



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/SCWO/18	Student Career and Welfare Officer Job Grade 8 (1 vacancies)
Job Grade:	BMA 8
Basic Salary Scale:	Kshs. 42,500 - Ksh 80,000 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:	Senior Student Career and Welfare Officer

Duties and Responsibilities:

i. Duties and Responsibilities entail

- Counseling students on career choices, resume writing, interview techniques, and job search strategies.
- Connecting students with internships, attachments, volunteering, and full-time employment opportunities in both the public and private sectors.
- Organizing career fairs, workshops, workshops, and career talks by industry professionals.
- Analyzing current employment trends and employer demands to advise students accordingly.
- Handling emotional, social, and psychological needs, including counseling.
- Training in leadership, stress management, conflict resolution, and self-awareness.



- g. Managing work-study programs, financial aid services, disability support, and student mentorship.
- h. Handling student discipline, welfare issues, and acting as a liaison between students and the university administration

ii. Required Qualification

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

- a. A Bachelor's degree in counseling, psychology, education, management, or social sciences or equivalent qualifications.
- b. Strong communication, counseling skills, and proficiency in career planning tools.
- c. Previous experience in student affairs, human resources, or career coaching would be an added advantage.

