



## BANDARI MARITIME ACADEMY

### Job opportunity at Bandari Maritime Academy

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

<b>BMA/23/MTOT/POL/11</b>	<b>TRAINER, PORT OPERATIONS &amp; LOGISTICS</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 Trainer
Direct reporting:	Senior Assistant Trainer, Assistant Trainer

#### Job specification:

Reporting to the Senior Trainer, the Trainer is responsible for training Students under the provisions of the respective School. The Trainer is responsible for the delivery of training programmes in adherence to the provisions of the Legal Notice No. 233 of 28<sup>th</sup> November 2018, and any other International Conventions and National Legislation relating to training in Port Operations and Logistics.

#### Duties and Responsibilities:

Duties and responsibilities at this level will entail **assisting in:** -

- i. Designing, developing and delivering of training programmes
- ii. The development of Maritime Transport Operations Training policies
- iii. Developing and reviewing curriculum
- iv. Developing the school calendar and time tabling
- v. The development, evaluation of teaching, learning and assessment materials
- vi. Supervising trainees' Trade Projects and Business Plan
- vii. Marking internal examinations
- viii. Maintaining students' attendance and performance records

## **Person Specification:**

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

- i. Bachelor's degree in, Maritime Transport and Logistics, or its equivalent in a relevant field from a University recognized in Kenya
- ii. Registered member of a relevant professional body in good standing will be an added advantage
- iii. Training of Trainers certification
- 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](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.**