



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/PAO/12	Principal Administration Officer Job Grade 5 (1 vacancy)
Job Grade:	BMA 5
Basic Salary Scale:	Kshs. 89,000 - Ksh 206,400 p.m.
House allowance:	Kshs. 25,000
Commuter allowance:	Kshs. 16,000
Leave allowance:	Kshs. 6,000
Terms of service:	Permanent and Pensionable
Reporting to:	Deputy Director Human Resource Management Officer

Duties and Responsibilities:

i. Duties and Responsibilities entail

- Advising management on policies and strategies relating to administration;
- Managing transport, logistics, insurance and licensing of motor vehicle and equipment;
- Ensuring a conducive physical working environment;
- Assisting in ensuring the security of human resource and assets of the academy;
- Managing and servicing equipment, assets, estates and property;
- Managing outsourced administrative services;
- Managing office space;
- Assisting in the identification of obsolete and unserviceable assets for disposal;
- Assisting in the preparation and implementation of a maintenance schedule of



- all assets of the Academy; and
- j. Assisting in the coordination the day today administrative activities of the Academy.

ii. Required Qualification

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

- a. Cumulative Service period of nine (9) years relevant work experience three (3) of which should have been in the grade of Senior Administrative Officer or a comparable position;
- b. Bachelor's Degree in any of the following fields: - public administration, business administration or equivalent qualification from a recognized institution;
- c. Master degree in relevant field;
- d. Membership to a professional body;
- e. Management course lasting not less than 4 weeks from a recognized institution;
- f. Proficiency in computer applications skills.

