



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/SOA/15	Senior Office Administrator Job Grade 6 (3 vacancies)
Job Grade:	BMA 6
Basic Salary Scale:	Kshs. 71,500 – Kshs. 141,500 p.m.
House allowance:	Ksh. 20,000
Commuter allowance:	Kshs. 14,000
Leave allowance:	Kshs. 6,000
Terms of service:	Permanent and Pensionable
Reporting to:	Principal Office Administrator

Duties and Responsibilities:

i. Duties and Responsibilities entail

- Reading and analyzing incoming memos submission and reports to determine their significance and plan their distribution;
- Scheduling of meetings;
- Ensuring security and integrity of office records, equipment and documents, including classified materials;
- Ensuring compliance with office protocol and etiquette by screening visitors/clients in a diplomatic manner to ensure corporate image is maintained;
- Maintaining an up-to date filing system that includes physical and e-archiving of records for ease of document retrieval and reference;
- Using e-office to research and process data;
- Handling customer inquiries and complaints in a diplomatic manner to ensure



- corporate image is maintained;
- h. Managing office protocol, etiquette and telephone calls;
 - i. Managing petty cash;
 - j. Ensuring office equipment such as scanners, photocopiers, shredders, computers and printers are serviced and in good working condition;
 - k. Generating drafts and responding to incoming and outgoing correspondence; and
 - l. Support preparation, custody, archival and retrieval of reports and document.

ii. Required Qualification

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

- a. Bachelor's degree in any of the following fields:- Business and Office Management, Secretarial studies or equivalent qualification from a recognized institution; and
- b. Cumulative service period of three (3) years of which must have been at the grade of Office Administrator I or in a comparable position;
- c. Proficiency in computer applications.

