Staff Circular

TO: ALL STAFF

SUBJECT: INTERNAL ADVERTISEMENT: - VACANCY LIST NO. 1 OF 2025

Applications are invited from suitably qualified in-serving staff for the under-mentioned positions.

All applications should be submitted on forms Kenya Ports Authority No. 0956 and **MUST** be accompanied by recommendations from Heads of Divisions/Departments together with detailed summary of all applications.

The summary should indicate the applicant's Check Number, Age, Date of first appointment, Date of present appointment, Current salary, Mobile telephone number and copy of Identity Card. **Applicants are required to indicate their Academic, Professional Qualifications, attaching a Curriculum Vitae and copies of Certificates/Testimonials. Failure to do so will lead to disqualification.**

KPA is an equal opportunity employer and all qualified staff are encouraged to apply.

Applications received later than **23rd June 2025** will be treated as **Time Barred.**

1.0   Job and Person Specifications

2.0   ICT, INNOVATION AND BUSINESS PROCESS RE-ENGINEERING DIVISION

2.1   Senior ICT Officer (BA-SAP Gov. & Risk), Grade KPA5

Post No. 340-2007– 1 Position

Job Specifications

The officers may be deployed to perform duties in any of the   following functional areas:

System Development

i.   Planning, organizing, implementing, and evaluating tasks related to the business development.

ii.   Liaising with other departments in identification of key processes that need improvement/automation and preparing the business continuity plans.

iii. Acting as the contact between other departments and ICT in all matters of system development.

iv.   Collaborating with internal and external stakeholders in development and integration of systems.

v.   Configuring, writing, coding, testing, and analyzing software programs and applications.

vi.   Writing and maintaining software design specifications throughout the system life cycle.

vii. Supporting daily operational activities including interfaces, operations and data integrity of specifically assigned systems in a standard, effective and timely manner.

viii. Assisting in the definition, development, and documentation of software's business requirements, objectives, deliverables, and specifications in collaboration with internal users and other departments according to system development life cycle standards.

ix.   Designing, running, and monitoring software performance on new and existing programs for the purposes of correcting errors, isolating areas for improvement, and general debugging.

x.   Assisting end users in use of IT applications by developing user manuals, guidelines and initially training end users to operate new or modified programs.

xi. Interfacing with business analysts to ensure the proper integration of business processes and procedures to information technology.

xii. Recommending, scheduling, and performing software improvements and upgrades.

System Applications

i. Developing and maintaining roles related to all System Application and advising systems administrators on assignment of such roles in conformance to accepted security standards and segregation of duties.

ii. Coordinating day to day operational activities including supporting transaction processing, resolving problems and incidents.

iii. Advising on new business processes which can improve performance and increase efficiency, design the processes, make presentations, and implement the proposed processes.

iv. Training and supporting staff on new/redesigned business processes to ensure improved performance and efficiency.

v. Acting as the team lead of system applications implementation projects.

vi. Assisting in the definition of new business requirements, objectives, deliverables and development and documentation of software specifications in accordance with system development standards.

vii. Developing user manuals and guidelines, training end users to operate new or modified programs and applications.

viii. Responding to customer queries related to system availability, errors, and training requirements.

ix. Coordinating and participating in testing of system releases and advice uploading into production/live environment.

x. Integrating internal and external systems to offer an integrated enterprise information system.

xi. Testing of system roles and checking excess authorization or unauthorized access across functional modules to safeguard system abuse.

xii. Monitoring system anomalies and either resolving or escalating.

xiii. Analyzing business processes to identify gaps/areas of improvement and anomalies for resolution.

System Administration

i. Ensuring availability of both server hardware and systems applications to support Authority's business objectives on a day to day basis.

ii. Ensuring system monitoring, verifying the integrity and availability of all mission critical applications and key processes, reviewing system and application logs to check for any reported issues.

iii. Verifying completion of scheduled jobs such as backups and recovery procedures are maintained.

iv. Troubleshooting systems applications as required by leading problem-solving efforts often involving outside vendors and other support personnel and/or organizations.

v. Ensuring high availability and acceptable levels of performance of mission critical applications by conducting systems/application performance tuning, upgrade, patching and resource optimization on regular basis.

vi. Ensuring systems applications are licensed and updated.

vii. Coordinating implementation of maintenance plans to enhance reliability and availability of systems and applications.

viii. Analyzing potential threats and the feasibility of various security measures to provide recommendations to the Authority management and take appropriate action.

ix. Ensuring data security and privacy in the Authority by coordinating systems security efforts towards compliance with information regulatory standards and best Practices.

x. Setting up access control to data, give authorized user's privileges and rights on data shares.

xi. Reviewing security threats and vulnerabilities on the hardware, software and services rendered to the Authority.

Persons Specifications

i. Bachelor of Science degree in IT, Computer Science, Information Systems, Business Management IT, Business IT or equivalent.

ii. Masters Degree is an added advantage.

iii. At least Four (4) years' work experience.

iv. Professional Certification in IT service management.

v. Membership to a relevant professional body.

vi. Supervisory course lasting not less two (2) weeks.

vii. Fulfilled the requirements of Chapter Six of the Constitution.

AND

i. Certification in ABAP, Basis, HCM, FI, SD, GRC, MM, BW or any other relevant certification.

ii. Certification in business analysis is an added advantage.

iii. Certifications in ITIL, CompTIA A+, CompTIA Network+.

iv. Certification in Object Oriented Programming.

v. Professional certification in network and system security.

vi. Professional Certification in networking.

vii. Professional certification in system administration.
viii. Professional certification in database administration.
ix.   Membership to a relevant professional body.
x.   Certificate in supervisory Course lasting not less than two (2) weeks from a recognized institution.

