



## BANDARI MARITIME ACADEMY

### Job opportunity at Bandari Maritime Academy

Bandari Maritime Academy was established through a Legal Notice No. 233 of 28<sup>th</sup> 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:

<b>BMA/23/AP/P&amp;R/7</b>	<b>PARTNERSHIPS AND RESOURCE MOBILIZATION OFFICER</b>
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 Partnership and Resource Mobilization Officer
Direct Reports:	Support Services Staff

#### Job Specification:

Reporting to the Senior Partnership and Resource Mobilization Officer, the job holder is responsible for assistance in overseeing the Academy's external relationships and administrative process for advancement; coordination of all events related to fundraising and advancement work in adherence to the provisions of the Legal Notice No. 233 of 28<sup>th</sup> November 2018.

#### Duties and Responsibilities:

The Partnership and Resource Mobilization Officer will be **assisting in:** -

- i. Providing support in the development, implementation and monitoring of partnerships and resources mobilization strategy
- ii. Providing data and information for mobilizing funds from local and international partners
- iii. Collecting data and information for research on potential partners
- iv. Mapping and maintaining a database of strategic partners to facilitate effective management
- v. Identifying and facilitating co-financing opportunities with partner organizations;
- vi. Providing data and information for developing annual work plans based on the approved strategy
- vii. Providing data and information for developing web-based resource mobilization for support of programme activities
- viii. Assisting in the preparation of funding proposals and follow up activities
- ix. Organizing engagements for partnership building between the Academy and potential partners
- x. Assisting the Academy in identifying opportunities for scholarship and internship

**Person Specification:**

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

- i. Bachelor's degree in Social Sciences, project management, International relations business management, public administration, or its equivalent from a University recognized in Kenya
- ii. Relevant Experience in partnership development/resource mobilization, project management, donor relations, finance, marketing, or administrative activities.
- iii. Proficiency in computer application.
- iv. Membership to a professional body in good standing.
- v. 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](mailto:recruitment@bma.ac.ke) so as to reach the Academy not later than **Monday 4<sup>th</sup> 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.**