market for effectiveness and addressing appropriate regulatory risk
- Taking charge of situations and making things happen with a sense of urgency
- Exercising good business judgment and being aware of when it is necessary to evaluate issues
- Collaborating with other Divisions (e.g. Risk Management, Internal Audit, Employee Relations and Legal) to direct compliance issues to appropriate existing channels for investigation and resolution
- Must develop industry contacts to stay informed of best practices

Skills & Attributes:

- Master's in Social Sciences or in any other related field from a recognised institution
- Certified Ethics Officer
- Certification in Anti-Corruption Management from EACC or other recognized institutions
- Senior Management Courses
- ICT skills
- Training in Investigation
- A person of high integrity with good background on the code of conduct and ethics management
- Sound knowledge in Port operations.
- Training in Corruption, Fraud Detection and Prevention
- Demonstrated high degree of professional competency, administrative capabilities and initiative in the general organisation and management of the Ethics and Integrity function
- Member of a recognised professional body

Experience:

- 7 years' experience in a similar role in a reputable organization with at least 5 years relevant experience at senior management level

Other Requirements

Applicants will also be expected to fulfill the requirements of Chapter 6 of the constitution of Kenya. Specifically, they must obtain and submit the following certification:

- Certificate of Good Conduct from The Directorate of Criminal Investigations
- Clearance Certificate from the Higher Education Loans Board (HELB)
- Tax Compliance Certificate from The Kenya Revenue Authority (KRA)
- Clearance from the Ethics and Anti-Corruption Commission (EACC)
- Clearance from the Credit Reference Bureau (CRB)

4. LITIGATION & DISPUTES DEPARTMENT

POST OF PRINCIPAL INSURANCE OFFICER GRADE HM1

Overall Objective

Reporting to the Head of Litigation and Disputes the job holder is responsible for discharging the function of steering insurance services to the best advantage of the Authority. In addition, the job holder carries out risk assessment and draws up a risk management programme for the Authority such that residual risks that cannot be managed are transferred via insurance.

Tasks and Responsibilities:

- Identifying assess and developing a risk profile for the corporation
- Advising Management on various changes in the Insurance Industry
- Arranging Insurances for those risks that can be transferred via insurance
- Confirming the review of the risks and proposing new risks exposures and striking out risks whose relevance has been outdated
- Arranging for inspections and surveys
- Liaising with Insurance Brokers to arrange for independent experts in the case of disputes and attending to dispute tribunals where necessary
- Participating in insurance tenders for awards of covers and advising on the same.
- Representing the Corporation in various insurance forums where the Corporation is requested to participate.
- Reviewing insurance for the various risks
- Liaising with other Departments to get feedback on levels of protection offered
- Ensuring implementation of risk prevention measures recommended by experts

Skills & Attributes:

- Bachelor's Degree in Insurance or Actuarial Science or in any other relevant field from a recognised institution
- Master's Degree in Insurance or in any other relevant field will be an added advantage
- Advanced Diploma of the Chartered Insurance Institute (ACII) or its local equivalent (AIK)
- Certification in Insurance Discipline including Actuarial Professional Papers
- Member of Association of Chartered Insurance Institute (ACII),
- Senior Management Courses
- ICT Skills
- Thorough knowledge in Port Operations.
- Excellent negotiation skills
- Training in risk management
- Demonstrated high degree of professional competency, administrative capabilities and a thorough understanding of Port Operations, relevant policies and regulations within the insurance industry

Experience:

- 5 years' relevant experience in a similar role in a reputable organization with at least 3 years relevant experience at middle management level

Other Requirements:

Applicants will also be expected to fulfill the requirements of Chapter 6 of the Constitution of Kenya. Specifically, they must obtain and submit the following certification:

- Certificate of Good Conduct from The Directorate of Criminal Investigations
- Clearance Certificate from the Higher Education Loans Board (HELB)
- Tax Compliance Certificate from The Kenya Revenue Authority (KRA)
- Clearance from the Ethics and Anti-Corruption Commission (EACC)
- Clearance from the Credit Reference Bureau (CRB)

5. MEDICAL SERVICES DEPARTMENT

POST OF SENIOR MEDICAL OFFICER GRADE HM1 (2 POSTS)

Overall Objective

Reporting to the Head of Medical Services, the job holder is responsible for provision of comprehensive curative and preventive medical care to eligible staff and their dependents in accordance with statutory requirements and policy provisions within the resources of the Authority.