Skills and Competencies

i.   Project management skills.
ii.   Proven knowledge of Service Management Standards.
iii. Advanced knowledge of computer support with a demonstrated ability to develop and apply.
iv.   Excellent oral and written communication and interpersonal skills with the ability to communicate complex technical issues to non-technical users.
v.   Proven track record of aligning IT requirements with the needs of the organization.
vi.   Knowledge and understanding to develop an ICT Service Management model for the organization.

Experience:
Employee should be at Grade KPA6 and MUST have served not less than one (1) year in the current grade.

2.2   ICT Officer (BA-Human Resource),
Post NO. 340-2010, Grade KPA6 – 1 Position

ICT Officer (BA-Production Lifecycle & Mgmt),
Post No. 340-2011, Grade KPA6 – 1 Position

ICT Officer (BA-Customer Relation Mgmt.),
Post No. 340-2020, Grade KPA6 – 1 Position

ICT Officer (Application EDI),
Post No. 340-5005, Grade KPA6 – 1 Position

ICT Officer (Application ERP),
Post No. 340-5006 Grade KPA6 – 1 Position

ICT Officer (Innovation & BPR),
Post No. 340-7003, Grade KPA6 – 1 Position

Job Specifications

The officers may be deployed to perform duties in any of the following functional areas:

Service Delivery

i.   Generating reports from helpdesk system for analysis.
ii.   Providing technical input on computer hardware and software specifications.
iii.   Compiling and submitting operational work performance reports for the direct and indirect reports.
iv.   Implementing the sectional/ unit maintenance plans to enhance reliability and availability of the equipment.
v.   Collaborating with internal and external stakeholders for efficient delivery of services in the unit.
vi.   Troubleshooting to identify and isolate user problems
vii.   Determining support handling procedure including escalation of complex issues to the relevant teams.
viii. Updating and maintaining service desk knowledge database for easy reference by the users and support staff.
ix.   Maintaining all the records on all issues reported on the service desk for movement of any equipment.
x.   Educating and advising Users on Personnel Computer Familiarization and Package utilization and Support.
xi.   Addressing and resolving reported IT hardware, software issues, and end user incidents.

System Development

i.   Analyzing, designing, configuring, coding, testing, deploying, and maintaining software applications according to specifications and user requirements.
ii.   Writing and maintaining software design specifications throughout the system life cycle.
iii.   Supporting the daily operational activities including interfaces, operations, and data integrity of specifically assigned systems in a standard, effective and timely manner.
iv.   Preparing comprehensive and thorough technical program documentation including specifications, test conditions, test plans, test data, etc.
v.   Assisting in the definition, development, and documentation of software's

business requirements, objectives, deliverables, and specifications in collaboration with internal users and other departments according to system development life cycle standards.

vi. Designing, running, and monitoring software performance on new and existing programs for the purposes of correcting errors, isolating areas for improvement, and general debugging.

vii. Interfacing with system analysts to ensure proper automation, use and integration of business processes and procedures for continuous information system improvement.

viii. Developing and maintaining new reports in various programming languages including ABAP, Report Writers, .Net, Java, and others.

ix. Recommending, scheduling, and performing software improvements and upgrades.

System Applications

i. Analyzing and documenting business processes for purposes of continuous automation and improvement.

ii. Developing and maintaining roles related to specific System Applications and advising System Applications Basis administrators on assignment of such roles in conformance to accepted security standards.

iii. Supporting the daily operational activities including transaction monitoring, report generation and system security reviews.

iv. Preparing comprehensive and thorough system documentation including process mapping, authorization matrix, test conditions, test plans, test data, etc.

v. Liaising with system developers and business users to assist in resolving problems and incidents in the System Applications.

vi. Assisting in the definition, development, and documentation of software's business requirements, objectives, deliverables, and specifications in collaboration with internal users and other departments according to system development life cycle standards.

vii. Configuring, testing, and maintaining applications according to specifications.

viii. Assisting system end users in use of System Applications by developing user manuals and guidelines and training end users to operate new or modified programs.

ix. Ensuring critical procedures are in place in case of system unavailability.

x. Integrating systems and ensure manual processing of business transactions are eliminated.

xi. Ensuring development of all non-standard reports required by business.

Systems Administration

i. Ensuring availability of both server hardware and system applications.
ii. Monitoring software performance and IT resource utilization for system applications.
iii. Ensuring system compliance standards and acceptance criteria for new systems are maintained as set by the Authority.
iv. Participating in installation of application software, database, and operating system.
v. Analyzing and reviewing the performance of applications, operating system, and database with regards to services rendered to the Authority.
vi. Managing administration of systems applications.
vii. Applying firmware updates to ensure that installed hardware is serviceable with the minimum delay.
viii. Carrying out data backups in accordance with the IT approved data backup strategy.
ix. Maintaining and supporting the Authority's disaster recovery systems.
x. Managing resolution of systems security related malfunctions including liaison with other user support units.
xi. Analyzing the security threats and vulnerabilities of all hardware, and enterprise applications and plans mitigation strategies.
xii. Assigning end users (system/application users) appropriate role/authorization to access and perform their relevant duties within the Terminal operating system and other applications as per recommendations from relevant business teams.

Person Specification

i. Bachelor of Science degree in Information Technology, Computer Science, Information Systems, Business Management IT, Business IT or equivalent.
ii. Competency in assessed work performance.
iii. Fulfil the requirements of Chapter 6 of the Constitution.

OR

i. At least a Diploma in Information Technology or equivalent
ii. Eight (8) years relevant experience
iii. Fulfil the requirements of Chapter 6 of the Constitution

Skills and competencies

i.   A detailed understanding of enterprise business processes and systems.
ii. Very Strong analytical and troubleshooting skills.
iii. Knowledge of port operations.

