



## BANDARI MARITIME ACADEMY

### JOB OPPORTUNITIES

Bandari Maritime Academy was established through a Legal Notice No. 233 of 28th November, 2018, with the mandate to develop academic and vocational skills and provide competent Maritime Human Resource for Sustainable Blue Economy.

Applications are invited from interested qualified persons for the vacant positions below

<b>BMA/22/CS/2</b>	<b>CORPORATION SECRETARY &amp; HEAD OF LEGAL SERVICES</b>
Job Grade:	BMA 2
Basic Salary Scale:	Kshs. 245,500.00 - Kshs. 449,500.00 p.m.
House allowance:	Kshs. 70,000.00
Commuter allowance:	Kshs. 24,000.00
Terms of service:	Contractual (Renewable)
Reporting to:	Board of Directors and administratively to the Director/CEO
Direct reporting:	Assistant Director Legal Services Senior Administrative Officer-Board Secretariat

#### Job Specifications:

The Corporation Secretary & Head of Legal Services is responsible for monitoring compliance with the legislation and regulatory framework including providing advice to the Academy pertaining to all legal aspects and representing the Academy in any legal actions to be initiated and/or defend the interest of the Academy:

#### Duties and Responsibilities

The Corporation Secretary & Head of Legal Services is responsible for: -

- Providing advisory services to the Academy on legal matters
- Arranging the business of the Board, keeping records of the proceedings of the Board and shall perform such other duties as the Board may direct;
- Providing guidance to the Board and Board members individually on their duties and responsibilities on matters of governance;
- Assisting the Board in carrying out the following;
  - Board induction and training

- ii. Updating the Board and Committee charters
- iii. Preparation of Board work plans
- iv. Board evaluation
- v. Governance audit
- vi. Implementation of the code of conduct and ethics
- e. Ensuring the timely minutes' preparation and circulation of Board and /Committee papers;
- f. Providing advisory, research and interpretation on legal and corporate matters relating to the Academy;
- g. Interpreting national and international instruments related to maritime education and training;
- h. Coordinating and ensure representation of the Academy in courts or other judicial authorities;
- i. Drafting and reviewing Leases, Contracts, Frameworks, Service Level Agreements, Memorandum of Understanding, Policies and other legal documents;
- j. Liaising with the Attorney General, law enforcement agencies and stakeholders on legal matters;
- k. Ensuring that Legal Audit Compliance is carried out to confirm compliance with relevant statutory requirements;
- l. Formulating, drafting and facilitating gazettment of Rules, Regulations and Directives issued by or on behalf of the Academy;
- m. Coordinating the development of departmental reports; and,
- n. Preparing, implementing and monitoring of the department's budget.

**Person Specifications:**

For appointment to this grade, a Candidate must have the following: -

- i. Bachelor degree in Law (LLB) from a recognized institution.
- ii. Master degree in Law from a recognized institution.
- iii. Valid practicing certificate or duly exempted under the Advocates Act
- iv. Advocate of the High Court of Kenya.
- v. Certified Public Secretary (CPS- K)
- vi. At least Twelve (12 years' experience in the public or private sector of which five (5) years should have been in a management position.
- vii. Membership by a relevant professional body in good standing.
- viii. Fulfil the requirements of Chapter Six of the Constitution.

**BMA/22/MET/3** **DEPUTY DIRECTOR, MARITIME EDUCATION AND TRAINING**

Job Grade:	BMA 2
Basic Salary Scale:	Kshs. 245,500.00 - Kshs. 449,500.00 p.m.
House allowance:	Kshs. 70,000.00
Commuter allowance:	Kshs. 24,000.00
Terms of service:	Contractual (Renewable)
Reporting to:	Director/CEO
Direct reporting:	Senior Principal Trainer (School of Nautical science) Senior Principal Trainer (School of Marine Engineering) Senior Principal Trainer (School of STCW) Senior Principal Trainer (School of Commercial Diving)

**Job description:**

The Deputy Director, Maritime Education and Training (MET) is responsible for ensuring the training is in compliance with the provisions of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978 (STCW) and other related Maritime International Conventions.

