



KENYA URBAN ROADS AUTHORITY

Efficient and Safe Urban Roads

EXTERNAL ADVERT

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.

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

1) DIRECTOR, ENGINEERING – JG 2 - REF: KURA/PSC/21/1 - (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

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.

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.

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.

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 Experience

- 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) Must have served as a Deputy Director (Engineering) or its equivalent for at least three (3) years in a comparable organization;
- c) Bachelor's degree in Civil Engineering or equivalent qualification from a recognized institution;
- d) Master's Degree in a relevant field from a recognized institution;
- e) Be registered by Engineers Board of Kenya as a professional Engineer with a minimum post registration experience of eight (8) years;
- f) Valid annual Practicing License from the Engineers Board of Kenya;
- g) Certificate in Leadership Course from a recognized institution;
- h) Be a member of the Institution of Engineers of Kenya (IEK);
- i) Proficiency in computer applications;
- j) Fulfil the requirements of Chapter Six of the Constitution; and
- k) Demonstrate merit and ability as reflected in work performance and results.

Functional Skills and Behavioral Competencies/Attributes

- a) Contract Management Skills
- b) Analytical skills
- c) Proficiency in computer applications

- d) Negotiation skills
- e) Dispute resolution skills
- f) Leadership skills
- g) Managerial skills
- h) Communication skills
- i) Fulfil the requirements of Chapter Six of the Constitution of Kenya

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. DEPUTY DIRECTOR, ENGINEERING – JG 3 REF: KURA/URP&D/P&D/21/1 - (1 POST)

Job Summary

The jobholder is responsible for managing and directing the Planning and Design functions of the Authority which include conducting road project economic and feasibility studies; development of standards in roads services for design and construction; enhancing knowledge transfer and capacity building; detailed and preliminary engineering design services including design of Roads and Structures; liaison with development partners and, financial management support for development plans.

Duties and Responsibilities

The duties and responsibilities may fall under any of the following Directorates:

i. Urban Roads Planning and Design

- a) Review the legislations, regulations, policies, National strategic objectives and plans, technological trends within the industry and coordinate alignment of the Authorities road development priorities and objectives accordingly;
- b) Monitor the changes in the funding priorities and requirements of the government, development partners and private investors and advice the authority accordingly;
- c) coordinating the preparation of roadside development and control;
- d) coordinating traffic studies, traffic data management, storage and dissemination, design of roads and structures and design reviews;
- e) Supervise the implementation of the Intelligence Transport System Projects and programmes and operations of the Traffic Management Center;
- f) coordinating collection, collation and analysis of economic, environmental and social-environmental data for preparation of road investment programmes and strategies;
- g) coordinating of preparation of engineering design of roads and structures works and documentation for procuring of Engineering design Consultants for outsourced design assignments;
- h) coordinating of review of standards and specifications for road works;
- i) coordinating the activities in materials testing and research programs;
- j) coordinate partnership with other agencies for improved road emergency response;
- k) coordinating road safety audits and public sensitization and training on road safety;
- l) developing and monitoring bridge maintenance and construction programmes;
- m) liaising with external financing agencies for resource mobilization; and

- n) coordinating training and developing of staff of the department;

ii. Urban Roads Development

- a) coordinating preparation of short; medium- and long-term road works programmes;
- b) coordinating review of legislations, regulations, policies, National strategic objectives and plans, technological trends within the industry and coordinate alignment of the Authorities road development priorities and objectives accordingly;
- c) coordinating implementation of the authority's Strategic Objectives relating to construction of roads and bridges and review of road and bridge/structures design;
- d) coordinating the Collection, collation and analysis of data and stakeholder demands for demand forecasting regarding the roads earmarked for construction by the Authority;
- e) coordinating preparation/review of tender documentation and procurement plans for road works;
- f) coordinating preparation of divisional budget;
- g) liaising with financing agencies for resource mobilization;
- h) coordinating review of standards and specifications for road works;
- i) coordinating planning and implementation of projects and program through public private partnerships and other financing frameworks;
- j) ensure prudence in utilization of financial resources;
- k) coordinating conduct of road safety audits during road development;
- l) liaising with other agencies for improved road emergency response; and
- m) coordinating the training and development of staff.

iii. Road Asset and Corridor Management

- a) overseeing formulation and implementation of road asset and corridor management policies;
- b) coordinate the planning and preparation of roadside development control policies and programs through institutional consultations and collaboration;
- c) coordinating the undertaking of annual road inventory and condition surveys and identification of roads to be considered for Maintenance interventions;
- d) overseeing preparation of engineering design of road maintenance works;
- e) coordinating preparation, compilation, analysis and implementation 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 and processing of tender documentation for road works and 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) coordinating and monitoring supervision of road maintenance works.;
- m) ensuring implementation and conformance of road management systems
- n) facilitating periodic reviews of the performance standards;
- o) coordinating axle load monitoring and control activities;
- p) representing the Authority in local and regional development and axle load control stakeholder forums;

- q) managing road reserve boundaries and usage through maintenance of road markers system and managing roads and survey data; and;
- r) coordinating training and development of staff.

