



Advertisement

JOB VACANCIES

Applications are invited from qualified persons for Positions shown here below on Fixed Term Contract of Six (6) Months.

S/NO	V/NO	VACANT POSITIONS	NO. OF POSTS
1.	01/BMA/HR/11/20	<p>Human Resources Officer, Job Grade BMA 6</p> <p>An officer at this level will report to the Head of Human Resource and Administration.</p> <p>a) Duties and responsibilities will entail assisting in: -</p> <ul style="list-style-type: none">i. Recruitment and staffing logisticsii. Performance management evaluation and improvement tracking systemsiii. Administration of staff compensation and benefitsiv. Employee orientation, development and training logisticsv. Facilitation of the Academy-wide committee meetingsvi. Employee safety, welfare, wellness, and health reportingvii. Management of HR filing system	1

		<p>b) For appointment to this grade, the Applicant must have: -</p> <ul style="list-style-type: none"> i. Bachelor's Degree in Human Resource Management, Business Administration (HR-Option) or its equivalent ii. Proficiency in Computer Applications iii. Registered member of recognized HR Practitioners Body iv. Practising Certificate v. Fulfil the requirements of Chapter 6 of the Constitution 	
2.	02/BMA/HR/11/20	<p>Legal Officer, Job Grade BMA 6</p> <p>An officer at this level will report to the Corporation Secretary & Head of Legal Services</p> <p>a) Duties and responsibilities at this level will entail: -</p> <ul style="list-style-type: none"> i. Providing legal advice to the Academy; ii. Drawing up contracts, agreements and other legal documents between the Academy and other parties; iii. Preparing Resolutions, Action Points, Reports and Minutes; iv. Processing surcharge certificates, appeals and summons on application; v. Processing legal documents and providing support during Academy hearings; vi. Filling documents in Court of Appeal and court registries; vii. Filing legal and court arbitration documents in their respective registries and offices; and viii. Undertaking research on all applicable laws. <p>b) For appointment to this grade, the Applicant must: have -</p> <ul style="list-style-type: none"> i. Bachelor of Laws degree from a recognized institution; ii. Postgraduate Diploma from Kenya School of Law; iii. Admitted as an advocate of the High Court Kenya; iv. Proficient in computer applications; and v. Have demonstrated merit and ability as reflected in work performance and results. vi. Fulfil the requirements of Chapter 6 of the Constitution 	1

3.	03/BMA/HR/11/20	<p>Accountant, Job Grade BMA 6</p> <p>An officer at this level will report to the Head of Finance & Accounts</p> <p>a) Duties and responsibilities at this level will entail: -</p> <ul style="list-style-type: none"> i. Preparation and verification of vouchers ii. Preparation of simple management reports e.g. Imprest and expenditure returns etc. iii. Verification of vouchers and committal documents iv. Data capture, Data entry v. Balancing of cashbooks, imprest and advances ledgers etc. <p>b) For appointment to this grade the Applicant must have;</p> <ul style="list-style-type: none"> i. Degree in Accounting or Finance and related fields such as Business Administration or Public Administration (Accounts Option) ii. Certified Public Accountants (CPA) or its equivalent iii. Proficiency in computer applications iv. Fulfil the requirements of Chapter 6 of the Constitution 	1
4.	04/BMA/HR/11/20	<p>Finance Officer, Job Grade BMA 6</p> <p>An officer at this level will report to the Head of Finance & Accounts</p> <p>a) Duties and Responsibilities at this level shall include:</p> <ul style="list-style-type: none"> i. Compiling and formatting financial estimates ii. Taking initial action on budget monitoring and iii. Preparing reports and briefs on budgetary policy issues iv. Requirement for the Appointment; <p>b) For appointment to this grade, the Applicant must have:-</p> <ul style="list-style-type: none"> i. Bachelor's degree in Commerce/Business Administration (Finance option) ii. Certified Public Accountant (CPA) or its equivalent iii. Proficiency in computer applications iv. Fulfil the requirements of Chapter 6 of the Constitution 	1