Tasks and Responsibilities:

- Promptly attending to, correctly diagnosing and appropriately treating patients at our clinics to enhance customer satisfaction
- Prescribing medication to the patients at the clinics
- Conducting external referrals when cases are beyond the Clinics
- Monitoring proper outpatient medical care on daily basis
- Visiting and reviewing patients routinely in the recovery rooms when requested by the Clinical Officers
- Ascertaining all medication given is under KPA's Medical Regulations
- Participating in free medical camps as part of the Authority's Corporate Social Responsibility

Skills & Attributes:

- Bachelor's Degree in Medicine and Surgery
- Masters in Medicine from a recognised institution will be an added advantage
- Post graduate qualifications in any relevant medical discipline
- Diploma in Industrial & Occupational Health will be an added advantage
- Member of relevant professional body e.g. Kenya Medical Association Surgical Society of Kenya, Gynaecological Society of Kenya, Kenya and or Association of Physicians, etc. where applicable
- Should have valid practicing license/annual retention
- Valid Indemnity Insurance Cover
- Registered with Medical Practitioners and Dentists Board, Kenya Medical Association and Medical Protection Society.

Experience:

- 5 years' relevant experience in a similar role in a reputable organisation with at least 3 years' relevant experience at middle management level

Other Requirements

Applicants will also be expected to fulfill the requirements of Chapter 6 of the Constitution of Kenya. Specifically, they must obtain and submit the following certification:

- Certificate of Good Conduct from The Directorate of Criminal Investigations
- Clearance Certificate from the Higher Education Loans Board (HELB)
- Tax Compliance Certificate from The Kenya Revenue Authority (KRA)
- Clearance from the Ethics and Anti-Corruption Commission (EACC)
- Clearance from the Credit Reference Bureau (CRB)

6. POST OF HOSPITAL ADMINISTRATION OFFICER GRADE HM2

Overall Objective

Reporting to the Head of Medical Services the job holder is responsible for providing efficient and effective administrative support to facilitate efficient provision of medical care in the Medical Department.

Tasks and Responsibilities:

- Ensuring that there is timely maintenance of equipment, availability of working tools and office accommodation
- Attending to all official correspondences for the Department
- Coordinating and compiling medical reports i.e. (patient attendance, admissions, referrals, MCH (Mother-Child Healthcare), lab, sick-offs, rebates/non-rebates, etc
- Ensuring proper maintenance and safe custody of departmental records, personal/subject files and patient files and giving direction for destruction of the records when due
- Reporting accidents/incidences in the department
- Ensuring availability of transport (ambulances and utility vehicle) for the department
- Preparing departmental procurement needs and ensuring availability of equipment as per requirements and controlling the departmental substore
- Advising sectional heads on rules and regulations in force which affect them in the course of their supervisory roles
- Attending to staff matters e.g. leave, sickness, acting, promotions, retirements, deaths, desertions, time and attendance
- Compiling staff disposition and submitting this to the Human Resource Department on quarterly basis
- Preparing orientation programs for newly employed staff, those on industrial attachment and monitoring progress
- Attending to employee needs, queries and industrial relations issues in the department
- Monitoring and controlling expenditure of the department and forwarding departmental billing information to the revenue accountants
- Ensuring verification of accounting documents (payment vouchers, motor mileage log sheets, duty travel forms, medical center bills, NHIF certificate of contribution paid and third party payments) and forwarding to the Head of Medical Services for approval
- Assisting in the preparation of the Departmental budget under the direction of The Head of Medical Services and in liaison with section heads
- Availing, monitoring and controlling imprest cash facilities for the department
- Ensuring compliance to the Government NHIF policies for the benefit of KPA staff in liaison with The Human Resources Department and NHIF offices
- Ensuring preparation of medical bills recoverable from employees are compiled and forwarded to Human Resources Department
- Changing Local Purchasing Orders (LPOs) in the system to match the invoices raised by service providers
- Liaising with other medical centers and doctors on issues related to medical bills



Skills & Attributes:

- Bachelor's degree in Health Records and Information Management
- Diploma in Health Records and Information technology
- Member of a recognised professional body
- ICT Skills
- Senior Management courses
- Demonstrated high degree of Professional competency, administrative capabilities and a thorough understanding of management of medical services and a good understanding of Health Care Management

Experience

- 5 years' experience in a similar role in a reputable organization with at least 3 years experience at lower management level

CONTRACTS AND CONVEYANCING DEPARTMENT**POST OF SENIOR LEGAL OFFICER (CONTRACTS & CONVEYANCING) GRADE HM2****Overall objective**

Reporting to the Principal Legal Officer - Contracts & Conveyancing, the job holder is responsible for handling conveyancing matters concerning the Authority which includes: commercial contacts and conveyancing.

Tasks and Responsibilities

- Exercising financial budgetary controls within the limit of authorised expenditure such as travelling expenses etc.
- Monitoring legal notices in the Kenya Gazette, legislation and sales of properties advertised by third parties to ensure that the Authority's real property interests are safeguarded.
- Preparing legal documents, their execution and final disposal by leasing commercial contracts or conveyancing
- Advising on documents concerning land or conveyancing. Identifying change in land laws business activities and business trends e.g. leases and introduction of exclusive clauses, and therefore advising the User Division and relevant management and Board committees
- Undertaking any other specialised duties assigned by any other officer above him such as General Manager - Board & Legal Services and The Head of Contracts & Conveyancing
- Undertaking legal research on the laws relating to land and conveyancing and keeping abreast with the developments of these laws
- Dealing with a wide range of contracts on legal matters within the Authority external liaison with court official, third parties and legal representatives
- Responsible for having issues arising from land and contracts disputes. Supports the arbitration process and supports the legal office