Qualifications and Experience

For appointment to this grade, a candidate must;-

- a) Have a minimum of ten (10) years relevant experience and at least five (5) years in a management role in a 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) Master's Degree in a relevant field from a recognized institution will be an added advantage;
- d) Be registered by Engineers Board of Kenya (EBK) as a Professional Engineer with a post registration experience of six (6) years;
- e) Have a valid Annual Practicing License from EBK;
- f) Have a certificate in a Management Course lasting not less than four (4) weeks from a recognized institution;
- g) Be a corporate Member of the Institution of Engineers of Kenya (MIEK);
- h) Be proficient in computer applications; and
- i) Fulfil the requirements of Chapter Six of the Constitution of Kenya.

Functional Skills and Behavioral Competencies/Attributes

- a) Contract Management Skills
- b) Analytical skills
- c) Proficiency in computer applications
- d) Negotiation skills
- e) Dispute resolution skills
- f) Leadership skills
- g) Managerial skills
- h) Communication skills
- i) Fulfil the requirements of Chapter Six of the Constitution of Kenya

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.

3. DEPUTY DIRECTOR, HRM & ADMINISTRATION – JG 3 REF: KURA/CS/HRMA/21/5 ~ (1 POST)

Job Summary

An officer at this level will be deployed to head the HRM & Administration and will be responsible to the Director (Corporate Services). He/she will be in charge of the strategic and professional leadership of the Authority's HRM and administration functions in order to attract, motivate and retain a competent workforce for the achievement of the Authority's overall goals and objectives.

Duties and Responsibilities

- a) Forecast and plan human resource needs in line with the strategic goals of the Authority;
- b) Sign the Annual Departmental Performance Contract with the Director (Corporate Services), cascade and oversee implementation of agreed targets;
- c) Manage the recruitment, selection, placement and induction of staff in the Authority;
- d) Spearhead training and development initiatives based on clearly identified needs and gaps and evaluate the effectiveness of such training;
- e) Oversee the development of the HRM Department Annual Budget and Procurement Plan;
- f) Establish initiatives towards a corporate culture that facilitates achievement of Authority's mission and vision;
- g) Advice on the development, review and implementation of human resource management policies to facilitate attraction, motivation and retention of staff;
- h) Provide expert advice to the Board of Directors and Management on all matters relating to human resource management;
- i) Oversee implementation of Management and Board resolutions;
- j) Ensure compliance to legislation, rules, regulations and policy frameworks on human resource management matters;
- k) Oversee development of workload analysis to minimize duplication of tasks, activities and re-design jobs;
- l) establish internal monitoring and control systems to ensure Departmental objectives are effectively and efficiently achieved;
- m) Coordinate succession planning initiatives in the Authority;
- n) Oversee the management of service contracts and service level agreements for outsourced services;
- o) Oversee the process of acquiring new service providers related to all outsourced services falling under administration section; enumerate
- p) Oversee administration services including acquisition and maintenance of assets transport, security, records management, cleaning, space allocation, among others;
- q) Review and submit periodic reports on human resource management & administration issues to relevant stakeholders;
- r) Oversee the development of staff welfare and wellness programs;
- s) Spearhead and promote change management programmes in the Authority;
- t) Spearhead the formulation and implementation of Performance Management Systems for the Authority;
- u) Manage departmental risks; and
- v) Serve as a link between management and employees in grievance and dispute resolution.

Qualifications and Experience

For appointment to this grade, a candidate must;-

- a) Minimum ten (10) years relevant work experience and at least five (5) years in a supervisory role in comparable and relevant position in the Public Service or Private Sector;
- b) Must have served as an Assistant Director (HRM) or its equivalent for at least three (3) years in a comparable organization;
- c) Bachelor's Degree in any of the following disciplines:- Human Resource Management, Personnel Management, Public Administration, Business Administration or equivalent qualifications from a recognized institution;

- d) Master's Degree in any of the following; Human Resource Management, Human Resource Development, Industrial Relations, Business Administration or equivalent qualification from a recognized institution will be an added advantage;
- e) Certified Human Resource Professional (CHRP)/Higher Diploma in HRM or its equivalent from a recognized institution;
- f) Valid Practicing Licence from IHRM;
- g) Certificate in Senior Management course lasting not less than four (4) weeks from a recognized institution;
- h) Be a Full Member in good standing of the Institute of Human Resource Management; and
- i) Must have demonstrated merit and ability as reflected in work performance and results.

