



## KENYA URBAN ROADS AUTHORITY

*Efficient and safe urban roads*

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### CAREER OPPORTUNITIES EXTERNAL ADVERTISEMENT

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. Our core mandate is to manage, develop, rehabilitate and maintain national urban road networks.

The Authority seeks to recruit dynamic, innovative and experienced individuals to fill the under-listed positions. Positions in Job Grade 10 to 4 are on permanent and pensionable terms while those in job grade 2 and 3 are on a three year contract renewable depending on performance.

- 1) DIRECTOR, URBAN ROADS DEVELOPMENT (JG 2) - REF: KURA/URD/D/19/1 – (1 POST)

#### Duties and Responsibilities

- 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 tender;
- 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) Overall responsibility for implementation of the directorate strategic objectives; and building the capacity of staff and managing performance.

### 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.

### 2) DEPUTY DIRECTOR, FINANCE & ACCOUNTS (JG 3) REF: KURA/CS/F&A/19/2 - (1 POST)

### Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- a) Consolidating the budget and revised budget as per guidelines issued;
- b) Authorizing all expenditure as per set ceilings;
- c) Ensuring timely, accurate preparation of expenditure returns from departments, sections and regional offices;
- d) Supervising preparation of monthly, quarterly and annual management reports;
- e) Ensuring quarterly management reports are submitted to parent ministry, KRB and Treasury as per PFM Act;
- f) Developing and reviewing supplementary financial policies, procedures, and regulations to enhance internal controls established through treasury regulations and procedures;
- g) Ensuring compliance with treasury regulations and procedures in management;
- h) Authorizing payments and signing of cheques subject to set limits;
- i) Liaising with parent ministry and Treasury for release of funds;
- j) Handling all correspondences with external parties;
- k) Reviewing all audit queries pertaining to the department;
- l) Interpreting Treasury circulars issued from time to time ;and
- m) Training and development of finance staff;

### Qualifications and Competencies

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

- a) Have a minimum of ten (10) years' work experience and at least five (5) in a supervisory role in the Public Service or Private Sector;
- b) Have a Bachelor's Degree in Commerce (Finance or Accounting option), Economics, and Business Administration, Business Management or other relevant and equivalent qualifications from a recognized institution;
- c) Be a Chartered Financial Analyst (CFA) or Certified Public Accountant Part III (CPA K,) or Associate of Certified Chartered Accountant (ACCA);
- d) Have a Certificate in Leadership/Management Course from a recognized institution;

- e) Be a member in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- f) Be proficient in computer applications;
- g) Fulfill the requirements of Chapter Six of the Constitution; and
- h) Demonstrate competence in work performance.

3) DEPUTY DIRECTOR, ENGINEERING (ROADS) JG 3 – REF: KURA/URC/DD/19/3 – (1 POST)

Duties and Responsibilities

- a) Overseeing formulation and implementation of road asset management policies;
- b) Overseeing the preparation of roadside development and control;
- c) Coordinating and undertaking annual road inventory and condition surveys;
- d) Overseeing preparation of engineering design of road maintenance works;
- e) Coordinating 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 preparation of annual procurement plans;
- h) Coordinating operations of the authority's regional offices;
- i) Coordinating preparation of divisional budget;
- j) Ensuring expenditure controls and measures within the division;
- k) Overseeing implementation of road works emergency response programmes;
- l) Overseeing preparation of tender documentation for road works;
- m) Coordinating the processing of road works tenders;
- n) Coordinating and monitoring supervision of road maintenance works;
- o) Ensuring implementation and conformance of road management systems
- p) Facilitating periodic reviews of the performance standards;
- q) Overseeing activities of axle load control;
- r) Reviewing and acting on reports on axle load control programmes;
- s) Representing the authority in local and regional axle load stakeholder forums;
- t) Ensuring road maintenance contracts are prepared and implemented in accordance with set standards and specifications;
- u) Planning and implementation of roadside developments through institutional consultations and collaboration;
- v) Managing road reserve boundaries and usage through maintenance of road markers system and managing roads and survey data;
- w) Training and development of staff; and
- x) Performing any other lawful duty that may be assigned from time to time.