5.	05/BMA/HR/11/20	<p>Application and System Administration Officer, Job Grade BMA 6</p> <p>An officer at this level will work under direct supervision of Senior Officer, Network and System Administration.</p> <p>a) Duties and Responsibilities will entail;</p> <ul style="list-style-type: none"> i. Manage IT System Administration support functions ii. Analyses the performance of all business applications, operating system, and business applications database iii. Install antivirus software, scans all data and regularly scans for viruses and worms, Trojans iv. Assist in ERP configuration and testing of new functionalities before roll out to users v. Ensures availability of both server hardware and software running enterprise and training applications vi. Ensures availability of systems databases being run by the Academy to manage its business needs vii. System administration of ERP System viii. Assist in preparation and update of training manuals ix. Provide user support x. Actively seek new technologies of increasing efficiency in supporting user departments/divisions xi. Ensures that maintenance is carried out to the required standards <p>b) For appointment to this grade, the Applicant must have: -</p> <ul style="list-style-type: none"> i. Bachelor's degree ICT; ii. Proficiency in computer applications; and iii. Fulfil the requirements of Chapter 6 of the Constitution 	1
6.	06/BMA/HR/11/20	<p>Networks and Communications Officer, Job Grade BMA 6</p> <p>An officer at this level will work under direct supervision of Senior Officer, Network and System Administration.</p>	1

		<p>a) Duties and Responsibilities at this level shall include;</p> <ol style="list-style-type: none"> i. To assimilate product knowledge and record experience to enable resolve Local area network and wireless infrastructure software problems ii. Manage IT System/simulator administration support functions iii. Identifies causes of Local area network and wireless network failures utilizing test procedures and established diagnostic aids, and take remedial action to minimize system down-time iv. To become familiar with local area network and wireless infrastructure diagnostic tools used in support and maintenance v. Monitoring and preventing Academy’s IT Infrastructure against internet-related attacks vi. Ensure that the main firewall is effective and ideally configured to prevent intrusion vii. Responsible for the engineering and administration of telephones, and office communications systems utilized by the Academy viii. Ensures that maintenance is carried out to the required standards <p>b) For appointment to this grade, the Applicant must have: -</p> <ol style="list-style-type: none"> i. Bachelor’s degree in ICT ii. Proficiency in computer applications iii. Fulfil the requirements of Chapter 6 of the Constitution 	
7.	07/BMA/HR/11/20	<p>Trainer, BMA Driving School Job Grade BMA 6</p> <p>An officer at this level will report to the Senior Trainer, Maritime Transport Operations Training</p> <p>a) Duties and Responsibilities at this level shall include;</p> <ol style="list-style-type: none"> i. Train students on maritime operating equipment ii. Contribute to the developing and maintaining a database of all the equipment courses; iii. Conduct regular maintenance of training equipment and machines iv. Facilitate printing of certificates in liaison with the Accredited institutions 	1

		<ul style="list-style-type: none"> b) For appointment to this grade, the Applicant must have; - <ul style="list-style-type: none"> i. Bachelor's degree in Shipping, Transport logistics, Business management/Administration or its equivalent; ii. Proficiency in Computer Application skills; iii. NTSA instructor certified; iv. Fulfill requirement of Chapter 6 of the Constitution 	
8.	08/BMA/HR/11/20	<p>Curriculum Development Officer, Job Grade BMA 6</p> <p>An officer at this level will report to the Senior Curriculum Development Officer</p> <ul style="list-style-type: none"> a) Duties and responsibilities will entail assisting in: - <ul style="list-style-type: none"> i. Planning for improvement of the curriculum and of the curriculum development program ii. Helping evaluate continuously both the appropriateness of the curriculum and the quality of the curriculum development program iii. Directing the formation of point of view, policies and philosophy of education iv. Directing the development of curriculum materials v. Using ready-made research data, and promoting local research vi. Coordinating the activities of other special instructional personnel, e.g., supervisors, librarians vii. Working with guidance personnel to integrate curriculum and guidance functions viii. Providing for lay participation in curriculum improvement ix. Arranging time, facilities and materials for curriculum improvement b) For appointment to this grade, the Applicant must: have - <ul style="list-style-type: none"> i. Bachelor's degree in education or curriculum and instruction ii. Proficiency in computer applications iii. Fulfil the requirements of Chapter 6 of the Constitution 	1

