



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/R/18	RECEPTIONIST
Job Grade:	BMA 8
Basic Salary Scale:	Kshs. 42,500 - Kshs. 80,000 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:	Senior Administrative Office
Direct reporting	Assistant Receptionist

Job Specification:

Receptionist will ensure management of the front office and assist in all general administrative functions.

Duties and Responsibilities

The Receptionist is responsible for: -

- i. Providing administrative and logistical support
- ii. Promptly receiving telephone calls
- iii. Receiving clients and guests at the Academy
- iv. Organization of the reception area
- v. Continuous update and maintenance of the office extension list
- vi. Ensuring ordering and maintenance of office supplies and stock movement forms

Person Specification:

- i. Diploma in front office management from an Institution recognized in Kenya
- ii. Certificate in customer care
- iii. Have a minimum of four (4) years relevant experience
- iv. Proficiency in computer applications

- v. 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.