Qualifications and Competencies

For appointment to this grade, an officer must:-

- a) Have a minimum of ten (10) years relevant experience and at least five (5) years in a supervisory role in comparable position 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) Be registered by Engineers Board of Kenya as a Professional Engineers with a post registration experience of six (6) years;
- d) Have a valid Annual Practicing License from the Engineers Board of Kenya;
- e) Have a certificate in Leadership/Management Course from a recognized institution;
- f) Be a member of the Institution of Engineers of Kenya (IEK);
- g) Be proficient in computer applications;

- h) Fulfil the requirements of Chapter Six of the Constitution; and
- i) Demonstrate competence in work performance.

4) DEPUTY DIRECTOR (ENTERPRISE RISK MANAGEMENT & BUSINESS PROCESS RE-ENGINEERING) JG 3 – REF: KURA/PSC/ERM/BPR/19/4 – (1 POST)

Duties and responsibilities

- a) Coordinating cross-functional efforts within the authority to improve on proactive risk management and continuity of operations;
- b) Supporting and empowering business unit management in effectively carrying out their respective risk activities;
- c) Updating the Operational Risk Management Policy and Framework and related sub-policies to ensure that they reflect best practice;
- d) Monitoring the maintenance/update of the Strategic Risk Register;
- e) Monitoring the implementation of Action Plans;
- f) Coordinating the development, implementation and maintenance of a Compliance Framework on external and internal obligations;
- g) Assisting line managers in identifying and analyzing inherent risks;
- h) Rating and ranking the current and anticipated critical and high compliance risks and mitigation activities for inclusion in the assessments;
- i) Planning and coordinating detailed risk assessments;
- j) Managing and following up on open issues and working with management to ensure closure of action plans;
- k) Advising project teams to ensure new initiatives, solutions and programmes have in-built continuity at design stage;
- l) Coordinating post-incident post-mortem;
- m) Monitoring the risk and control self-assessments;
- n) Formulating cost effective strategies for increased Authority's business processes;
- o) Formulating relevant policies, procedures and organization structure for improved efficiency in the Authority;
- p) Coordinating the budget process for implementation of the Authority's business processes;
- q) Designing programmes and procedures for the implementation of business processes; and
- r) Performing any other lawful duty that may be assigned from time to time.

Qualifications and Competencies

For appointment to this grade, an officer must:-

- a) Have a minimum of ten (10) years' experience in relevant work and at least three (5) 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 fields: - Commerce, Economics, Statistics, Applied Mathematics, Civil Engineering, Business Administration, Risk Management, Finance or other relevant and equivalent qualifications from a recognized institution.
- c) Have any of the following: - CPA (K), ACCA, CRA CMA CIA, CRMA or CFE or (certified in Risk Information and control CRISC) or other relevant and equivalent qualifications from a recognized institution.
- d) Have a certificate in Leadership/Management Course from a recognized institution.
- e) Experience working in an automated enterprise risk environment will be an added advantage
- f) Be proficient in computer applications;

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

5) ASSISTANT DIRECTOR (MONITORING & EVALUATION) JG 4 – REF.  
KURA/PSC/SEP/19/5 – (1 POST)