Experience:
Employee should be at Grade KPA7 and MUST have served not less than one (1) year in the current grade.

**2.3   Assistant ICT Officer (Database Security),
Post No. 340-3012, Grade KPA7 – 1 Position**

**Assistant ICT Officer (Application Security)
Post No. 340-3014, Grade KPA7– 1 Position**

**Assistant ICT Officer (Network Security & Monitor)
Post No. 340-4013, 340-4014 & 340-4015, Grade KPA7– 3 Positions**

**Assistant ICT Officer (Voice Communication Support)
Post No. 340-4017, Grade KPA7– 1 Position**

**Assistant ICT Officer (Networks Optimization)
Post No. 340-4021, Grade KPA7– 1 Position**

**Assistant ICT Officer (Network Infrastructure Support)
Post No. 340-4022 & 340-4023, Grade KPA7– 2 Positions**

**Assistant ICT Officer (Application ERP)
Post No. 340-5007, Grade KPA7– 1 Position**

**Assistant ICT Officer (Application WEB)
Post No. 340-5008 & 340-5009, Grade KPA7– 2 Positions**

**Assistant ICT Officer (Innovation & BPR)
Post No. 340-7004, Grade KPA7– 1 Position**

**Assistant ICT Officer (Service Delivery Desk)
Post No. 340-8009,340-8012 & 340-8014, Grade KPA7– 3 Positions**

Assistant ICT Officer (Service Delivery Hardware)

Post No. 340-8016, Grade KPA7– 1 Position

Assistant ICT Officer (Service Delivery Software)
Post No. 340-8018 & 340-8019, Grade KPA7– 2 Positions

Assistant ICT Officer (Service Delivery Field Operations)
Post No. 340-8020,340-8021 & 340-8022, Grade KPA7– 3 Positions

Assistant ICT Officer (Service Delivery Project Support)
Post No. 340-8023,340-8024 & 340-8025, Grade KPA7– 3 Positions

Job Specifications

The officers may be deployed to perform duties in Service Delivery and Network Infrastructure functional areas:

i. Installing, configuring, and upgrading operating systems and software.
ii. Installing, assembling, and configuring computers, monitors, network infrastructure and peripherals such as printers, scanners and related hardware, cable installations and reconfiguration.
iii. Providing level one support for computer systems, including troubleshooting hardware and software, e-mail, network, and peripheral equipment problems; makes repairs and corrections where required.
iv. Acting as a technical resource in assisting users to resolve problems with equipment and data.
v. Managing service desk to resolve user incidences and escalate to level two where necessary
vi. Ensuring all user incidences are logged and reported to the Service Desk.
vii. Recommending hardware and software acquisition by assessing needs and providing justification for equipment and services.
viii. Assisting with planning, designing, researching, and acquisition of new or upgraded hardware and software systems; maintains current inventory of hardware, software and network technology and recommends modifications as necessary.

Persons Specifications

i. Bachelor's Degree in information technology or equivalent.
ii. Fulfil the requirements of Chapter 6 of the Constitution

Key Competencies

i. Knowledge of computer hardware, software, and peripherals such as servers, central processing units, monitors, cables, network systems, printers, cable plant, etc

ii. Knowledge of procedures for installing, configuring, upgrading, troubleshooting, and repairing applicable software, hardware, and peripherals.

iii. Strong knowledge in networking technologies

iv. Strong customer focus and knowledge of service desk operation

Experience:

Employee should be at Grade KPA8 and MUST have served not less than one (1) year in the current grade.

2.4 OFFICE ADMINISTRATOR ASSISTANT, GRADE KPA8
POST NO. 340-1004– 1 POSITION

Persons Specifications - (Senior Clerical Assistant – Scheme of Service)

i. K.C.S.E C-(Minus) or its equivalent

ii. Diploma in a relevant field from a recognized institution

iii. IT Skills

iv. Supervisory Development Courses

v. Direct: 3 years working experience in a similar role in a reputable organization

vi. Promotional: 2 years relevant experience

2.5 Senior Administrative Assistant, Grade KPA8
Post No. 340-1005– 1 Position

i. Persons Specifications - (Senior Clerical Assistant – Scheme of Service)
   K.C.S.E C-(Minus) or its equivalent

ii. Diploma in a relevant field from a recognized institution

iii. IT Skills

iv. Supervisory Development Courses

v. Direct: 3 years working experience in a similar role in a reputable organization

vi. Promotional: 2 years relevant experience

3.0 FERRY SERVICES DIVISION

3.1 ASSISTANT FERRY MASTER, GRADE KPA7

Post No. 510-3012, 510-3013, 510-3014, 510-3015, 510-3019, 510-3020, 510-3027, 510-3028, 510-3029, 510-3030, 510-3031, 510-3032 and 510-3033 – 13 Positions

Job Specifications

i.   Overall command of the vessel and in charge of the crew onboard.

ii.   Ensures Safety of vessel while underway, anchorage and secured at the ramp.

iii.   Ensures Safety of crew, passengers, and cargo onboard during carriage.

iv.   Ascertaining the soundness of the ferry through pre sea checks before putting into service.

v.   Ensuring cleanliness of the vessel and preservation of marine environment.

vi.   In charge of ferry bunkering operations.

vii.   Steering vessel during berthing/un-berthing or mooring/unmooring.

viii.   Coordinating ferry movement with other operators as a team player in enhancing smooth traffic flow.

ix.   Observing Navigation safety.

x.   Attending to maritime distress calls within reach.

xi.   Updating ships logbook.

xii.   Recording incidents, injuries and damages during operations.

xiii.   Maintaining Radio watch.

xiv.   Disseminating directions and instructions during emergencies.

xv.   Disseminating relevant safety information, instructions and guidelines to ferry users onboard through the Public Address System.

xvi.   Attending to emergencies as the lead person.

xvii.   Observing vessel traffic on the channel.

xviii.   Conducting periodic emergency drills

xix.   Conducting orientation and practical training of trainee operators.

