



KENYA URBAN ROADS AUTHORITY

Efficient and Safe Urban Roads

CAREER OPPORTUNITIES

The Kenya Urban Roads Authority (KURA) is a State Corporation under the Ministry of Transport, Infrastructure, Housing, Urban Development and Public Works, established by the Kenya Roads Act, 2007 with the mandate of Management, Development, Rehabilitation and Maintenance of National Urban Road Network.

The Authority invites applications from qualified, experienced, dynamic and innovative Kenyan Citizens to fill the following positions:

1) DIRECTOR (ENGINEERING) – JG 2 - REF: KURA/DE/20/1 ~ (1 POST)

Job Summary

An officer at this level may be deployed to head any of the Technical Directorates - Urban Roads Planning and Design; Urban Roads Development; Road Asset and Corridor Management; Policy, Strategy and Compliance, and will be responsible to the Director General for the coordination of activities in the Directorate.

Duties and Responsibilities

1. Duties under Road Assets & Corridor Management (RACM)

- a) overseeing the preparation of roadside development and control;
- b) overseeing the formulation of road asset management policies;
- c) coordinating the undertaking of annual road inventory and condition surveys;
- d) overseeing the preparation of engineering design of road maintenance works;
- e) coordinating the compilation and analysis of annual road maintenance work programmes;
- f) liaising with Kenya Roads Board and other stakeholders on management of Roads Maintenance Levy Fund (RMLF);
- g) overseeing the preparation of annual procurement plans;
- h) coordinating the operations of the Authority's regional offices, preparation of Directorate budget;
- i) ensuring expenditure controls and measures within the Directorate;
- j) overseeing the implementation of road works emergency response programmes,
- k) overseeing the preparation of tender documentation for road works;
- l) coordinating the processing of road works tenders and monitoring supervision of road maintenance works;
- m) ensuring the implementation and conformance of road management systems;
- n) facilitating periodic reviews of the performance standards;
- o) overseeing activities of axle load control and review the reports on axle load control programmes;
- p) representing the Authority in local and regional axle load stakeholder forums;

- q) ensuring road maintenance contracts are prepared and implemented in accordance with set standards and specifications;
- r) re-possessing illegally acquired road reserves;
- s) participating in the planning of roadside developments through institutional consultations and collaboration;
- t) managing road reserve boundaries usage and maintenance of road markers system;
- u) managing roads inventory and survey data;
- v) undertaking public sensitization on protection of road reserves;
- w) taking overall responsibility for implementation of the Directorate strategic objectives;
- x) building the capacity of staff and managing performance; and
- y) performing any other lawful duties that may be assigned.

2. Duties under Urban Roads Planning and Design (URP&D)

- a) overseeing road Planning and preparation of Road Investment programs;
- b) overseeing undertaking of traffic surveys and management of traffic data;
- c) collecting and collating economic, environmental and social data for road investment programmes and strategies;
- d) providing training on road safety audits, accident data analysis, design reviews and implementing road accident counter-measures;
- e) partnering with other Agencies for improved road emergency response and undertaking public sensitization on road safety;
- f) reviewing roadside development applications and field reports;
- a) overseeing the supervision of road structures programs;
- b) taking overall responsibility for developing and monitoring bridge maintenance and construction programmes;
- c) liaising with external financing Agencies for resource mobilization, capacity building and performance management;
- d) taking overall responsibility for implementation of the Directorate strategic objectives;
- e) building the capacity of staff and managing performance; and
- f) performing any other lawful duties that may be assigned.

3. Duties under Urban Roads Development (URD)

- a) overseeing preparation of short, medium and long term road works programmes;
- b) coordination of preliminary and detailed engineering road designs;
- c) oversee the preparation of preliminary and detailed engineering designs of road structures;
- d) coordinating preparation and finalization of road works tenders;
- e) overseeing preparation of procurement plans for road work programmes;
- f) liaising with external financing agencies for resource mobilization;
- g) reviewing standards and specifications for road works;
- h) supervision of roads and structures works contracts;
- i) coordinating preparation of directorate budget;
- j) ensuring expenditure controls and measures within the Directorate;
- k) facilitating resource mobilization from Government and Development Partners;
- l) facilitating resource mobilization through Public Private Partnerships;
- m) enhancing efficiency in utilization of financial resources;

- n) enhancing knowledge transfer and capacity building by encouraging partnership of foreign consultants and contractors with local firms in undertaking projects/consultancies;
- o) building capacity of young professional graduates through internship in projects;
- p) undertaking regular road safety audits during road development;
- q) taking overall responsibility for implementation of the Directorate strategic objectives;
- r) building the capacity of staff and managing performance; and
- s) performing any other lawful duties that may be assigned.

4. Duties under Policy, Strategy & Compliance (PSC)

- a) coordinating the preparation, monitoring and evaluation of the strategic plans and projects;
- b) leading research and materials testing function and enhancement of knowledge transfer;
- c) coordinating the preparation of quality assurance plans;
- d) coordinating the undertaking of technical audits for works and services;
- e) overseeing the preparation of reports on quality assurance findings and recommendations;
- f) formulating the Authority's risk management policies, programmes, strategies and procedures;
- g) coordinating the preparation of risk assessment and classification system/criteria; overseeing identification of priority areas for risk assessment and mitigation planning;
- h) overseeing risk assessment processes, compilation and consolidation of periodic reports;
- i) providing custody to risk methodologies and templates including risk registers, corporate risk profile, risk assessment criteria and business process documentation;
- j) overseeing the monitoring and evaluation of risk management function;
- k) coordinating the development of risk management education and training programmes;
- l) facilitating the development of effective networks for risk management information sharing;
- m) building the capacity of staff and managing performance; and
- n) performing any other lawful duties that may be assigned.