9.	09/BMA/HR/11/20	<p>Room Steward, Job Grade BMA 10</p> <p>An officer at this level will report to the Head of Hospitality Services</p> <p>a) Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> i. Dusting and cleaning rooms, windows and corridors; ii. Spreading beds; iii. Washing cleaning materials and equipment; iv. Reporting defects to the supervisor; v. Replenishing cleaning materials and supplies in the room; vi. Ensuring proper storage of equipment used; vii. Washing linen and guest laundry; viii. Ironing linen and guest laundry; and ix. Ensuring proper maintenance of equipment. <p>b) For appointment to this grade, the Applicant must have;-</p> <ul style="list-style-type: none"> i. Attended a course lasting not less than one (1) year and awarded a certificate in housekeeping and laundry or its equivalent qualification from a recognized institution. ii. Valid Medical Certificate from a government hospital. iii. Fulfil the requirements of Chapter 6 of the Constitution 	1
10.	10/BMA/HR/11/20	<p>Artisans, Job Grade BMA 10</p> <p>a) Duties and Responsibilities at this level will entail: -</p> <p>Officers at this level will be assigned duties to repair and maintain works under close supervision of a more experienced officer in the line of specialization (Carpentry, Masonry, Welding, Painting and Plumbing). The Artisans will report to Senior Administration Officer.</p> <p>Artisan</p> <ul style="list-style-type: none"> o Electrical, Job Grade BMA 10 o Welding, Job Grade BMA 10 o Air-conditioning, Job Grade BMA 10 o Masonry, Job Grade BMA 10 o Carpentry, Job Grade BMA 10 o Plumbing, Job Grade BMA 10 	2 1 1 1 1 1

		<p>b) For appointment to this grade, the Applicant must have; -</p> <ol style="list-style-type: none"> i. Government Trade Test Certificate Grade III in the relevant trade area (Electrical, Carpentry, Masonry, Welding, Plumbing and Air-conditioning) ii. Fulfil the requirements of Chapter 6 of the Constitution 	
11.	11/BMA/HR/11/20	<p>Office Assistant, Job Grade BMA 10</p> <p>The Officer Assistant will work under close supervision of the Officer Administrator</p> <p>a) Duties and responsibilities will entail: -</p> <ol style="list-style-type: none"> i. Maintenance of general cleanliness around the office by collection and disposal of litter; ii. Assist in prompt mail deliveries and postage; iii. orderly arrangement; office equipment, furniture and ensuring iv. Assist in record keeping <p>b) For appointment to this grade, the Applicant must have;</p> <ol style="list-style-type: none"> i. KCSE D plain or Equivalent ii. Customer care certificate iii. Fulfil the requirements of Chapter 6 of the Constitution 	1
12.	12/BMA/HR/11/20	<p>Driver, Job Grade BMA 9</p> <p>The driver at this level will report to the Senior Administration Officer</p> <p>a) Duties and responsibilities will entail the following:</p> <ol style="list-style-type: none"> i. Driving a motor vehicle as authorized ii. Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc. iii. Detecting and reporting malfunctioning of vehicle systems iv. Maintaining work tickets for vehicles assigned v. Ensuring security and safety for the vehicle on and off the road; vi. Ensuring safety of the passengers and/or goods therein vii. Maintaining cleanliness of the vehicle 	1

		<p>b) For appointment to this grade, the officer must have: -</p> <ul style="list-style-type: none"> i. Driving licence ii. Code of conduct iii. Fulfil the requirements of Chapter 6 of the Constitution 	
13.	13/BMA/HR/11/20	<p>Chef-Job Grade BMA7</p> <p>The chef at this level will report to the Head of Hospitality Services</p> <p>a) Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> i. Preparing menu; ii. Directing, supervising and Setting up buffet service areas; iii. Directing, supervising and placement of food in serving line; iv. Directing, supervising and replenishing of food stuffs during service; v. Liaising with supply chain on stock levels and; vi. Reporting on status of kitchen machines & equipment. <p>b) For appointment to this grade, the Applicant must have; -</p> <ul style="list-style-type: none"> i. Served for at least three (3) years as a Chef; ii. Degree/Diploma in Food Production, Nutrition and dietetics or any other relevant field; iii. Demonstrated knowledge and skills in institutional food preparation iv. Attended an induction course lasting not less than three (3) weeks; v. Demonstrated knowledge and skills in institutional food preparation. vi. Valid Medical Certificate from a government hospital. vii. Fulfil the requirements of Chapter 6 of the Constitution 	1
14.	14/BMA/HR/11/20	<p>Cook, Job Grade BMA8</p> <p>The Cook at this level will report to the Head of Hospitality Services</p> <p>a) Duties and responsibilities at this level will entail assisting in :</p> <ul style="list-style-type: none"> i. Proper storage of food stuffs; ii. Setting up buffet service areas; iii. Placement of food in serving line; iv. Replenishing of food stuffs during service; 	1

