



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/DDHRA/08	Deputy Director Human Resource and Administration Job Grade 3 (1 vacancy)
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:	Senior Deputy Director Corporate Services

Duties and Responsibilities:

i. Duties and Responsibilities entail

- Advising management on policies, procedures and strategies relating to human resource management.
- Initiating the development, implementation and review of human resource policies procedures and process.
- Developing, implementing and evaluating staff career and succession plans, progression and development to ensure staff attraction, retention, motivation and job satisfaction.
- Developing implementing and evaluating staff benefits schemes and reward system to improve staff motivation, job satisfaction, Attraction and retention.
- Coordinating staff performance management in line with the academy's annual objectives and targets.



- f. Manage the recruitment and selection of staff.
- g. Overseeing human resource planning and undertaking organization review to ensure an optimal structure.
- h. Ensure adherence to academy's approved human resource policies and procedures.
- i. Coordinating human resource training and development programs.
- j. Implementing the academy's strategic objectives on human resource and development.
- k. Developing, reviewing and coordinating the implementation of performance management system.
- l. Initiating the development and implementation of compensation and benefits schemes.
- m. Implementing human resource management rules and regulations in compliance with the labor laws;
- n. Ensuring compliance with human statutory and regulatory requirements;
- o. Developing and managing staff welfare schemes, including group personal life accident, medical, or insurance schemes

ii. Required Qualification

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

- a. Cumulative service period of fifteen (15) years relevant work experience, three (3) of which must have been at the grade of Assistant Director, Human Resource Management.
- b. Bachelors' degree in any of the following Disciplines: - Human Sociology, Public/Administration or it's equivalent from a recognized institution.
- c. Masters' degree in any of the following fields; Human Resource, Sociology, Public/Business Administration or it's equivalent qualification from a recognized institution.
- d. Certified Human Resource Professional CHRP (K) or it's equivalent:
- e. Registered with the institute of Human Resource Management.
- f. Leadership lasting not less than 4 weeks from a recognized institution.
- g. Human resource management practicing Certificate.
- h. Proficiency in Computer application skills.