**Duties and Responsibilities:**

The duties and responsibilities of the Deputy Director, Maritime Education and Training will, among others, be to: -

- i. Providing advisory services to the Director/CEO on matters related to Maritime Education and Training;
- ii. Developing curriculum for maritime education in collaboration with relevant government agencies and other stakeholders;
- iii. Implementing training programmes according to the set curriculum;
- iv. Overseeing examination and certification processes;
- v. Developing quality training standard systems and periodical independent evaluation as required by International Maritime Conventions;
- vi. Sourcing and oversee professional resources;
- vii. Carrying out post training impact assessment for curriculum and infrastructure development;
- viii. Ensuring development and implementation of leadership and management courses;
- ix. Ensuring adherence to the provisions of the International Conventions, Merchant Shipping Act, 2009 (No. 4 of 2009) and any other and national legislation relating to training in the maritime sector;
- x. Developing and coordinating the implementation of approved policies relating to training in maritime affairs;
- xi. Facilitating issuance of Seafarer Certificates of Competency and Certificates of Proficiency;
- xii. Facilitating issuance of Seafarers record book and continuous discharge certificates;
- xiii. Promoting training programs under the department;

- xiv. Preparing, implementing and monitoring of the department's budget;
- xv. Overseeing research and consultancy in maritime education and training;
- xvi. Supervising, guiding and appraising staff in the department;
- xvii. Coordinating the development of departmental reports; and
- xviii. Responsible for IMO annual audits.

**Person Specifications:**

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

- i. Qualifications in accordance with STCW 78 as amended, i.e. Certificate of Competence (CoC) Class I Chief Engineer or Master Mariner (II/2 OR III/2) unlimited.
- ii. A minimum of twelve (12) years working experience out of which five (5) years must have been in management position at sea.
- iii. Proficiency in computer applications.
- iv. Fulfil the requirements of Chapter Six of the Constitution.

The following credentials will be an added advantage;

- i. Master Degree in nautical science or marine engineering.
- ii. Membership by a relevant professional body in good standing.
- iii.

<b>BMA/22/CSS/4</b>	<b>DEPUTY DIRECTOR, CORPORATE SERVICES</b>
Job Grade:	BMA 2
Basic Salary Scale:	Kshs. 245,500.00 - Kshs. 449,500.00 p.m.
House allowance:	Kshs. 70,000.00
Commuter allowance:	Kshs. 24,000.00
Terms of service:	Contractual (Renewable)
Reporting to:	Director/CEO
Direct reporting:	Asst. Director, Finance & Accounts Asst. Director, ICT Asst. Director, Human Resource & Administration Senior Principal Hospitality Officer

**Job Specification:**

The Deputy Director, Corporate Services, will be responsible to the Director for overall management and coordination of the corporate services divisional function of the Academy in finance, human resource & administration, information technology, hospitality and corporate communication.

**Duties and Responsibilities:**

The duties and responsibility of the Deputy Director, Corporate Services will include the following: -

- i. Providing advisory services to the Director/CEO on matters related to corporate support services;
- ii. Managing the corporate services functional activities and review of policies, strategies and plans in finance, human resource & administration, hospitality, corporate communication and information technology.
- iii. Coordinating implementation of the Academy's corporate services programmes;
- iv. Preparing, implementing and monitoring of the overall Academy's budget;
- v. Managing institutional staff development;
- vi. Handling of the institutional staff disciplinary matters;
- vii. Overseeing, guiding and appraising staff in the department;
- viii. Preparing, implementing and monitoring of the department's budget;
- ix. Providing the necessary liaison between the Academy and corporate clients; and,
- x. Coordinating the development of departmental reports.

**Person Specifications:**

For appointment to this grade, a Candidate must have the following: -

- i. Bachelor degree in Human Resource / Finance / Accounting / Economics/ Commerce/ Business or its equivalent.
- ii. Master degree in Human Resource / Finance / Accounting / Economics/ Commerce / Business or equivalent.
- iii. A minimum of Twelve (12) years' experience out of which 5 years must have been in management role.
- iv. Registered by the relevant professional body in good standing.
- v. Proficiency in computer applications.
- vi. Fulfil the requirements of Chapter Six of the Constitution.