		<ul style="list-style-type: none"> v. Reporting low stock levels; <p>b) For appointment to this grade, the Applicant must have; -</p> <ul style="list-style-type: none"> i. Served as a Cook for at least three (3) years; ii. Attended an induction course lasting not less than three (3) weeks; iii. Demonstrated knowledge and skills in institutional food preparation iv. Valid Medical Certificate from a government hospital. v. Fulfil the requirements of Chapter 6 of the Constitution 	
15.	15/BMA/HR/11/20	<p>Assistant Cook, Job Grade BMA 9</p> <p>The Cook at this level will report to the Head of Hospitality Services</p> <p>a) Duties and Responsibilities at this level will entail assisting in:</p> <ul style="list-style-type: none"> i. Assembling food supplies and equipment for daily preparation; ii. Preparing raw foods for cooking; iii. Cleaning equipment used in production; iv. Maintaining hygiene by ensuring cleaning of kitchen and its surrounding; v. Setting up and preparing equipment for use in food preparation and production; and vi. Reporting on any defective equipment. <p>b) For appointment to this grade, the Applicant must have;-</p> <ul style="list-style-type: none"> i. Certificate in Food Production from recognized institution. ii. Valid Medical Certificate from a government hospital. iii. Fulfil the requirements of Chapter 6 of the Constitution 	1
16.	16/BMA/HR/11/20	<p>Coxswains, Job Group BMA 10</p> <p>The Coxswains at this level will report to the Head of Maritime Education and Training.</p> <p>a) Duties and responsibilities will entail assisting Trainers in: -</p> <ul style="list-style-type: none"> i. Ensuring crew and boat safety ii. Identifying and addressing technical errors iii. Executing drills as directed by the trainer 	2

		<ul style="list-style-type: none"> iv. Taking care of equipment (e.g. Cox box, lights) v. Ensure the boat is properly equipped with mandatory and serviced firefighting equipment, lifesaving appliances and personal protective clothing <p>b) For appointment to this grade, the Applicant must: have -</p> <ul style="list-style-type: none"> i. Certificate of proficiency as coxswain in accordance with the merchant shipping ii. (Training and certification) regulations as amended or equivalent from a recognized institution; iii. Proficiency in computer applications iv. Fulfil the requirements of Chapter 6 of the Constitution 	
17.	17/BMA/HR/11/20	<p>Nursing Officer, Job Grade BMA 6</p> <p>The Nurse at this level will report to the Registrar</p> <p>a) Duties and responsibilities will entail;</p> <ul style="list-style-type: none"> i. Dealing with medical emergencies, ii. Administering drugs to patients; iii. Treating minor ailments; iv. Undertaking simple medical tests v. Counselling vi. Assessing patients' needs for medical attention vii. Keeping medical records <p>b) For appointment to this grade, an applicant must have: -</p> <ul style="list-style-type: none"> i. Degree in Nursing from a recognized institution. ii. Registered Nurse iii. A valid practice license from Nursing Council of Kenya. iv. Fulfil the requirements of Chapter 6 of the Constitution 	1

BMA is an equal opportunity employer committed to gender and disability mainstreaming. Persons with Disability are encouraged to apply.

NB:

- Only short listed candidates will be contacted for interviews.
- Shortlisted candidates shall be required to produce originals of their National Identity Card, Academic and Professional certificates and Transcripts during interviews.

Qualified persons are requested to make their applications to reach **BEFORE 29TH JANUARY, 2021** to:

Director/CEO
Bandari Maritime Academy
Bishop Makarios Road
P.O. Box 99469-80107
MOMBASA