Person Specifications

i.   Minimum KCSE Certificate or its equivalent.

ii.   Diploma in Nautical Studies or related field from a recognized University.

iii.   Master Port Operation Certificate of Competency.

iv. Certificate of Competency (COC) Master Mariner is an added advantage.

v. Minimum four (4) years relevant working experience.

vi. Fulfill the requirements of Chapter Six (6) of the 2010 Constitution of Kenya.

Skills and Competencies

i. Ability to write reports.

ii. Analytical skills.

iii. Life Saving skills.

iv. Medical and physical fitness.

v. Vessel mooring/berthing techniques.

vi. Basic Fire Fighting skills.

vii. A team player.

viii. Professionalism.

ix. Leadership skills.

x. Interpersonal skills.

xi. Personal Survival skills.

Experience:

Employee should be at Grade KPA8 and MUST have served not less than one (1) year in the current grade.

4.0   HUMAN RESOURCES DIVISION

4.1   SENIOR HUMAN RESOURCE ASSISTANT (R&SA), GRADE KPA8

Post No. 310- 3010 and 310-3012 – 2 Positions

Job Specifications

i. Receives unsolicited applications and summarizes them in a database.

ii. Guides newly recruited employees in filling staff statistics forms.

iii. Dispatches, records and maintains filing systems for all letters and correspondences.

iv. Retrieves data from personal files to facilitate processing of cases and preparation of statistics and reports.

v. Plays the role of a support team member in E-recruitment and assists in the preparation of summary report for the applicant.

Person Specification

i. Diploma in Human Resources Management from a recognized institution with at least 8 years of experience.
ii. K.C.S.E or its equivalent.
iii. Membership of IHRM.
iv. Proficiency in computer applications.
v. Supervisory Development Courses.
vi. Meet requirements of Chapter Six of the constitution of Kenya.

5.0 SUPPLY CHAIN MANAGEMENT DEPARTMENT

5.1 Senior Supply Chain Assistant, Grade KPA8

Post Nos. 910-2009, 910-3018, 910-3019, 910-3020, 910-3021, 910-4006, 910-4008, 920-3017, 920-3019, 920-3020, 920-3024, 920-3025, 920-3026, 920-3027, 920-3028 and 920-3029 – 16 Positions

Job Specifications

Purchasing & Contract

Duties and Responsibilities

i. Maintains records related to purchasing in the system and trigger quotation process.
ii. Participates in quotation opening and evaluation committees' activities in purchasing.
iii. Implement allocation of procurement spend to preference and reservation group in line with the Procurement Plan.
iv. Implement Buy Kenya Build Kenya initiative.
v. Creation of purchase orders.
vi. Maintain Quotation Control Register and User Complaints Registers.
vii. Cancel/amend Request for Quotations and Purchase Orders where necessary.
viii. Prepares responses to queries by internal and external customers.
ix. Carry out tender opening and evaluation exercise.
x. Carry out any other functions and duties as are provided under the Act, Regulations, or any other enabling legislation.
xi. Maintains and updates a register of all correspondence in the section.

Compliance and Records Management

Duties and Responsibilities

   i.   Storage of records of each procurement for at least six years after the resulting contract has been completed or, if no contract resulted, after the procurement proceedings were terminated in accordance with the Procurement Act.

   ii.   Arrangement of files in accordance with the established scheme of filing.

   iii.   Checking all incoming files from purchase and contracts and make records.

   iv.   Control the movement of files and ensure that they are returned to the registry after action.

   v.   Maintain good housekeeping of the registry and ensure file compartment are kept clean and tidy.

   vi.   Scan records to keep digital records and references.

   vii.   Compile documents for dispute and litigation where appeals are made.

   viii.   Participate in compliance checks to confirm that the Authority's procurement and asset disposal processes are in accordance with the Public Procurement and Asset Disposal Act and related regulations.

Stores Management

Duties and Responsibilities

   i.   Undertake receipt of physical materials.

   ii.   Undertake physical binning of materials appropriately.

   iii.   Undertake efficient issuance of materials as per approved orders.

   iv.   Undertake internal stock checks and report findings for necessary action.

   v.   Check the storerooms for cleanliness, proper ventilation, lighting and tidiness.

   vi.   Examine the locks of doors and fastenings of windows and ensure that the storerooms do not remain unattended while open for any purpose and shall solely be responsible for the keys of all store rooms and buildings and shall not delegate the duty of locking up the rooms to any unauthorized person.

   vii.   Separate rejected, damaged and expired stores for condemnation.

   viii.   Initiate gate pass as and when required.

   ix.   Undertake filing and retrieval of records when required.

Other Responsibilities

Assists in all activities for procurement of supplies, material works and service through contract and non-contract arrangements, in line with the Constitution of Kenya 2010, the Public Procurement & Asset Disposal Act 2015, Revised 2022, and Regulations, the Supplies Practitioners Management Act 2007, the Public Finance Management Act 2012, the Public Private Partnership Act 2021, and other relevant legislations and government directives.

Person Specifications

i. Diploma in Purchasing and Supplies Management from, Kenya Institute of Supplies Management (KISM) or the Chartered Institute of Purchasing and Supplies (CIPS) or any other relevant and equivalent qualification from a recognized institution.
ii. Member of professional body either KISM or CIPS.
iii. Proficiency in computer applications.
iv. Good communication and interpersonal skills.
v. Fulfilled the requirements of Chapter Six of the Constitution.
vi. Demonstrated competency in work performance.
vii. Practicing License from Kenya Institute of Supplies Management (KISM).

