



BANDARI MARITIME ACADEMY

Job opportunity at Bandari Maritime Academy

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 a Sustainable Blue Economy.

Applications are invited from interested qualified persons for the vacant position below:

BMA/23/AP/C/6	CAREER SERVICES OFFICER
Job Grade:	BMA 6
Basic Salary Scale:	Kshs. 71,500 ~ Kshs. 140,500 p.m.
House allowance:	Kshs. 20,000
Commuter allowance:	Kshs. 14,000
Leave Allowance	Kshs. 4,000
Terms of service:	Permanent and Pensionable
Reporting to:	Senior Career Service Officer

Job Specification:

Reporting to the Senior Career Service Officer, the job holder is responsible for assisting in planning for future accomplishments of the Trainees. The Officer offers Trainees and alumni of the Academy resources and assistance in the formulation and implementation of their carrier plans; and providing opportunities for potential employers, internship, attachment and job placement in adherence to the provisions of the Legal Notice No. 233 of 28th November 2018.

Duties and Responsibilities:

The Career Service Officer is responsible for **assisting in:** -

- i. Career counselling, guidance and advisory;
- ii. Supporting trainees in career development and planning processes;
- iii. Trainees in identifying the factors influencing their career development and providing advice to aid in their professional development;
- iv. Counselling trainees in their job search including providing advice on qualifications for improving their skills;
- v. Trainees in making transition from the academy to their career portfolio
- vi. Monitoring and tracking participants' progress and achievement for career goal plans

Person Specification:

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

- i. Bachelor's degree in Psychology, Counselling, Education, or equivalent from a University recognized in Kenya
- ii. Diploma in Career Guidance and Development will be an added advantage
- iii. Served as a career services officer for a period of not less than four (4) years.
- iv. Membership to relevant professional body in good standing
- v. Proficiency in computer applications
- vi. Fulfill the requirements of Chapter Six of the Constitution.

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

Bandari Maritime Academy is an equal opportunity Employer promoting gender, equity and diversity. Qualified persons with Disabilities are encouraged to apply. Canvassing will lead to automatic disqualification.

Only shortlisted candidates will be contacted.

HOW TO APPLY

Prospective candidates **MUST** fill out the online application form that is available on the Academy website at: <https://bma.ac.ke/job-vacancies>. After filling the online application form, applicants **MUST** submit a detailed CV (with at least three referees), a copy of their national identification, accompanied with copies of academic certificates including Secondary Education certificate and professional certificates, in pdf format as one document, to be emailed to recruitment@bma.ac.ke so as to reach the Academy not later than **Monday 4th September, 2023, 5pm Kenyan time**.

Applicants must fill out the online application form and submit documents via email to be considered for the position.

Physical applications will not be accepted.

Applications received after the specified time will not be considered.