Skills & Attributes:

- Bachelor's Degree in Maritime or Commercial Law or any other relevant field from a recognised institution
- Diploma in Legal Education
- Valid practicing certificate from the Law Society of Kenya (LSK)
- Advocate of the High Court
- Member of Law Society of Kenya (LSK)
- Senior Management Courses
- Good ICT skills
- Sound knowledge in Port Operations
- Demonstrated high degree of professional competency, administrative capabilities and initiative in the general organisation and management of legal affairs

Experience

- 5 years' experience in a similar role in a reputable organization with at least 3 years experience at lower management level

MANAGEMENT ACCOUNTING DEPARTMENT**POST OF SENIOR ACCOUNTANT (MANAGEMENT INFORMATION) GRADE HM2,****Overall Objective**

Reporting to Principal Accountant - Costing and Management Information the job holder is responsible for preparation of periodic management reports in the Authority

Tasks and Responsibilities

- Taking responsibility for the reports emerging from the division and all documentation sent to the Head of Section/Head of Department
- Supervising, coaching and mentoring junior departmental staff
- Participating in departmental planning and budgeting meetings
- Ensuring quality control and customer service
- Ensuring analysis' of trends in traffic volumes, shipping movements and classes of cargo are carried out.
- Liaising with other units within the department and other departments with the view of obtaining financial data for the preparation of financial Management Information reports
- Identifying long-term financial implications of proposed actions (i.e. effect of capital expenditure project on cash flow)
- Maintaining updated databank on cash flow statements, loan justification reports and traffic trends.
- Overseeing the day to day running of Management Information Unit
- Reviewing planning assumptions in the light of actual performance
- Preparing monthly, annual and long-term cash flow statements
- Calculating relevant Management Financial and statistical ratios as prescribed from time to time by the management
- Conducting financial appraisals for existing and proposed investments and loans
- Preparing financial reports as directed by the Head of Department

Skills & Attributes:

- Bachelor of Commerce (Accounting Option) or its equivalent from a recognised institution
- Certified Public Accountant CPA (K) or its equivalent from a recognised professional body
- Must be a member of good standing with the Institute of Chartered of Certified Public Accountant (ICPAK) or any other internationally recognised accounting body
- Knowledge of port operations
- Senior Management courses
- ICT skills
- Demonstrated high degree of professional competency and administrative capability required for effective planning, controlling and coordinating the accounting function

Experience:

- 5 years' experience in a similar role in a reputable organisation with at least 3 years' experience at lower management level

CIVIL ENGINEERING DEPARTMENT**POST OF SENIOR CIVIL ENGINEER MARINE STRUCTURES GRADE HM.2****Overall Objective**

Reporting to Principal Civil Engineer - Planning & Design the job holder is responsible for designing of marine structures and supervision of the maintenance and rehabilitation of the same.

Tasks and Responsibilities

- Dealing with staff matters for staff working under him including training and ensuring that there is high performance and discipline
- Carrying out research on information necessary for short and long term planning
- Formulating project design concepts and in so doing evaluating and preparing cost estimates for budgetary purposes as well as preparation of tender documents
- Holding brief with consultants on projects being undertaken
- Supervising projects undertaken by Contractors and inhouse projects enforcing compliance with specifications, drawings, conditions of contracts and quality
- Ensuring compliance with conditions of contract specifications and budgetary provisions.
- Planning and prioritizing execution of works
- Maintaining adequate and updated records, drawings and plans for the projects undertaken and/or alterations carried to existing facilities
- Issuing completion certificates for completed projects
- Providing technical advice on modifications, rehabilitation and repairs following damage to marine structures.

Skills & Attributes:

- BSc Degree in Civil Engineering or its equivalent from a recognised institution
- Registered as an Engineer with Engineers Board of Kenya (EBK)
- Membership with the Institution of Engineers of Kenya (IEK)
- Valid Annual Practicing License from EBK
- Senior Management Courses
- ICT skills
- Sound knowledge in Port Infrastructure and Operations.
- Demonstrated high degree of professional competency, administrative capabilities and initiative in the general organisation and management of infrastructure maintenance

Experience:

- 5 years' experience in a similar role in a reputable organisation with at least 3 years' experience at lower management level

Kenya Ports Authority is an Equal Opportunity Employer (EOE) and committed to diversity and gender equity.

Only successful candidates will be contacted

If your career profile matches the requirements of any of the above positions, please submit your application with a detailed curriculum vitae indicating your qualifications, experience, present position, e-mail address and mobile telephone number with copies of certificates, testimonials and Identity Card on or before **25th May, 2018** to:

**The Managing Director,
Kenya Ports Authority (KPA),
P.O Box 95005 - 80104,
Mombasa (Kipevu Road).**