Functional Skills and Behavioral Competencies/Attributes

- a) Understanding of labour laws
- b) Leadership and managerial skills
- c) ICT skills including use of HRIS, ERP, etc.
- d) Negotiation skills
- e) Conflict management and problem solving skills
- f) Presentation and communication skills
- g) Financial management and budgeting skills
- h) Counselling, coaching and mentoring skills
- i) Ability to articulate and interpret policies and procedures
- j) Credibility
- k) Emotional intelligence

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.

4. ENGINEER - JG 6 REF: KURA/RACM/REG/21/2 - (3 POSTS)

Job Summary

This is the entry and training grade for the engineering cadre. An officer at this level will work under direct supervision of a Senior Engineer and may be deployed to work in any of the technical departments.

Duties and Responsibilities

The duties and responsibilities may fall under any of the following Directorates:

i. Urban Roads Planning and Design

- a) preparing draft road investment programs for road networks;
- b) preparing draft Public Private Partnership arrangements;
- c) preparing draft Materials testing and research programs;
- d) carrying out traffic surveys and management of traffic data;
- e) collecting and collating economic, environmental and social data for road investment programmes and strategies;
- f) preparing draft engineering design of road works and structures;
- g) preparing draft tender documentation for road works and structures;
- h) preparation of draft work plans

- i) preparing draft records for road assets database; and
- j) carrying out of road safety audits and preparation of draft road safety audit reports, draft road safety training and awareness campaigns work programmes

ii. Urban Roads Development

- a) Collect, collate and analyze data on demand forecasting to guide in road construction by the Authority;
- b) Prepare draft proposals on roads to be assessed and processed for development;
- c) preparing draft short-, medium- and long-term road works programmes;
- d) reviewing of engineering design for road works and structures;
- e) preparing and reviewing draft tender documentation for road works and structures;
- f) preparing draft procurement plans for road works and structures;
- g) supervision of road works contracts;
- h) undertaking road safety audits during road development;
- i) Monitor and prepare draft reports on integration and implementation of Performance and quality management tools; and
- j) screen project proposals for suitability, prepare draft client requirements and information memoranda and participate in negotiations for projects to procured under the Public Private Partnership and other alternative financing Framework.

iii. Road Asset and Corridor Management

- a) formulating and implementation of draft road asset management policies;
- b) undertaking annual road inventory and condition surveys;
- c) preparing draft engineering design of road maintenance works;
- d) preparation, compiling and analyzing draft annual road maintenance work programmes;
- e) preparing draft tender documentation for road works;
- f) supervision of maintenance road works contracts;
- g) monitoring and undertaking public sensitization on protection of road reserves.

iv. Policy, Strategy & Compliance

- a) and services implemented by the Authority or on its behalf;
- b) implementation of quality assurance policies and procedures for road work programmes
- c) carrying out quality assurance surveillance audits and surveillance tests for works monitoring quality assurance plans for road works and services
- d) undertaking technical inspection/audit of completed works with supervision of Senior Engineer;
- e) identification of technical and operation risks and advising on mitigation measures for works under the Authority;
- f) preparation of draft reports on quality assurance findings and recommendations;
- g) drafting periodic reports; and
- h) monitoring and evaluating performance of road works implemented by the Authority;

Qualifications and Experience

For appointment to this grade, a candidate must;-

- a) Have a Bachelors Degree in Civil Engineering or equivalent qualification from a recognized institution;

- b) Be registered as a Graduate Engineer by the Engineers Board of Kenya;
- c) Be a Graduate member of the Institution of Engineers of Kenya;
- d) Be proficient in Computer Applications; and
- e) Fulfil the requirements of Chapter Six of the Constitution of Kenya.

Functional Skills and Behavioral Competencies/Attributes

- a) Organizational skills
- b) Interpersonal and communication skills
- c) Attention to details
- d) Proficiency in computer applications including CAD software
- e) Ability to work with maps, drawings, models, blueprints

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.

5. ASSISTANT ICT OFFICER – JG 8 REF: KURA/CS/ICT/21/1 - (2 POSTS)

Job Summary

The job holder will be responsible/report to the ICT Officer for the provision of ICT support to the Authority staff, maintenance of system security and inventory of ICT equipment, hardware, and software by ensuring adequate supply and functionality, in collaboration with staff.

