



BANDARI MARITIME ACADEMY

Job opportunity at Bandari Maritime Academy

Bandari Maritime Academy was established through a Legal Notice No. 233 of the 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 position below

BMA/23/CS/HRA/OA/22	OFFICE ASSISTANT (2 POSITIONS)
Job Grade:	BMA 10
Basic Salary Scale:	Kshs. 22,000 - Kshs. 49,000 p.m.
House Allowance:	Kshs. 10,000
Commuter Allowance:	Kshs. 12,000
Leave allowance:	Kshs. 4,000
Terms of Service:	Permanent and Pensionable
Reporting to:	Administrator

Job Specification:

Supports clerical tasks, such as sorting, sending mail and other office support services

Duties and Responsibilities

The Office Assistant is responsible for: -

- i. Performing office messenger duties
- ii. Delivering written and verbal messages
- iii. Collecting and dispatching mails
- iv. Maintaining general office cleanliness
- v. Collecting and disposing waste

Person Specification:

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

- i. Minimum KCSE 'D' plain
- ii. Certificate in Customer care from an institution recognized in Kenya
- iii. Proficiency in computer applications will be an added advantage
- iv. Fulfil chapter 6 of the Constitution of Kenya.

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.