<b>BMA/22/REG/5</b>	<b>REGISTRAR</b>
Job Grade:	BMA 2
Basic Salary Scale:	Kshs. 245,500.00 - Kshs. 449,500.00 p.m.
House allowance:	Kshs. 70,000.00
Commuter allowance:	Kshs. 24,000.00
Terms of service:	Contractual (Renewable)
Reporting to:	Director/CEO
Direct reporting:	Asst. Director, Academic Quality Assurance Asst. Director, Research & Development Asst. Director, Curriculum Development Principal Examination & Admission Officer Principal Librarian Chaplain /Maalim Senior Nursing Officer Senior Counsellor Senior Sports Officer

**Job Specification:**

The Registrar oversees several processes of curriculum development, quality assurance & risk management activities, research & development, examination preparations process & procedure and general student’s well-being and welfare under the various divisions, sections and units in the department.

**Duties and Responsibilities:**

The duties and responsibility of the Registrar include the following:

- i. Providing advisory services to the Director/CEO on matters related to the registrar’s office;
- ii. Formulating and coordinating admission policies, procedures, strategies and plans;
- iii. Formulating, coordinating and implementing examination policies, strategies and plans;
- iv. Coordinating institutional and industrial Research and Publications;

- v. Coordinating the design, compilation and dissemination of tailor-made curriculum for implementation;
- vi. Organizing and facilitating academic ceremonies;
- vii. Initiating the development and implementation of Students Rules and Regulations in the Academy;
- viii. Monitoring student experience and progress at the Academy;
- ix. Coordinating the development and implement a policy for quality standard system on training;
- x. Ensuring compliance with academic regulatory framework;
- xi. Formulating and disseminating information on courses offered at the Academy;
- xii. Developing and implementing procedures for student clearance for issuance of transcripts and certificates;
- xiii. Coordinating the activities of the students' welfare and co-curricular activities.
- xiv. Coordinating the provision of library services;
- xv. Coordinating the establishment of a student information systems;
- xvi. Preparing, implementing and monitoring of the department's budget; and,
- xvii. Coordinating the development of departmental reports.

**Person Specifications:**

For appointment to the grade, a Candidate must have the following: -

- i. Bachelor Degree in Business Administration / Governance/ Public Administration / Education and/or Curriculum or its equivalent from a recognized institution
- ii. Master Degree in Social Sciences, Business Administration/ Education or its equivalent from a recognized institution
- iii. A minimum twelve (12) years' experience out of which five (5) years in senior management position
- iv. Membership of a professional body in good standing
- v. Proficiency in computer applications
- vi. Fulfil the requirements of Chapter Six of the Constitution.

<b>BMA/22/ADT/6</b>	<b>ASST. DIRECTOR INTERNAL AUDIT</b>
Job Grade:	BMA 3
Basic Salary Scale:	Kshs. 170,500.00 - Kshs. 373,500.00
House allowance:	Kshs. 35,000.00
Commuter allowance:	Kshs. 20,000.00
Terms of service:	Pensionable
Reporting to:	Deputy Director Internal Audit (Board of Directors)
Direct reporting:	Principal Internal Auditor

**Job Description**

The Officer will be responsible to the Board of Directors for the management of Internal Audit activities.

**Duties and Responsibilities:**

The duties and responsibility of the Asst. Director, Internal Audit will include the following: -

- i. Providing advisory services to the Director/CEO on matters related to internal audit;
- ii. Custodian of the internal controls system;
- iii. Managing of internal audit activities within the Academy;
- iv. Testing and making recommendations on systems improvement.
- v. Assessing risks within the Academy;
- vi. Carrying out investigations on irregularities identified or reported;
- vii. Reviewing of Quarterly and Annual Financial Statements prepared by the Academy for submission to the Board;
- viii. Reviewing and following-up on resolution of matters raised in Audit reports in liaison with Heads of Departments;
- ix. Preparing audit work plans, programmes and budgets; and,
- x. Developing departmental reports.

