



## BANDARI MARITIME ACADEMY

### Job opportunities at Bandari Maritime Academy

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

|                           |                                                                                    |
|---------------------------|------------------------------------------------------------------------------------|
| <b>BMA/26/CEO/DDAE/07</b> | <b>Deputy Director Admissions and Examinations<br/>Job Grade 3<br/>(1 vacancy)</b> |
| Job Grade:                | BMA 3                                                                              |
| Basic Salary Scale:       | Kshs.165,700 – Kshs. 315,000 p.m.                                                  |
| House allowance:          | Kshs. 35,000                                                                       |
| Commuter allowance:       | Kshs. 20,000                                                                       |
| Leave allowance:          | Kshs. 10,000                                                                       |
| Terms of service:         | Permanent and Pensionable                                                          |
| Reporting to:             | Registrar                                                                          |
|                           |                                                                                    |

### Duties and Responsibilities:

#### i. Duties and Responsibilities entail

- a. Sensitizing students and staff on admissions policy.
- b. Communicating clear admissions criteria to concerned parties.
- c. Advise the management on student recruitment opportunities.
- d. Preparing students pass list and presenting to the academic council for approval.
- e. Ensuring all students are on the graduation list have been duly cleared by the respective departments.
- f. Coordinating graduation ceremonies.
- g. Liaising with the academic registrar on student certifications.
- h. Updating the management on all students matters relating to session reporting deferment and completion.
- i. Updating management on the classes in session ahead of the semester for



- planning purposes.
- j. Coordinating the development and review of examination policies.
  - k. Ensuring that all examinations processes are well managed.
  - l. Liaising with registrar on graduates' certificates processing.
  - m. Coordinating with the management to ensure that external verifiers/examiners are appointed.

## **ii. Required Qualification**

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

- a. At least a minimum of fifteen (15) years' work experience Three (3) of which must have been in grade of Assistant Director, Admissions and Examination or in a comparable position.
- b. Bachelor's Degree in any of the following disciplines; -
- c. Education, Arts, Sciences, Business Administration, Maritime or any other relevant and equivalent qualification;
- d. Master's Degree in any following disciplines; -Education, Arts, Science, Business administration, Maritime or any other relevant and equivalent qualification from a recognized institution;
- e. Cumulative fifteen years (15) years of work experience of which five (5) must be senior management level;
- f. Leadership course lasting not less than four (4) weeks from a recognized institution;
- g. Professional qualification and membership of good standing where applicable;
- h. Proficiency in computer application skills.