#### Duties and responsibilities

- a) Formulating and coordinating the Authority's monitoring and evaluation strategies, policies, programmes and framework;
- b) Coordinating the preparation of the Authority's Monitoring and Evaluation Plans, guidelines and development of Project Implementation & Post completion Indicators and Monitoring & Evaluation reports for Senior Management and Board of Directors;
- c) Reviewing of periodic reports on all project activities;
- d) Facilitating building capacity for monitoring and evaluation at the Authority;
- e) Facilitating establishment of linkages with consultants and other stakeholders on monitoring and evaluation for the Authority's mutual benefit;
- f) Developing and reviewing monitoring, inspection and evaluation procedures and impact indicators for the project success;
- g) Coordinating the evaluation of road construction, rehabilitation & maintenance projects, Authority's Strategic Plans and Performance Contracts;
- h) Coordinating the preparation of annual work plans, programmes and budgets for road planning and development as well as realigning the plans to the budget;
- i) Monitoring all project activities, expenditures and progress towards achieving the project output;
- j) Coordinating the monitoring and evaluation of the sustainability of the project's results and preparing reports on the findings and lessons learned from project innovations;
- k) Facilitating the preparation of reports quarterly, half-yearly and annual progress on all project activities to the Board of Directors and Senior Management;
- l) Coordinating the preparation of terms of reference for monitoring and evaluation and facilitating implementation of related recommendations;
- m) Facilitating carrying out of economic feasibility studies to determine project viability for future investment;
- n) Coordinating post project implementation appraisals of completed projects and preparing management reports thereof;
- o) Conducting project economic and financial appraisals to determine risks and the economic viability of road projects;
- p) Facilitating economic analysis of investments, programmes and projects and preparing development and investment plans thereof; and
- q) 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' work 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 disciplines: - Monitoring & Evaluation/ Project Management/ Economics or its equivalent qualification from a recognized institution.
- c) Be a member of a relevant professional body;
- d) Have a certificate in Management Course from a recognized institution;
- e) Be proficient in computer applications;
- f) Fulfil the requirements of Chapter Six of the Constitution; and

- g) Demonstrate competence in work performance.

6) ASSISTANT DIRECTOR (BPR) JG 4 – REF: KURA/PSC/SEP/19/6 – (1 POST)

Duties and responsibilities

- a) Conducting evaluation of the Authority's business processes;
- b) Coordinating the implementation of cost effective strategies for increased effective in the Authority's business processes;
- c) Collecting and collating data on the performance of the Authority's business processes; and ;
- d) Preparing periodic reports on the progress of the Authority's Business Processes

Qualifications and Competencies

- 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 fields: - Commerce, Economics, Statistics, Applied Mathematics, Civil Engineering, Business Administration, Risk Management, Finance or other relevant and equivalent qualifications from a recognized institution;
- c) Have a certificate in Management Course from a recognized institution;
- d) Be in possession of any of the following CPA(K), ACCA, CRMA, CRA, CIA or CFE, or (certified in Risk Information and Control CRISC)
- e) Be a member of a relevant professional body;
- f) Be proficient in computer applications;
- g) Fulfil the requirements of Chapter Six of the Constitution; and
- h) Demonstrate merit and ability as reflected in work performance and results.

7) ASSISTANT DIRECTOR (INTERNAL AUDIT – PROJECTS) JG 4 – REF. KURA/IA/AD/19/7 – (1 POST)

Duties and responsibilities

- a) Developing a comprehensive programme of engagement coverage for assigned areas;
- b) Ensuring conformity to acceptable standards, plans, budgets and schedules;
- c) Assisting in the preparation of specific audit assignment plans and programmes;
- d) Reviewing the execution of the works carried out under the contracts, together with the associated supervision;
- e) Reviewing the quality of the works carried out to ensure they are in conformity with the contracts, technical specifications and in accordance with the best practice in the sector;
- f) Reviewing the project expenditures to ensure they are justified and were foreseen in the project budget;
- g) Reviewing the contractual obligations to ensure there is sufficient documentation for measurement and payments;
- h) Reviewing detailed dimensional drawings and design layouts for projects to ensure conformance to specifications;
- i) Reviewing the administration of environmental and safety provision under the contracts;
- j) Ensuring that audit findings are properly documented;
- k) Preparing draft audit reports detailing audit findings;

- l) Leading specific audit teams;
- m) Preparing periodic audit reports; and
- n) Performing any other lawful duties that may be assigned from time to time.