**Person Specification:**

For appointment to this grade, a Candidate must have the following: -

- i. Bachelor's degree
- ii. Master degree in any of the following fields: Auditing and Consultancy/ Business Administration/ Commerce/ Finance/ Accounting/Project Management, Risk or equivalent qualification from a recognized University.
- iii. CISA will be an added advantage
- iv. A minimum of ten (10) years relevant experience, four (4) years of which are in a management position.
- v. A member of the Institute of Internal Auditors (IIA) or the Institute of Certified Public Accountants of Kenya (ICPAK) or equivalent in good standing.
- vi. Proficiency in Computer Application
- vii. Fulfil the requirements of Chapter Six of the Constitution.



<b>BMA/22/FIN/7</b>	<b>ASST. DIRECTOR FINANCE AND ACCOUNTS</b>
Job Grade:	BMA 3
Basic Salary Scale:	Kshs. 170,500.00 - Kshs. 373,500.00
House allowance:	Kshs. 35,000.00
Commuter allowance:	Kshs. 20,000.00
Terms of service:	Pensionable
Reporting to:	Deputy Director Corporate Services
Direct reporting:	Principal Accountant Principal Finance Officer

### **Job description**

The Officer will be responsible to the Deputy Director, Corporate Services for the management of Finance and Accounts activities.

### **Duties and Responsibilities:**

The duties and responsibility of the Assistant Director, Finance & Accounts will include the following: -

- i. Providing advisory services on financial matters and reporting;
- ii. Preparing the Academy's financial budget;
- iii. Interpreting of financial policies, rules and regulations;
- iv. Undertaking budgetary controls and monitoring financial expenditure trends;
- v. Providing projections for the monthly and quarterly reports and ensuring cash flow are not disrupted;
- vi. Ensuring Accurate preparation of financial statements and overall expenditure of the Academy;
- vii. Ensuring and responsible for processing payments and signing of cheques;
- viii. Ensuring timely and accurate preparation of financial management reports;
- ix. Liaising with other departments to ensure that financial laws and related regulations are complied with;

- x. Responsible for costing and pricing of Academy services;
- xi. Responsible for ensuring the Academy is tax compliant;
- xii. Maintaining an Academy asset register; and,
- xiii. Developing of departmental reports.

**Person Specifications:**

For appointment to this grade, a candidate must possess the following:

- i. Bachelor degree
- ii. Master degree in Commerce, Business administration (accounting or finance option)
- iii. Member of the Institute of Certified Public Accountants (ICPAK) or equivalent in good standing
- iv. Ten (10) years’ work experience out of which four (4) years must have been in management Position
- v. Proficiency in Computer Applications (financial)
- vi. Fulfil the requirements of Chapter Six of the Constitution.

<b>BMA/22/SCM/8</b>	<b>ASST. DIRECTOR SUPPLY CHAIN MANAGEMENT</b>
Job Grade:	BMA 3
Basic Salary Scale:	Kshs. 170,500.00 - Kshs. 373,500.00
House allowance:	Kshs. 35,000.00
Commuter allowance:	Kshs. 20,000.00
Terms of service:	Pensionable
Reporting to:	Director/CEO
Direct reporting:	Principal Supply Chain Management Officer

**Job Description**

The Officer will be responsible to the Director/CEO for the management of supply chain management activities.

