



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 positions below:

BMA/26/CEO/OS/26	Office Assistant Job Grade 10 (2 vacancies)
Job Grade:	BMA 10
Basic Salary Scale:	Kshs. 22,000 - Ksh 49,000 p.m.
House allowance:	Kshs. 10,000
Commuter allowance:	Kshs. 12,000
Leave allowance:	Kshs. 4,000 (Annually)
Terms of service:	Permanent and Pensionable
Reporting to:	Office Assistant Supervisor

Duties and Responsibilities:

i. Duties and Responsibilities entail

- Dispatching letters, files and other documents;
- Recording and dispatching letters, files and documents;
- Preparing and serving refreshments;
- Safe custody of cleaning equipment and materials;
- Undertaking cleaning services;
- Collecting and disposing of general waste;
- Ensuring tidiness of the working environment;
- Providing specifications for cleaning materials and equipment;
- Dusting offices and ensure habitable office conditions;
- Keeping safe custody of cleaning materials and equipment;
- Moving or carrying office equipment, furniture and ensure orderly arrangement;



and

- I. Coaching and mentoring Office Assistant staff.

ii. Required Qualification

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

- a. Kenya Certificate of Secondary Education Mean Grade D (plain) or equivalent qualification from a recognized institution;
- b. 1 year work experience would be an added advantage and
- c. Proficiency in computer applications.

