



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/AQ/3	ACADEMIC QUALITY ASSURANCE 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. 4000
Terms of service:	Permanent and Pensionable
Reporting to:	Principal Academic Quality Assurance Officer
Direct reporting:	

Job Specification:

Reporting to the Principal Academic Quality Assurance Officer, the job holder is responsible for developing and implementing policies on academic quality standards on training and course management framework for the Academy. The Officer will be responsible for the quality delivery of training programmes in adherence to the provisions of the Legal notice 233 of 28th November 2018.

Duties and Responsibilities:

The Academic Quality Assurance Officer is responsible for **assisting in:** -

- i. Drafting quality assurance policies and procedures
- ii. Interpreting and implementing quality assurance standards and procedures
- iii. Devising, sampling procedures and directions for recording and reporting quality data
- iv. Supporting implementation of internal and external audits on quality assurance
- v. Investigating customer complaints and non-conformance issues
- vi. Analyzing data to identify areas for improvement in the quality system
- vii. Identifying training needs and organize training interventions to meet quality standards

Person Specification:

- i. Bachelor's Degree in a relevant field from a University recognized in Kenya

- ii. Certificate in quality management system
- iii. Certificate in statistical or qualitative software package
- iv. Proficiency in computer applications
- 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 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.