**Duties and Responsibilities:**

The duties and responsibility of the Assistant Director, Supply Chain Management will include the following: -

- i. Providing and be responsible for rendering procurement professional advice to the Accounting Officer;
- ii. Overseeing the development and interpretation of Supply Chain Management policies and manuals;
- iii. Ensuring compliance of Procurement and Disposal Act 2015 and Regulations;

- iv. Issuing guidelines on implementation and interpretation of the Public Procurement and Asset Disposal Act and its attendant regulations;
- v. Introducing modern inventory management techniques and approaches;
- vi. Overseeing the implementation of e-government Supply Chain Management strategies;
- vii. Interpreting international trade agreements/policies related to Supply Chain Management;
- viii. Participating in negotiations matters pertaining to Supply Chain Management;
- ix. Maintaining of professional standards and practices in the Supply Chain Management department;
- x. Aligning the Academy procurement plan to the budget plan;
- xi. Initiating policy review on procedures, rules and regulations;
- xii. Providing guidance in the overall Supply Chain policy and management;
- xiii. Providing overall guidance on contract design and management;
- xiv. Providing guidance on disposal of Academy's inventory and other assets;
- xv. Maintaining an Academy asset register;
- xvi. Advising on quality assurance on goods, works and services;
- xvii. Ensuring statutory reports are submitted to the Authority, National Treasury and any other Government Agencies;
- xviii. Ensuring timely disclosure of information on procurement opportunities and awarded contracts as well as publishing of tenders;
- xix. Ensuring cordial supplier relationships;
- xx. Overseeing the annual and quarterly Stock taking process as required to ensure optimum stock levels are maintained;
- xxi. Managing procurement processes, risk analysis and mitigation, integrating, stock control, supplier evaluation and business intelligence;
- xxii. Preparing, implementing and monitoring of the divisions's budget;
- xxiii. Ensuring preparation of procurement plans in the departments within the Academy; and,
- xxiv. Developing of divisional reports.

**Person Specifications:**

- i. Bachelor degree
- ii. Master degree in any of the following fields: Purchasing and Supply Management, Logistics, Business Administration, Commerce, Entrepreneurship, Law or any other relevant qualification from a recognized institution;
- iii. Must have relevant experience of at least ten (10) years, four (4) of which must be at a management position.
- iv. Proficiency in computer applications
- v. Registered member of Kenya Institute of Supply Management or equivalent in good standing.
- vi. Fulfil the requirements of Chapter Six of the Constitution.

Job Grade:	BMA 3
Basic Salary Scale:	Kshs. 170,500.00 - Kshs. 373,500.00
House allowance:	Kshs. 35,000.00
Commuter allowance:	Kshs. 20,000.00
Terms of service:	Pensionable
Reporting to:	Deputy Director Corporate Services
Direct reporting:	Principal Information Communication Technology Officer

### Job Description

The Officer will be responsible to the Deputy Director, Corporate Services for the management of Information Communication Technology activities.

### Duties and Responsibilities:

The duties and responsibility of the Assistant Director, Information Communication Technology will include the following: -

- i. Providing advisory on ICT matters;
- ii. Planning, monitoring and evaluating program activities;
- iii. Ensuring ICT goals and objectives are met;
- iv. Approving of ICT standards for application;
- v. Liaising with users to ensure that information processing needs are met;
- vi. Reviewing and evaluating feasibility studies and reports for implementation;
- vii. Preparing, implementing and monitoring of the division's budget;
- viii. Providing assistance in the development of ICT strategic plans;
- ix. Initiating the development of ICT policies;
- x. Ensuring that ICT projects are completed within the planned time and budget;
- xi. Ensuring that procedures and standards are adhered to liaising with heads of departments in the Academy in developing and implementing change management initiatives;
- xii. Ensuring that officers are adequately trained;
- xiii. drawing up the budget for the ICT unit;
- xiv. procurement of ICT equipment and services;
- xi. Providing technical support to the trainers on the delivery of curriculum;
- xii. Initiating development of ICT applications for the Academy; and,
- xiii. Developing of divisional reports.

### Person Specifications:

For appointment to this grade a Candidate must have the following:

- I. Bachelor Degree in Information technology / computer science / information systems or a related field from a recognized institution.

- II. Master Degree in Information technology / computer science / information systems or a related field from a recognized institution.
- III. Relevant certification in database, networking, systems and security.
- IV. Registered member of a professional body in good standing.
- V. Ten (10) years' work experience, four (4) years of which must have been at management position.
- VI. Fulfil the requirements of Chapter Six of the Constitution.