#### Qualifications and Competencies

- a) Have a minimum of eight (8) years relevant experience and at least three (3) years in a supervisory role in comparable position 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) Be registered by Engineers Board of Kenya as a professional Engineer;
- d) Have a valid Annual Practicing License from the Engineers Board of Kenya;
- e) Have a certificate in Management Course from a recognized institution;
- f) Be a member of Institution of Engineers of Kenya (IEK);
- g) Be proficient in computer applications;
- h) Experience in auditing will be an added advantage;
- i) Fulfil the requirements of Chapter Six of the Constitution; and
- j) Show merit and ability as reflected in work performance and results.

#### 8) ENGINEER (JG 6) – REF: KURA/RACM/E/19/8 – (6 POSTS)

#### Duties and responsibilities

- a) Assisting in preparing road investment programs for road networks;
- b) Assisting in preparing Public Private Partnership arrangements;
- c) Assisting in preparing Materials testing and research programs;
- d) Assisting in carrying out traffic surveys and management of traffic data;
- e) Assisting in collecting and collating economic, environmental and social data for road investment programmes and strategies;
- f) Assisting in preparing engineering design of road works and structures;
- g) Assisting in preparing tender documentation for road works and structures;
- h) Assisting in preparation of work plans
- i) Assisting in preparing records for road assets database; and
- j) Performing any other duties that may be assigned from time to time.

#### Qualifications and Competencies

For appointment to this grade, a candidate must:-

- a) Have a Bachelor's Degree in Civil Engineering or equivalent qualification from a recognized institution;
- b) Be Proficient in computer applications;
- c) Be registered as a Graduate Engineer by the Engineers Board of Kenya;
- d) Be a Graduate member of the Institute of Engineers of Kenya; and
- e) Fulfil the requirements of Chapter Six of the Constitution.

#### 9) MONITORING & EVALUATION OFFICER (JG 6) – REF: KURA/PSC/SEP/19/9 (1 POST)

#### Duties and responsibilities

- a) Preparing annual work plans, programmes and budgets for road planning and development as well as realigning the plans to the budget;
- b) Developing monitoring and impact indicator for the project success;
- c) Monitoring the sustainability of the project's results;
- d) Preparing report quarterly, half-yearly and annual progress on all project activities to the Board of Directors and Senior Management;

- e) Preparing relevant reports for monthly & annual project reviews and site visits undertaken in liaison with the Resident Engineer;
- f) Collecting data on project economic and financial appraisals to determine risks and the economic viability of road projects;
- g) Preparation of programmes and budgets for road planning and development as well as realigning the plans to the budget; and
- h) Performing any other duties that may be assigned from time to time.

#### Qualifications and Competencies

For appointment to this grade, a candidate must:-

- a) Have a Bachelor's Degree in Monitoring & Evaluation/Project Management/Economics or equivalent and relevant qualification from a recognized institution;
- b) Be proficient in computer applications; and
- c) Fulfill the requirements of Chapter Six of the Constitution.

### 10) ENTERPRISE RISK MANAGEMENT OFFICER (JG 6) – REF: KURA/PSC/ERM/19/10 (1 POST)

#### Duties and responsibilities

- a) Preparing annual risk management plan for the Authority;
- b) Performing root cause analysis on identified risk events and recommending appropriate mitigation measures to prevent recurrence of risk events in the future;
- c) Carrying out risk evaluation;
- d) Monitoring timely reporting of risk incidents and analyzing trends for reporting;
- e) Preparing draft risk reports;
- f) Identifying key risk indicators within the Authority;
- g) Monitoring progress against action plans designed to manage operational and non-operational risks; and
- h) Performing any other duties that may be assigned from time to time.