Duties and Responsibilities

- a) Install, test, configure and monitor computer applications and systems;
- b) Provide user support and training on computer applications and systems to staff;
- c) Repair and maintain ICT equipment and associated peripherals;
- d) Update and maintain the Authority's website;
- e) Formulate ICT systems specifications; and
- f) Perform any other lawful duty as may be assigned from time to time.

Qualifications and Experience

For appointment to this grade, a candidate must;-

- a) Have a Diploma in any of the following fields: Information Technology, Computer Science/Engineering, or Business Information Technology.
- b) Have professional certification N+, A+ or any other equivalent qualifications.
- c) Be proficient in computer applications.
- d) Fulfil the requirement of Chapter Six of the Constitution
- e) Demonstrate merit and ability as reflected in work performance and results.

Functional Skills and Behavioral Competencies/Attributes

- a) Computing skills
- b) Report writing
- c) Listening skills
- d) Inter-personal skills
- e) Capacity to work under pressure to meet strict deadlines
- f) Team work
- g) Fulfil the requirements of Chapter Six of the Constitution of Kenya

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.

6. INSPECTOR ROADS – JG 8/7 REF:KURA/RACM/REG/21/3 ~ (6 POSTS)**Job Summary**

The job holder is responsible for implementing road asset management policies, coordinate implementation of regional road network asset management programs, liaise with relevant stakeholders on road asset development matters, coordinate activities of road reserve protection activities.

Duties and Responsibilities

- a) Assist in supervision of all roads construction and maintenance works;
- b) Assist in preparing and maintaining site records and other road work records;
- c) collection of data on road inventory for use in preparing roadwork programmes and cost estimates in liaison with the supervisor;
- d) Assist in preparing progress reports for construction and maintenance works
- e) conducting annual traffic count;
- f) Undertake selection and location of materials for Road works;
- g) Obtain, compile and analyse all data necessary for appraisal of road works to reconcile the available resources with the planned and contracted scope of works;

Qualifications and Experience

For appointment to this grade, a candidate must;-

- a) Have a Diploma in Civil Engineering or its equivalent qualification from a recognized institution;
- b) Be proficient in computer applications; and
- c) Fulfil the requirements of Chapter Six of the Constitution of Kenya.

Functional Skills and Behavioral Competencies/Attributes

- a) Understanding of road routine maintenance, design and maintenance supervision
- b) Be proficient in computer applications
- c) Proficiency in Road Engineering Software
- d) Data analysis Skills
- e) Interpersonal Skills
- f) Team player
- g) Problem solving skills

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.

7. SUPERINTENDENT ROADS – JG 7 REF: KURA/RACM/REG/21/4 - (12 POSTS)

Job Summary

The job holder is responsible for undertaking supervision of road works; preparation of work programmes; collection of data on road inventory; preparation of tender documents and conducting annual traffic count.

Duties and Responsibilities

- a) Undertake day to day site supervision activities for roads construction and maintenance works;
- b) monitor Quality control activities of contracted works on site;
- c) preparing and maintaining site records and other road work records;
- d) Conduct surveys to collect field data on traffic, road reserve encroachments and road inventory for use in preparing roadwork and road reserve protection programmes in liaison with the supervisor;
- e) undertake selection and location of suitable materials for Road works;
- f) Obtain, compile and analyze all data necessary for the appraisal of road works to reconcile the available resources with the contracted scope of works;
- g) Undertake quality control of contracted works on site;

Qualifications and Experience

For appointment to this grade, a candidate must;-

- a) Have a minimum period of four (4) years' relevant experience in a position in the Public Service or in the Private Sector;
- b) Have a Diploma in Civil Engineering or its equivalent qualification from a recognized institution;
- c) Be proficient in computer applications;
- d) Fulfil the requirements of Chapter Six of the Constitution of Kenya; and
- e) Show merit and ability as reflected in work performance and results.

Functional Skills and Behavioral Competencies/Attributes

- a) Understanding of road routine maintenance, design and maintenance supervision
- b) Proficiency in computer applications
- c) Data entry skills
- d) Data analysis Skills
- e) Interpersonal Skills
- f) Team player
- g) Problem solving skills

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 are urged to access the **Mandatory KURA Job Application Form** as well as the detailed job descriptions and specifications available on the KURA website; www.kura.go.ke/careers and **fill all required fields, sign and date** the form and attach copies of all certificates, transcripts, Curriculum Vitae and other testimonials and submit through this Email: jobs@kura.go.ke
2. The application should clearly bear the Job title and reference number so as to be received on or before **27th April 2021** at 5.00pm (East African Time). **Late applications shall not be accepted.**

HARD COPIES SHALL NOT BE ACCEPTED

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 committed to diversity and gender equality. 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.**