<b>BMA/22/SPTN/10</b>	<b>SENIOR PRINCIPAL TRAINER (SCHOOL OF NAUTICAL SCIENCE)</b>
Job Grade:	BMA 3
Basic Salary Scale:	Kshs. 170,500.00 - Kshs. 373,500.00
House allowance:	Kshs. 35,000.00
Commuter allowance:	Kshs. 20,000.00
Terms of service:	Pensionable
Reporting to:	Deputy Director Maritime Education and Training
Direct reporting:	Trainers

#### **Job specification:**

The School of Nautical Science is established as a division of MET to offer training in Nautical Science pursuant to the International Conventions, Section 4(1) (a), (b), (d) (e), (i) and (k) of Legal Notice No. 233 of 28<sup>th</sup> November 2018, Merchant Shipping Act, 2009 (No. 4 of 2009) and other national legislations relating to training in the maritime sector.

#### **Duties and Responsibilities:**

The duties and responsibility of the Senior Principal Trainer, School of Nautical Science, will include the following: -

- i. In-charge of the school of Nautical Science;
- ii. Providing advisory on training on Nautical Science;
- iii. Developing school policies and strategies;
- iv. Designing, developing and delivering training programmes;
- v. Coordinating development of instructional materials for training;
- vi. Development and review of curriculum and syllabus;
- vii. Supervising trainees Action Research Projects;
- viii. Developing and reporting on training programmes, seminars, workshops and symposia;
- ix. Initiating and coordinating research and consultancy assignments;
- x. Conducting capacity building surveys;
- xi. Supervising and mentoring Trainers;
- xii. Designing staff development programmes in areas of specialization;
- xiii. Providing necessary liaison between the Academy and the clients;
- xiv. Coordinating, setting, administering and marking of examinations; and,

- xv. Preparing operation reports for the school.

**Person Specifications:**

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

- i. Qualifications in accordance with STCW 78 as amended, i.e. Certificate of Competence (CoC) Class II Chief Mate (II/2) unlimited.
- ii. A minimum of eight (8) years working experience out of which four (4) years must have been in management position at sea.
- iii. Proficiency in computer applications.
- iv. Fulfil the requirements of Chapter Six of the Constitution.

The following credentials will be an added advantage;

- i. Degree in nautical science.
- ii. Membership by a relevant professional body in good standing.

<b>BMA/22/SPTE/11</b>	<b>SENIOR PRINCIPAL TRAINER (SCHOOL OF MARINE ENGINEERING)</b>
Job Grade:	BMA 3
Basic Salary Scale:	Kshs. 170,500.00 - Kshs. 373,500.00
House allowance:	Kshs. 35,000.00
Commuter allowance:	Kshs. 20,000.00
Terms of service:	Pensionable
Reporting to:	Deputy Director Maritime Education and Training
Direct reporting:	Trainers

**Job specification:**

The School of Marine Engineering is established as a division of Maritime MET to offer training in Marine Engineering pursuant to the International Conventions, Section 4(1) (a), (b), (d) (e), (i) and (k) of Legal notice 233 of November 2018, Merchant Shipping Act, 2009 (No. 4 of 2009) and other national legislations relating to training in the maritime sector.

**Duties and Responsibilities:**

The duties and responsibility of the Senior Principal Trainer, School of Marine Engineering, will include the following: -

- i. In-charge of the school of Marine Engineering;

- ii. Providing advisory on training in Marine Engineering;
- iii. Developing school policies and strategies;
- iv. Designing, developing and delivering training programmes;
- v. Coordinating development of instructional materials for training;
- vi. Development and review of curriculum and syllabus;
- vii. Supervising trainees Action Research Projects;
- viii. Developing and reporting on training programmes seminars, workshops and symposia;
- ix. Initiating and coordinating research and consultancy assignments;
- x. Conducting capacity building surveys;
- xi. Supervising and mentoring Trainers;
- xii. Designing staff development programmes in areas of specialization;
- xiii. Providing necessary liaison between the Academy and the clients;
- xiv. Coordinating, setting, administering and marking of examinations; and,
- xv. Preparing operation reports for the school.