Qualifications and Competencies

For appointment to this grade, the ideal candidate must:-

- a) Have a minimum of twelve (12) years' experience in relevant work and at least five (5) years in a management role in the Public Service or in the Private Sector;
- b) Have a Bachelor's degree in Civil Engineering or equivalent qualification from a recognized institution;
- c) Have a Master's Degree in a relevant field from a recognized institution;
- d) Be registered by Engineers Board of Kenya as a professional Engineer with a minimum post registration experience of eight (8) years;
- e) Have a valid annual Practicing License from the Engineers Board of Kenya;
- f) Have a certificate in Leadership Course from a recognized institution;
- g) Be a member of the Institution of Engineers of Kenya (IEK);
- h) Have proficiency in computer applications;
- i) Fulfil the requirements of Chapter Six of the Constitution; and
- j) Demonstrate merit and ability as reflected in work performance and results.

Terms of Service and Remuneration

The successful candidate will serve on contract for a period of three years, renewable subject to satisfactory performance and delivery of set performance targets and outcomes. An attractive remuneration package and benefits determined by the Board and relevant authorities in line with public sector guidelines will be offered to the successful candidate.

2. ASSISTANT DIRECTOR, ICT (BUSINESS SYSTEMS) JG 4 – REF: KURA/CS/ICT/AD/20/2 (1 POST)

Job Summary

Reporting to the Deputy Director (ICT), the candidate will be responsible for planning, design and development of systems and databases requirements, documentation, deployment, audit and review of existing systems to meet the Authority's needs.

Duties and responsibilities

- a) Implementation and review of ICT policies, regulations and procedures;
- b) Spearheading implementation of ICT Strategic Plan and Performance Targets;
- c) Planning and implementation of effective testing processes of systems to ensure that deliverables adhere to standards;
- d) Ensuring effective administration of the Enterprise Resource Planning (ERP) system;
- e) Coordinating systems analysis, design and implementation;
- f) Leading project teams during business systems project implementation;
- g) Liaising with network administrators and systems analysts in putting up security controls in all KURA ICT systems;
- h) Carrying out research on new technologies in the market that can benefit the Authority;
- i) Carrying out system audits on the utilization and viability of the Authority's software;
- j) Preparation of software requirements for systems;
- k) Carrying out installation, maintenance, updating and upgrading of the Authority software;
- l) Training of ICT users on new systems within the Authority; and
- m) Performing any other lawful duties that may be assigned from time to time.

Qualifications and Competencies

Appointment to the position will be made from persons who:

- a) Have a minimum of eight (8) years' experience in relevant work and at least three (3) years in a supervisory role in the Public Service or in the Private Sector;
- b) Have a Bachelor's Degree in any of the following: Information Technology, Computer Science/Engineering, Business Information Technology from a recognized Institution;
- c) Have professional certification such as Certified Computer Network Professional (CCNP), MCSE, MCP, MCSD, Oracle, or their equivalent qualification from a recognized institution;
- d) Must have a minimum three(3)years' experience in implementation and support of Microsoft Dynamics (ERP)system;
- e) Have proficient skills in systems analysis and design and implementation;
- f) Be a member of an ICT professional body;
- g) Have a certificate in Management Course from a recognized institution.

- h) Fulfil the requirements of Chapter Six of the Constitution; and
- i) Demonstrate merit and ability as reflected in work performance and results.

Terms of Service and Remuneration

The successful candidate will serve on permanent and pensionable terms and his/her performance will be reviewed periodically using the prescribed tools for the public sector. An attractive remuneration package and benefits determined by the Board and relevant authorities in line with public sector guidelines will be offered to the successful candidate.

Mode of Application

1. Interested and eligible candidates to access the **mandatory KURA Job Application Form** available on our website www.kura.go.ke/careers fill all required fields, sign and date the form and attach copies of certificates and transcripts, Curriculum Vitae and testimonials. **Any application without the KURA Job Application Form will not be considered.**
2. Candidates may submit **manual (hard copy)** or **electronic (email)** applications.
3. Manual applications should be submitted in a sealed envelope clearly indicating the position being applied for and vacancy reference number and addressed to the undersigned so as to be received on or before **11th May 2020 at 3.00pm (East African Time)**.

**The Director General
Kenya Urban Roads Authority (KURA)
Barabara Plaza, Block D, Mazao Road, Off South Airport Road, JKIA.
P.O. Box 41727-00100, NAIROBI**

The Manual applications to be delivered to 1st Floor, South Wing.

4. Soft copy applications may be submitted via email to: recruitment@kura.go.ke

Shortlisted candidates will be required to present originals of the following documents during the interviews;

- 1) National Identity Card;
- 2) Academic and Professional Certificates and transcripts;
- 3) Any other supporting documents and testimonials; and
- 4) Clearances from the following bodies:
 - a) Kenya Revenue Authority (KRA);
 - b) Higher Education Loans Board (HELB);
 - c) Any of the registered Credit Reference Bureaus (CRB); and
 - d) Directorate of Criminal Investigations (DCI) - Police Clearance Certificate

Clearance by the Ethics and Anti-Corruption Commission (EACC) will be sought by the Authority in line with the Commission's Circular dated 9th April 2020.

KURA is an Equal Opportunity Employer. Qualified Women, Youth, Persons Living with Disabilities and persons from marginalized communities are encouraged to apply. Any form of canvassing and giving false information in employment application form will lead to automatic disqualification. **Only those cleared by the EACC pursuant to their Public Notice dated 9th April 2020, shall be contacted for interviews.**