Skills and Competencies

i. Proper grasp of the Kenya Public Procurement law.
ii. Good Analytical Skills.
iii. ICT Proficiency.
iv. Knowledge in Public Procurement and Asset Disposal Act 2015, and Regulation.
v. Knowledge in Public Management and Finance Act and Regulation.
vi. Knowledge Public Private Partnership Act 2021, and Regulation.
vii. Supplies Practitioners Management Act.
viii. Interpersonal Skills.
ix. Good Communication Skills.
x. Ethics and integrity skills.
xi. Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.

6.0   MARINE OPERATIONS DEPARTMENT

6.1   Principal, Marine Navigation & Communication Systems, Grade KPA4 Post No. 630-3001 – 1 Position

Job Specifications

Responsible for efficient management and operation of Harbour crafts, Aids to Navigation, oil jetties, marine communication and diving services in line with the provisions of International Safety Management (ISM) CODE, applicable International Maritime Conventions, National Legislations and set performance targets.

A. Operation

i. Carry out technical evaluation upon receipt of application for construction of private and commercial jetties and or instaland of private and commercial moorings and advice the management on feasibility.

ii. Review and update the Authority on new development in Aids to Navigation with a view to improving safety of navigation in all ports under the Authority's jurisdiction.

iii. Facilitate procurement of PPEs and lifesaving appliances for the Section.

iv. Ensure risk assessment is carried out prior to Marine Services operations.

v. Coordinate preparation of Harbour crafts for oil spill response operations and other marine emergencies when required.

vi. Carry out Sectional Training Needs Assessment, prepares and submits Training Plan as directed by HR Department.

vii. Facilitate review of KPA Safety Management System.

viii. Develop and review Standard Operating Procedures (SOPs) for Marine Services Section.

ix. Monitors and controls Sectional budget in line with the provisions of Public Finance Management Act (PFMA) and KPA's Financial Management guidelines.

x. Compliance with Public Procurement & Asset disposal Act 2015 and Public Procurement & disposal Regulations 2020.

xi. Handle all issues relating to customer complaints/marine claims within the time stipulated in the Customer Service Charter.

xii. Carry out ship draft and ullage survey to establish quantity of cargo loaded/discharged in order to raise appropriate stevedoring/shore handling charges.

xiii. Prepares board/Executive Management Committee memos for management decisions.

xiv. Supervises optimal management and utilization of resources within the section.

xv. Perform pilotage duties (berthing and unberthing of vessels).

Person Specification

i. Master Mariner class 1(unlimited) from recognized maritime institution.

ii. Bachelor in Nautical science or its equivalent from a recognized institution.

iii. Professional qualification and membership to professional bodies in good standing.

iv. At least 5 years as a Senior Marine Pilot or at least ten (8) years' work experience at sea as a deck officer or a port pilot in relevant field.

v. Management course lasting not less four (4) weeks.

vi. At least three (3) Years' experience in a supervisory role.

vii. Professional qualification and membership where applicable.

viii. Proficiency in computer applications.

ix. Fulfil the requirements of Chapter 6 of the Constitution.

Key Competencies

i. Knowledge and skills in shipboard operations including knowledge of local and international regulations.
ii. Well-developed communication and interpersonal skills including ability to prepare relevant reports.
iii. Good Analytical & Problem Solving/decision making skills.
iv. Physical Fitness.
v. Ability to work in multidisciplinary teams.
vi. Flexibility and responsiveness in handling and determining operations issues.
vii. Ability to maintain professional status and keep abreast of evolving trends.
viii. Proficiency in computer applications.
ix. Leadership skills.
x. Good Analytical & Problem-Solving skills/decision making.
xi. Good knowledge in Port Infrastructure & Operations.
xii. Demonstrate high degree of professional competency, administrative capabilities and initiative in the general organization and management of marine functions.

Experience:

Employee should be at Grade KPA5 and MUST have served not less than one (1) year in the current grade.

7.0   CORPORATE RESEARCH, PLANNING AND COMPLIANCE DEPARTMENT

7.1   ASSISTANT OFFICE ADMINISTRATOR, Grade KPA7
Post No. 830-1002 – 1 Position

Job specifications

i. Provides administrative support services.
ii. Managing the business calendar, scheduling appointments and travel arrangements.
iii. Manages flow of correspondence and confidentiality of documents and records.
iv. Implements records management system, procedures and custody of documents and records.
v. Provide guidance and supervision to the direct report.

Person specification

i. Diploma in Business Management, Secretarial Studies or its recognized equivalent.

ii.   Certificate in Secretarial studies will be an added advantage.
iii. Proficiency in computer applications.
iv.   Minimum five (5) relevant experience.
v.   Membership to a relevant professional body.
vi.   Fulfil requirements of Chapter six of the constitution of Kenya.
vii. Demonstrated competence in work performance.

Skills & competencies

i.   Considerable knowledge of office procedures and secretarial practices, including organization, planning, records management, and general administrative skills.
ii.   Effective communication and interpersonal skills with an attention to detail, including strong report writing, proofreading and editing skills.
iii. Ability to establish and maintain good working relationships with people from diverse backgrounds.
iv.   Ability to maintain excellent public relations through courteous responses to inquiries and provide information within scope of responsibility.
v.   Ability to perform a variety of important sometimes urgent and complex tasks with constantly changing priorities.
vi.   Ability to maintain confidentiality of privileged information and to ensure absolute discretion and sensitivity.
vii. Ability to maintain professional status and keep abreast of evolving trends in administration through continuing professional education programs.

Experience:

Employee should be at Grade KPA8 and MUST have served not less than one (1) year in the current grade.