**Person Specifications:**

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

- i. Qualifications in accordance with STCW 78 as amended, i.e. Certificate of Competence (CoC) Class II Engineer of the Watch (III/2) unlimited.
- ii. A minimum of eight (8) years working experience out of which four (4) years must have been in management position at sea.
- iii. Proficiency in computer applications.
- iv. Fulfil the requirements of Chapter Six of the Constitution.

The following credentials will be an added advantage;

- i. Degree in Marine Engineering.
- ii. Membership by a relevant professional body in good standing.

**BMA/22/SPTP/12 SENIOR PRINCIPAL TRAINER (SCHOOL OF PORT OPERATIONS AND LOGISTICS)**

Job Grade:	BMA 3
Basic Salary Scale:	Kshs. 170,500.00 - Kshs. 373,500.00
House allowance:	Kshs. 35,000.00
Commuter allowance:	Kshs. 20,000.00
Terms of service:	Pensionable
Reporting to:	Deputy Director, Maritime Transport Operations Training
Direct reporting:	Trainers

**Job specification**

The school of Port Operations and Logistics is established to offer courses on Port Operations, shipping and logistic functions which include Port Management, Transport Logistics, Container Terminal Operations, and the Ports & Logistics in line with Sec 4(1) (g) of the Legal Notice that establishes the Academy.

**Duties and Responsibilities**

The duties and responsibilities of the Senior Principal Trainer, (School of Port Operation and Logistics) will include the following: -

- i. In-charge of the school of Port Operations and Logistics;
- ii. Providing advisory on training on port operations and logistics;
- iii. Developing school policies and strategies;
- iv. Designing, developing and delivering training programmes;
- v. Coordinating development of instructional materials for training;
- vi. Development and review of curriculum and syllabus;
- vii. Supervising trainees Action Research Projects;
- viii. Developing and reporting on training programmes seminars, workshops and symposia;
- ix. Initiating research and consultancy assignments;
- x. Conducting capacity building surveys;
- xi. Supervising and mentoring Trainers;
- xii. Designing professional staff development programmes in areas of specialization;
- xiii. Providing necessary liaison between the Academy and the clients;
- xiv. Coordinating, setting, administering and marking of examinations; and,
- xv. Preparing operation reports for the school.

**Person Specifications:**

- i. Bachelor degree in a relevant field from a recognized university
- ii. Master degree in a relevant field from a recognized university



- iii. Ten (10) years' work experience out of which four (4) Years must have been in management position in operations.
- iv. Proficiency in Computer applications
- v. Fulfil the requirements of Chapter Six of the Constitution.

The following credentials will be an added advantage;

- vi. Membership by a relevant professional body in good standing.

BMA/22/PCDO/13	PRINCIPAL CURRICULUM DEVELOPMENT OFFICER
Job Grade:	BMA 4
Basic Salary Scale:	Kshs. 115,500.00 - Kshs. 285,500.00 P.M.
House allowance:	Kshs. 30,000.00
Commuter allowance:	Kshs. 16,000.00
Terms of service:	Pensionable
Reporting to:	Registrar
Direct reporting:	Senior Curriculum Development officer

### Duties and Responsibilities

The duties and responsibility of the Principal Curriculum Development Officer will include the following: -

- i. Providing advisory on curricula development matters;
- ii. Undertaking research to inform development/ review of curriculum development policies;
- iii. Providing consultancy services on matters of maritime education training curricula.;
- iv. Validating curriculum and support materials; organizing curriculum development workshops;
- v. Participating in sector skills committee meetings;
- vi. Providing input in the development and review of occupational standards;
- vii. Maintaining a data base of all accredited CBET programmes;
- viii. Evaluating and analyzing feedback from all stakeholders; and,
- ix. Developing division operations report.

### Person Specifications:

For appointment to this grade, a Candidate must have the following: -

- i. Bachelor degree in a relevant field from a recognized university
- ii. Eight (8) years' work experience out of which three (3) Years must have been in management position.
- iii. Proficiency in Computer applications
- iv. Fulfil the requirements of Chapter Six of the Constitution.