#### Qualifications and Competencies

For appointment to this grade, a candidate must:-

- a) Have a Bachelor's Degree in any of the following fields:- Commerce, Economics, Statistics, Applied Mathematics, Civil Engineering, Business Administration, Finance or other relevant and equivalent qualifications from a recognized institution;
- b) Be in possession of any of the following: - CPA II, ACCA, CMA, CRA, CRMA or other relevant and equivalent qualifications from a recognized institution;
- c) Be proficient in computer applications; and
- d) Fulfill the requirements of Chapter Six of the Constitution

### 11) ITS OFFICER (JG 6) – REF: KURA/URPD/UTM&RS/19/11 (3 POSTS)

#### Duties and Responsibilities

- a) ITS Systems configuration and database management
- b) ITS Systems administration (maintenance, backups, patching, database management, upgrades)
- c) ITS systems security management
- d) ITS Systems testing



- e) Communications network management, maintenance and administration
- f) Disaster Recovery Systems Maintenance
- g) Data Analysis
- h) Transport Modelling

#### Qualifications and Competencies

For appointment to this grade, a candidate must:-

- a) Have a Bachelor's Degree in any of the following fields: Information Technology, Computer Science/Engineering, Business Information Technology or its equivalent qualification from a recognized Institution.
- b) Have certification in CCNA / MCSE / MCITP/HCIA or other equivalent qualifications from a recognized institution
- c) Be proficient in computer applications
- d) Have knowledge in transport modelling and control software
- e) Have strong interpersonal relations and communication skills
- f) Fulfil the requirements of Chapter Six of the Constitution

#### 12) SENIOR ASSISTANT OFFICE ADMINISTRATOR (JG 7) – REF: KURA/CS/HRM&A/19/12 (2 POSTS)

#### Duties and responsibilities

- a) Preparing and responding to routine correspondences;
- b) Managing protocol;
- c) Drafting letters;
- d) Recording dictation in shorthand and transcribing it in typewritten form;
- e) Typing from drafts, manuscripts or recording from dictation machines;
- f) Processing data;
- g) Ensuring good office layout;
- h) Operating office equipment;
- i) Attending to visitors/clients;
- j) Handling telephone calls and appointments;
- k) Ensuring security of office records, documents and equipment;
- l) Undertaking administrative work and management of the office; and
- m) Guiding and supervising lower secretarial personnel.

#### Qualifications and Competencies

For appointment to this grade, an officer must:-

- a) Have a minimum of five (5) years relevant work experience in a position in Public Service or Private Sector.
- b) Have the following qualifications from the Kenya National Examinations Council:
  - Typewriting III (50 w.p.m.)/Computerized Document Processing III
  - Shorthand II (80 w.p.m.)
  - Business English III/Communications II
  - Office Practice II
  - Secretarial Duties II
  - Commerce II
  - Office Management III/Office Administration and Management III

OR

- c) Diploma in any of the following fields: Secretarial Studies, Business Management, Business Administration or other relevant and equivalent qualifications from a recognized institution;
- d) Have a certificate in Computer Applications (Windows, MS-Word, MS Power Point MS Excel, MS Access and Internet) from a recognized institution;
- e) Be proficient in computer applications;
- f) Fulfill the requirements of Chapter Six of the Constitution; and
- g) Demonstrate merit and ability as reflected in work performance and results.

### 13) ASSISTANT LAND SURVEYOR (JG 8) – REF: KURA/URD/SURV/19/14 – (1 POST)

#### Duties and responsibilities

- a) Carrying out angular observations using Total Station and GPS observation;
- b) Undertaking engineering survey for job project;
- c) Conducting traversing and tachometry;
- d) Conducting survey work from aerial photographs;
- e) Identification and establishment of photo control points;
- f) Conducting geodetic leveling;
- g) Observing of level lines and maintenance of geodetic instruments; and
- h) Performing any other lawful duties that may be assigned from time to time.

#### Qualifications and Competencies

Appointments to the position will be made from persons who:

- a) Have a Diploma in Land Survey or its equivalent qualification from a recognized institution;
- b) Have proficiency in computer applications; and
- c) Fulfil the requirements of Chapter Six of the Constitution.