7.2   Assistant Risk and Quality Assurance Officer (SR), Grade KPA7
Post No. 830-1003 – 1 Position

Job Specifications

i.   Reviewing management systems procedures for conciseness and accuracy in line with the laid down requirements.
ii.   Conducting management systems audits.
iii. Participate in management systems awareness creation.
iv.   Participate in departmental meetings, training workshops and other management systems initiatives.
v.   Carrying out root cause analysis on nonconformities.
vi.   Follow up for closure of nonconformities in within the Authority.

vii. Develop risk management strategies and work plans.
viii. Prepare risk identification, analysis and treatment tools and guidelines.
ix. Reviews the risk management framework on an-going basis to identify gaps, challenges and opportunities for improvement
x. Undertake risk assessment and ranking.
xi. Preparation of risk assessment reports.
xii. Participating in risk management awareness and sensitization activities
xiii. Performing root cause analysis on identified risk events and recommending appropriate mitigation measures to prevent recurrence of risk events in the future;
xiv. Monitoring timely reporting of risk incidents and analyzing trends for reporting;
xv. Preparing draft risk reports;
xvi. Identifying key risk indicators within the Authority; and
xvii. Monitoring progress against action plans designed to manage operational and non-operational risks.

Person Specifications

i. Bachelor of Science degree in Finance, Accounting, Business Administration, Risk Management, Statistics, Economics, Actuarial Science from a recognized university
OR Higher National Diploma.
ii. Must be knowledgeable in concepts related to Enterprise Risk management and Business Continuity.
iii. Must have certification in risk management.
iv. Must be knowledgeable in concepts related to Management Systems or Quality Assurance.
v. Must have certification in auditor training as lead auditor for any ISO management system.
vi. Proficiency in computer applications.
vii. Fulfilled the requirements of Chapter Six of the Constitution; and
viii. Demonstrated competence in work performance.
OR
ix. At least a Diploma.
x. Relevant Experience – 4 years.

Skills and Competencies

i. Comprehensive knowledge and understanding of port operations including broad knowledge of local and international standards.
ii. Strong well-developed communication and interpersonal skills including ability to prepare relevant reports.

iii.	Ability to maintain professional status and keep abreast of evolving trends.
iv.	High level interpersonal and cross-cultural skills.
v.	Ability to maintain professional status and keep abreast of evolving trends.
vi.	Demonstrate technical expertise in quality assurance.
vii.	Ability to deliver KPA's articulated vision and mission.
viii.	Proficiency in computer applications such as Microsoft Office.

Experience:

Employee should be at Grade KPA8 and MUST have served not less than one (1) year in the current grade.

7.3   Utility Driver, Grade KPA9
Post No. 820-1005 and 820-1007– 2 Positions

Job Specifications

i.	Undertaking routine and preventive maintenance of motor vehicle through pre-journey inspection before operating the vehicle.
ii.	Regularly cleaning and polishing the vehicle, checking general condition of vehicle as well as making minor repairs or adjustments.
iii.	Driving motor vehicle to transport authorized persons to designated locations.
iv.	Performing miscellaneous official errands and maintain a log of all journeys made on a daily basis.
v.	Maintaining records of the motor vehicle's daily activity showing journey, mileage, petrol, oil and signature of authorizing officer to account for all the journeys made.
vi.	Observing traffic and safety precautions to prevent accidents and to avoid traffic violations. In addition, undertake first aid in case of injuries.
vii.	Reporting motor vehicle accident to the traffic police, transport officer, obtain police abstract report, complete accident report form and report to insurance manager in compliance to Authority regulations.
viii.	Requisitioning for petrol maintaining a record accounting for the same and reporting vehicle faults.
ix.	Implementing preventive maintenance by taking motor vehicle for service or repairs in accordance with planned schedule or instructions.

Person Specification

i.	KCSE
ii.	Driving License Class B, C, E.
iii.	Certificate in First Aid.

iv. Valid Certificate of Good Conduct; and
v. Knowledge of computer applications
vi. Minimum five (3) relevant driving experience.
vii. Fulfil requirements of Chapter six of the constitution of Kenya.
viii. Demonstrated competence in work performance.

Skills & Competencies

i. Ability to follow detailed oral and written instructions including operating manuals and maintenance manuals.
ii. Knowledge of transport routes and ability to interpret road maps.
iii. Ability to interpret and comply with safety codes, traffic rules, regulations, and safe operating practices.
iv. Ability to perform safety inspections, recognize and report mechanical problems, perform preventive maintenance check.
v. Ability to maneuver vehicle in tight spaces, judging distance in congested and confined positions.
vi. Ability to operate vehicles at night and in all types of severe weather conditions and terrain.

8.0   LAMU PORT DEPARTMENT

8.1   Senior Operations Officer, Grade KPA5
Post Nos. 1410-1007 and 1410-1008 – 2 Positions

Job Specifications

Operations officer in this cadre may be deployed to perform duties in any of the following functional areas:

Documentation

i. Undertake documentation processes for Customs Warehouse containers upon receipt of Want on Entry from Customs to support efficient transfer of targeted import containers to Customs Warehouse and therefore decongest the Port or create more space at the yard.
ii. Undertake documentation processes for transferring of container with cargo targeted for destruction by Customs or KPA's Health, Safety and Environment division in order to enable the destruction process to take place and so as to decongest the Port or create more space at the stacking yard.
iii. Initiate requests to the Billing office for raising of charges on all Miscellaneous Port Services related to import full containers, in accordance

with the KPA Tariff, in order to ensure proper revenue collections in a timely manner.

iv. Facilitate investigation and responses to audit queries related to the import full container documentation processes for timely closure of the audit queries.

v. Initiate the documentation processes for loading of export container/cargo received by road in accordance with the Acceptance and Closing period as per set performance targets, and in line with the KPA Tariff, for effective cargo consolidation before vessel arrival.

vi. Undertake documentation processes for withdrawal of export container from Port as per set performance targets, and in accordance with the KPA Tariff, in order to ensure safe and efficient export withdrawal services.

vii. Initiate documentation processes for export full container shut out/Left behind in order to achieve efficient and cost-effective services and support timely shipment of export containers.

