



BANDARI MARITIME ACADEMY

Job opportunities 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/26/CEO/ASPPM/09	Assistant Director Planning and Performance Management Job Grade 4 (1 vacancy)
Job Grade:	BMA 4
Basic Salary Scale:	Kshs. 111,500 - Kshs 284,300 p.m.
House allowance:	Kshs. 30,000
Commuter allowance:	Kshs. 16,000
Leave allowance:	Kshs. 10,000
Terms of service:	Permanent and Pensionable
Reporting to:	Chief Executive Officer

Duties and Responsibilities:

i. Duties and Responsibilities entail

- Coordinating development, implement and review of policies, strategies, standards, guidelines, procedures and programmes on planning, strategy in the Academy;
- Coordinating development, implementation and review of the Academy's strategic plans, service charters and master plans;
- Coordinating preparation of the Academy's Public Expenditure Review (PER) and Mid-Term Expenditure Framework (MTEF) budget in close consultation with Finance;
- Prioritizing projects and ensuring their implementation is aligned to MTEF for the financial year;
- Undertaking economic analysis of development projects and programmes



- undertaken by the Academy;
- f. Designing a framework for monitoring and evaluation of the Academy's programmes and projects;
- g. Monitoring, evaluating and preparing progress reports on the implementation of the Academy's projects and programmes;
- h. Undertaking feasibility studies on the Academy's delivery projects in consultation with the other Directorates/Divisions;
- i. Establishing and maintaining partnerships and collaborations with Academy and other relevant stakeholders in support of the Academy's programmes and projects;
- j. Coordinating determination of the Academy's quality policy;
- k. Coordinating setting, documentation, implementation and review of key processes and quality objectives for all functional areas in the Academy;
- l. Coordinating development of strategies for performance and quality improvement within the Academy;
- m. Coordinating service delivery surveys;
- n. Formulating Standard Operational Procedures for the Academy;
- o. Coordinating development, implementation and evaluation of the Academy's performance targets and contracts;
- p. Coordinating preparation of annual work plans and performance contracts;
- q. Establishing and maintaining database of information on the Academy's projects and programmes;
- r. Preparing progress reports of the Division; and
- s. Building capacity and managing performance of the Division.

ii. Required Qualification

For appointment to this grade, a staff must have: -

- a. Cumulative service period of twelve (12) years' relevant work experience three (3) of which must have been in the grade of Principal Planning Officer or in a comparable position;
- b. Bachelor's degree in any of the following disciplines:- Economics, Statistics, Economics and Mathematics, Economics and Finance, Economics and Statistics or equivalent qualification from a recognized institution;
- c. Master's degree in any of the following disciplines:- Economics, Statistics, Project Planning and Management, Philosophy in Economics, Public Policy, Economics of Development, Rural Economics or any other relevant qualification from a recognized institution;
- d. Certificate in Project Monitoring and Evaluation lasting not less than three (3) months;
- e. Leadership Course lasting not less than four (4) weeks from a recognized institution;
- f. Proficiency in computer applications.