### 14) ASSISTANT ACCOUNTS OFFICER (JG 8) – REF: KURA/CS/F&A/19/15 – (1 POST)

#### Duties and Responsibilities

- a) Preparing vouchers in accordance with the laid down rules and regulations;
- b) Entering primary data and balancing of cashbooks, imprest and advances ledgers;
- c) Issuing receipts for inward payments;
- d) Preparing and updating creditor ledgers;
- e) Preparing and updating debtors ledgers;
- f) Processing imprests /travel advances and following up on surrenders;
- g) Making petty cash payments and reimbursements after receipt of approvals;
- h) Undertaking bank deposits and cash withdrawals;
- i) Providing safe custody of records and assets under him/her;
- j) Writing cheques and posting payments and receipting vouchers in the cash books;
- k) Receipting money due and payable to the authority;
- l) Paying personal and merchant claims guided by cash balances in the cash books and treasury regulations;
- m) Preparing and filling records on payments/cash receipts; and
- n) Performing any other lawful duties as may be assigned from time to time.

### Qualifications and Competencies

Appointments to the position will be made from persons who:

- a) Have passed Part II of the Certified Public Accountants (CPA) Examination, Diploma or its recognized equivalent qualifications.
- b) Be proficient in computer applications.
- c) Fulfill the requirement of Chapter Six of the Constitution

15) ROAD OVERSEER (JG 9) – KURA/RACM/URC/19/16 – (7 POSTS)

### Duties and Responsibilities

- a) Supervising road works;
- b) Collecting data used in road inventory;
- c) Identifying suitable material for road works;
- d) Preparing road work programmes; and
- e) Managing of artisans and unskilled labor.

### Qualifications and Competencies

- a) Have Kenya Certificate of Secondary Education (KCSE) mean grade C- or an approved equivalent qualification;
- b) Have a Certificate in Road Overseer lasting for a minimum period of (6 weeks) from Kenya Institute of Buildings and Highways Technology or its equivalent from a recognized institution, Diploma is an added advantage;
- c) Have proficiency in computer applications; and
- d) Fulfill the requirements of Chapter Six of the Constitution;

16) OFFICE ASSISTANT (JG 10) - REF. KURA/CS/HRMA/OA/17 – (1 POST)

### Duties and Responsibilities

- a) Maintaining general cleanliness;
- b) Preparing and serving tea;
- c) Delivering mail and postage;
- d) Filing documents;
- e) Making requisition of stationery and issuance;
- f) Moving or carrying office equipment, furniture and ensuring orderly arrangement; and
- g) Performing any other lawful duties as may be assigned from time to time

### Qualifications and Competencies

- a) Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus) or its equivalent qualification; and
- b) Fulfil the requirements of Chapter six (6) of the Constitution

The successful candidates may be required to work either at the Headquarter Offices or any of the Regional Offices as the case may be. Candidates will be expected to fulfil the requirements of Chapter Six (6) of the Constitution. Specifically, they must obtain and attach copies of clearance certificates from the following institutions/organizations;

- Kenya Revenue Authority;
- Higher Education Loans Board;
- Ethics and Anti-Corruption Commission;

- Criminal Investigations Department
- Credit Reference Bureau

Interested candidates who meet the above criteria should apply for the positions by downloading the KURA Job Application Form from [www.kura.go.ke](http://www.kura.go.ke), fill and submit together with their updated CVs and copies of National Identity Card, copies of all certificates & testimonials including Chapter Six of the Constitution of Kenya clearances, details of their day time contacts, names, contacts of three referees. The application should be mailed (by post office/courier service) or hand delivered so as to reach the Director General by 5.00 pm on Tuesday, 16<sup>th</sup> July 2019. All envelopes/applications should have the respective job reference number clearly marked and addressed to the following address:

The Director General  
Kenya Urban Roads Authority (KURA)  
IKM BUILDING, Tower B, 5<sup>th</sup> Ngong Avenue, Opposite Bishops Gate  
P.O. Box 41727-00100, GPO, NAIROBI

Applications without the KURA Job Application Form will not be considered. Only short listed candidates will be contacted. Canvassing in any form will lead to automatic disqualification.

The Kenya Urban Roads Authority is an Equal Opportunity Employer. Women, Youth, Persons Living with Disabilities and persons from marginalized communities/areas are encouraged to apply.