Person Specification

For appointment to this grade, a person must have;

i. Bachelors Degree.
ii. Masters Degree is an added advantage.
iii. Supervisory course lasting not less two (2) weeks.
iv. At least four (4) years' work experience.
v. Senior management courses lasting not less two (2) week.
vi. Membership to a relevant professional body.
vii. Fulfil the requirements of Chapter 6 of the Constitution.

Key Competencies

i. Knowledge of Port industry, infrastructure and operations.
ii. Good Analytical & Problem-Solving skills.
iii. Cross-functional, multi-disciplinary project management and business analysis skills.
iv. Proven networking skills and a demonstrated capacity to work independently and in partnership with internal and external stakeholders.
v. Have good report writing and communication skills.
vi. A team player with excellent interpersonal skills.
vii. Result driven and willing to work under tight deadlines.
viii. High level of integrity.

Experience:

Employee should be at Grade KPA6 and MUST have served not less than one (1) year in the current grade.

8.2 Operations Officer, Grade KPA6
Post Nos. 1410-1011, 1410-1012, 1410-1014 & 1410-1015 - 4 Positions

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Job Specifications:

The officers may be deployed to perform duties in any of the following functional areas:

A. Documentation

i. Management of documentation of import cargo and export cargo, billing for stevedoring services and provision of quality customer experience, within the department.
ii. Manage gate operations in the receipt and delivery of cargo.
iii. Manage billing of stevedoring services and provision of quality customer experience within the department.
iv. Initiate investigation on raised cargo claims and makes timely responses/recommendations based on the findings of the investigation to achieve an efficient claim handling process within the division and to support an effective claims process as undertaken by Finance and Commercial divisions.
v. Coordinate administrative activities for staff in the section.

B. Planning

i. Monitor ship and yard plans preparations and distributes the same to the planners.
ii. Manages the usage of the divisional Management Information System for documentation processes in line with the Authority's guidelines.
iii. Supports users on the departmental ERP systems and ensures end-to-end system usage.
iv. Provide requisite documentation on time for planning of Berth, Vessel, yard and Rail.
v. Monitors preparation of divisional performance reports for analysis of departmental trends.
vi. supervises the management of statistics, dissemination and analysis of statistical data to assist in planning and performance improvement in the department.
vii. Management of the Web-IP in the exchange and conveyance of EDI messages, reconciliation of manifest.
viii. Coordinate administrative activities for staff in the section.

Person Specification

i. Bachelors degree in Maritime Affairs, Business Administration, Transport and Logistics, Shipping, or social sciences or Diploma in shipping/Port operations

   or

ii. Relevant knowledge, demonstrated competence

iii. Proficiency in ICT

iv. Fulfilling the requirements of Chapter Six of the Constitution of Kenya

Key Competencies

i. Knowledge of Port industry, infrastructure and operations

ii. Good Analytical & Problem-Solving skills

iii. Management skills

iv. Leadership skill

v. Interpersonal skills

vi. Good Communication skills

vii. Counselling & Mentoring skills

viii. Physical Fitness

ix. Assertiveness

Experience:

Employee should be at Grade KPA7 and MUST have served not less than one (1) year in the current grade.

9.0 ETHICS & INTEGRITY DIVISION

9.1 Principal Ethics & Integrity Officer- Grade KPA4
Post Nos. 240-1002- 1 Position

Job Specifications:

The officers may be deployed to perform duties in any of the following functional areas:

i. Review integrity instruments and recommend areas for improvement considering the best practices, anti-corruption legislation and codes of governance changes.

ii. Enforce the implementation of the Authority's integrity policies and Code of Conduct and Ethics.

iii. Monitor, evaluate and review the implementation of the Integrity assurance instruments.

iv. Coordinate and guide Departments/Divisions in developing their Ethics and

                   Integrity Risk Management Plan.

v. Implement evidence based anti-corruption strategies.
vi. Work closely with Departments/Division to support the Authority's Integrity Risk Framework and the mitigation measures proposed in the Integrity Risk Management Plan.
vii. Coordinate Ethics and Integrity sensitization programs and activities.
viii. Guide and coordinate Departmental/Division Corruption Prevention Committees and act as relationship partners to the Division/Departments.
ix. Respond to the alleged violations of rules, regulations, policies, procedures by verifying the validity of allegations.
x. Review the current surveillance processes to determine whether enhancements are required and confirm regulatory risks are appropriately monitored.
xi. Review systems, processes and procedures to ascertain their vulnerability to corruption and unethical practices.
xii. Ensure compliance with ethics and integrity statutory requirements and implementation of government initiatives.
xiii. Gather, collate and analyses anti-corruption intelligence and public complaints.
xiv. Co-ordinate implementation of national values and principles of governance in the Authority.
xv. Guide, supervise, mentor, and assign duties and responsibilities to officers reporting to him/her.

Person Specification

i. Masters degree.
ii. Bachelors degree.
iii. Professional qualifications: (Certified Fraud Examiner, Certified Ethics Associate, Certified Ethics and Compliance Professional, Associate Certified Financial Crime Specialist and any other relevant professional qualification.
iv. Membership to any of the above professional bodies in good standing.
v. Management course lasting not less than four (4) weeks.
vi. At least eight (8) years' work experience.
vii. At least three (3) Years' experience in a supervisory role.
viii. Proficiency in Computer Applications.
ix. Fulfil the requirements of chapter six of the constitution.