<b>BMA/22/PEAO/14</b>	<b>PRINCIPAL EXAMINATION &amp; ADMISSION OFFICER</b>
Job Grade:	BMA 4
Basic Salary Scale:	Kshs. 115,500.00 - Kshs. 285,500.00 P.M.
House allowance:	Kshs. 30,000.00
Commuter allowance:	Kshs. 16,000.00
Terms of service:	Pensionable
Reporting to:	Registrar
Direct reporting:	Senior Examinations Officer

### **Duties and Responsibilities:**

The duties and responsibilities of the Principal Examination and Admission Officers will include the following

- i. Providing advisory on student's admissions and examination;
- ii. Providing and be responsible for student recruitment, admissions, orientation and graduation;
- iii. Administering all external and internal examinations.;
- iv. Ensuring all candidate entries are processed in accordance with the Examination Board Regulations and deadlines;
- v. Providing and be responsible for the Academy course timetable and conduct of examinations; and,
- vi. Providing and be responsible for generation of examination reports.

### **Person Specifications:**

- i. Bachelor degree in a relevant field from a recognized university
- ii. Eight (8) years' work experience out of which three (3) Years must have been in management position.
- iii. Proficiency in Computer applications
- iv. Fulfil the requirements of Chapter Six of the Constitution.

<b>BMA/22/PAQAO/15</b>	<b>PRINCIPAL ACADEMIC QUALITY ASSURANCE OFFICER</b>
Job Grade:	BMA 4
Basic Salary Scale:	Kshs. 115,500.00 - Kshs. 285,500.00 P.M.
House allowance:	Kshs. 30,000.00
Commuter allowance:	Kshs. 16,000.00
Terms of service:	Pensionable
Reporting to:	Assistant Director Academic Quality Assurance

Direct reporting:

Senior Academic Quality Assurance Officer

### **Duties and Responsibilities:**

The duties and responsibilities of the Principal Academic Quality Assurance Officer will include the following: -

- i. Advisory services to the Director/CEO on quality and standards of training;
- ii. Developing and administering quality standards of the Academy;
- iii. Training the Academy's staff on quality standards;
- iv. Providing and be responsible for the Academy's Quality Management System;
- v. Ensuring that policies and procedures are effective and promote quality assurance, excellence, enhancement and
- vi. Developing division operations report.

### **Person Specifications:**

- v. Bachelor degree in a relevant field from a recognized university
- vi. Eight (8) years' work experience out of which three (3) Years must have been in management position.
- vii. Proficiency in Computer applications.
- viii. Fulfil the requirements of Chapter Six of the Constitution.

Candidates to be selected must adhere to the provisions on Leadership and Integrity as enshrined in Chapter VI of the Constitution of Kenya 2010.

Successful candidates will be required to submit valid compliance certificates from Kenya Revenue Authority, Ethics and Anti-Corruption Commission, a registered Credit Reference Bureau, Higher Education Loans Board and a certificate of good conduct from the Directorate of Criminal Investigations.

Bandari Maritime Academy is an equal opportunity Employer promoting gender, equity and diversity.

Only shortlisted candidates will be contacted.

Canvassing will lead to automatic disqualification.

Applications should be addressed to: -

**The Ag. Director/CEO,  
Bandari Maritime Academy,  
Bishop Makarios Close,  
P.O. Box 99409-80107,**

MOMBASA

Prospective candidates should submit **applications in soft copy (in pdf format)**. The **Application form** should be downloaded and completed from the Academy website at: [www.bma.ac.ke](http://www.bma.ac.ke). The

completed application form accompanied with a detailed CV (with at least three referees), copies of academic and professional certificates to be emailed to [recruitment@bma.ac.ke](mailto:recruitment@bma.ac.ke) so as to reach the Academy not later than **5:00pm** Kenyan time on **7<sup>th</sup> November , 2022**.

Applications received after the specified time will not be considered.