



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/CS/HRA/13	HUMAN RESOURCE 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 Human Resource and Administration

Job Specification:

Reporting to the Senior Human Resource and Administration, the job holder is responsible for assisting in maximizing employees' contributions in order to achieve optimal productivity and effectiveness, while simultaneously attaining individual and societal objectives as guided by Human Resource Management Professionals Act No. 52 of 2012, Employment Act Cap 206 in adherence to the provisions of the Legal Notice No. 233 of 28th November 2018.

Duties and Responsibilities:

Duties and responsibilities will entail **assisting in:** ~

- i. Preparing of the payroll for the Academy and ensuring regulatory and legislative compliance
- ii. Organizing and managing new employee orientation, on-boarding, and training programs
- iii. Conducting performance management activities, monitoring and evaluation.
- iv. Participating in administrative staff meetings and attends other meetings
- v. Managing employee compensation and benefits administration
- vi. Ensuring employee safety, welfare and wellness
- vii. HR filing system

Person Specification:

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

- i. Bachelor's degree in Human Resource Management, Business Administration or its equivalent from a University recognized in Kenya
- ii. Registered member of the relevant professional body in good standing
- iii. Valid practicing license
- 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.