Skills and Competencies

i. Broad knowledge of corporate governance, current best ethics practices and trends at the national, regional, and international levels.
ii. Excellent communication, written and presentation skills.
iii. High level interpersonal including ability to build alliances and collaborative
iv. relationships with stakeholders for purposes of fostering ethical culture in the Authority.
v. Ability to maintain a high level of professionalism and confidentiality

vi. Strong analytical, critical thinking and problem-solving skills
vii. Decision making skills
viii. Managerial and leadership skills
ix. Works well under pressure

Experience:

Employee should be at Grade KPA5 and MUST have served not less than one (1) year in the current grade.

9.2 Assistant Office Administrator, Grade KPA7
Post Nos. 240-1008– 1 Position

Job Specifications:

The officers may be deployed to perform duties in any of the following functional areas:

i. Receive incoming calls and respond to general queries to in order to ensure that the callers' needs are promptly addressed.
ii. Receive visitors to the department/division and ensure that they are assisted and directed to the right offices;
iii. Assist in organizing divisional/departmental meetings to ensure timely attendance and availability of meeting space.
iv. Provide secretarial and administrative support to the department/division to include but not limited to typing letters, reports, and other correspondences; dispatching mails, sorting and photocopying documents as required.
v. Maintain divisional/departmental files and documents to ensure safe custody and ease of retrieval of all departmental records and documents.
vi. Requisition for stationery items for Office of Head of Department and ensure the items are issued as requested.
vii. Receive, stamp and sort out incoming letters and other correspondences to the department and ensure that they are dispatched to relevant staff members.

Person Specification

i. Bachelor's Degree in Social Sciences or in any other relevant field from a recognized institution.
ii. ICT Skills.
iii. 3 years relevant experience at supervisory level or 5 years relevant experience for Diploma in Human Resources/Business Administration holders or in any other relevant field from a recognized institution.

Skills and Competencies

i. Analytical skills
ii. Administrative skills
iii. General office etiquette
iv. Planning and organisation skills
v. Supervisory skills
vi. Interpersonal skills
vii. Communication Skills
viii. Confidentiality and integrity

Experience:

Employee should be at Grade KPA8 and MUST have served not less than one (1) year in the current grade.

10.0   ADMINISTRATION DIVISION

10.1   Telephone Operator, Grade KPA8
   Post Nos. 320-3203, 320-3207, 320-3214 & 320-3215– 4 Positions

Job Specifications:

The officers may be deployed to perform duties in any of the following functional areas:
i. Telephone operation duties on the switchboard.
ii. Clerical work at the exchange.
iii. Routine testing of exchange lines and switchboard.
iv. Reporting telephone faults to Telephone Supervisor.

Person Specifications

i. KCSE
ii. Certificate course for Telephone Operators.
iii. Supervisory Development skills course.
iv. Proficiency in computer applications.
v. Fulfil requirements of Chapter six of the constitution of Kenya.
vi. Demonstrated competence in work performance.

Skills & Competencies

i. Excellent customer care and communication skills.
ii. A clear and friendly telephone voice.
iii. Knowledge of the Authority's operations to be able to direct calls to the right place.
iv. Ability to follow instructions.

   v.   Accuracy and attention to detail.
  vi.   Ability to work under pressure.

11.0   MARKETING AND CUSTOMER EXPERIENCE DIVISION

11.1   Assistant Marketing Officer, Grade KPA7
Post Nos. 350-6003, 350-6004, 350-6005, 350-7004 & 350-7005– 5 Positions

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Job Specifications:

The officers may be deployed to perform duties in any of the following functional areas:

A. Stakeholder Management

    i.   Scheduling meetings and sending out invitations to targeted attendees.
   ii.   Preparing meeting agenda to guide discussions.
  iii.   Recording meeting proceedings through post meeting action sheets and minutes.
  iv.   Following up with relevant functional areas of the Authority and other interveners to ensure resolution of issues.
   v.   Providing logistical support in execution of sessions for market education and capacity building programmes for stakeholders aimed at bridging the knowledge gap on maritime logistics.

B. Brand Management & Events

    i.   Providing information for incorporation into brand standardization work plans.
   ii.   Participating in staff sensitization sessions and brand champions training on brand matters, recording proceedings and preparing reports to capture recommendations.
  iii.   Providing logistical support to undertake brand sensitization/training sessions, e.g. coordinating invitations, venue set-up and preparations.
  iv.   Implementing the annual Brand Standardization work plan.
   v.   Conducting Brand Audits and spot checks to monitor compliance levels across the Organization.
  vi.   Scheduling progress review meetings for the Brand Management Unit (BMU) within the Division.
 vii.   Reviewing and approving prototypes from suppliers in liaison with the user divisions.
viii.   Providing support to users and vendors on brand compliance matters through the brand helpdesk.
  ix.   Providing logistical support for corporate events such as exhibitions, conferences, galas, luncheons, dinners etc.

Persons Specifications

i.   Bachelor of Commerce (Marketing Option), bachelor's in business
ii. management/Administration or equivalent from a recognized institution.
iii. Proficiency in computer applications.
iv. Fulfil the requirements of Chapter Six (6) of the Constitution of Kenya 2010.

Skills and Competencies

i.   Customer focus.
ii.   Communication and presentation skills.
iii. Report writing skills.
iv.   Interpersonal skills.
v.   Self-drive.
vi.   Team player.

Experience:

Employee should be at Grade KPA8 and MUST have served not less than one (1) year in the current grade.

Edward Kamau
GENERAL MANAGER CORPORATE SERVICES