



# KENYA URBAN ROADS AUTHORITY

## *Efficient and Safe Urban Roads*

### INTERNAL ADVERT

Management plans to fill the following positions internally and invites employees who meet the required qualifications, competencies and functional/behavioural skills to apply. The positions are in Job Grades 4 and below and are thus on permanent and pensionable terms of employment.

#### **1) ASSISTANT DIRECTOR (FINANCE) – JG 4 - REF: KURA/CS/F&A/21/1 - (1 POST)**

##### **Job Summary**

The job holder is responsible for ensuring prudent allocation of resources in the budget process that enhances optimal utilization of resources allocated to the Authority, ensures compliance with budget circulars, monitoring of budget, production of management reports that guide in financial decision making, statutory financial reporting and advising the head of departments on the performance of budgets. He/she reports to the Deputy Director (Finance & Accounts).

##### **Duties and Responsibilities**

- a) Mobilise the financial management team to consistently deliver quality service to the customers;
- b) Oversees the implementation of new financial strategy, processes, tools, systems, policies and procedures that the Authority develops;
- c) Coordinate the preparation of cash forecasts reports that are based on sound criteria to ensure efficient management of cash flows; advise the management on availability of cash in the Authority's accounts for addressing the liquidity needs of the Authority;
- d) Ensure that monthly bank reconciliations are performed for all bank accounts and that approved bank reconciliation statements for the regions are submitted in accordance with the Bank Reconciliation Procedure;
- e) Advise the management on current trends on cash management to improve on efficiency and to minimise risks of frauds;
- f) Monitor the adherence to the Authority's financial policies and procedures and compliance with all financial requirements;
- g) Monitor effectiveness of the established internal control systems to enhance sound management of risks prone to the department;
- h) Understand and keep abreast of changes in the legal environment, and ensure that the Authority complies with laws that pertain to taxation and other areas of financial management;
- i) Ensure conformity of the ISO 9001:2015 standards, standard operating procedures and work instructions in the department;
- j) Ensure that accountable documents like cheque books and receipt books are adequately secured;
- k) Ensure that all financial records, past and present, are adequately secured in both physical and electronic forms against loss, damage or falsification;

- l) Ensure General ledger, creditors and debtors ledgers are fully reconciled on monthly basis to facilitate accurate financial reporting and management;
- m) Review of payments to supplier, service providers, consultants and contractors in line with policies, procedures, contractual provisions and applicable laws and regulations;
- n) Ensure statutory deductions are accurately computed and remitted within the stipulated time;
- o) Ensure that all budget management tools are used effectively to enhance prudent financial management;
- p) Coordinate the dissemination of the procedure for the financial year-end closure and closely monitor the process in a view of getting accurate financial reports;
- q) Monitor the usage of the financial systems (ERP) and support the financial management team in performing their duties;
- r) Approval of cash requisitions that conform to the standard operating procedures;
- s) Signing of cheques subject to approved set limits for all authorized payments;
- t) Approval of imprest requests for the staff;
- u) Coordinate in the annually physical asset verification exercise and ensuring that the assets reconciles with the Asset Register;
- v) Responsible for all assets assigned to him/her;
- w) Approving cash advances to staff upon authorization and subject to the budget availability;
- x) Signatory to all Authority's Bank accounts subject to approved set limits for all authorized payments;
- y) Proposing improvements to the internal control system for safe guarding Authority's Assets; and
- z) Reviewing of payments to ensure compliance to the policies, procedures, laws and regulations.

### **Qualifications and Experience**

For appointment to this grade, an officer must:

- a) Have a minimum of eight (8) years' professional experience in financial management position and responsibility with at least five (4) years in supervisory role in the Public Service or Private Sector;
- b) Have served as a Senior Accountant or its equivalent for at least three (3) years;
- c) Have a Bachelor's Degree in Commerce (Finance or Accounting option), Business Administration, Business Management or other relevant and equivalent qualifications from a recognized institution;
- d) Have a certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- e) Have Certified Public Accountant of Kenya (CPA K), or its equivalent;
- f) Be a Member in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- g) Be proficient in computer applications;
- h) Fulfil the requirements of Chapter Six of the Constitution; and
- i) Demonstrate competence in work performance.

### **Functional Skills and Behavioral Competencies/Attributes Required**

- a) Experience in ERP systems is required;
- b) Analytical skills- Synthesizes complex or diverse information;
- c) Team player-able to establish and maintain positive working relationships
- d) Use of Technology - Demonstrates required skills; adapts to new technologies; Competent in MS Office, databases, and accounting software and ERP systems;
- e) Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments;
- f) Problem Solving - Identifies and resolves problems in a timely manner and develops alternative solutions;
- g) Communications – strong verbal and written communication skills, good listening;
- h) Planning/Organizing - Prioritizes and plans work activities; uses time efficiently;
- i) Quality Management - Looks for ways to improve and promote quality in processes in financial management;
- j) Goal Oriented - Sets and achieves challenging goals; and
- k) Meet the requirements of Chapter Six of the Constitution of Kenya.

## **2. SENIOR LAND SURVEYOR/SENIOR – JG 5 - REF: KURA/URPD/SURV/21/1 - (1 POST)**

### **Job Summary**

The job holder is responsible for participating in the coordination and provision of all the Engineering and Land Survey Services within the Authority including identification, mapping and marking for protection and registration of the road reserves, Performing Engineering Surveys, Cadastral and Topographical surveys on behalf of the Authority. The incumbent will also Coordinate the preparation of Compulsory Land Acquisition plans on behalf of the Authority and provide survey related supervision on construction sites for all the road construction projects within the Authority.

### **Duties and Responsibilities**

- a) Control the site levelling and determine the quantities of road works on a project road;
- b) Supervise the survey assistants/survey staff on site;
- c) Ensure the standardization and certification of survey equipment used for road projects, monitoring and evaluating the integrity of survey work done for road works;
- d) Organize the opening of road reserves and ensure the removal of illegal structures/utilities, and preparation of the necessary reports and documentation;
- e) Prepare and submit of technical and administrative reports of the department;
- f) Collect data and prepare Engineering Survey Report to facilitate Design of roads for the Authority.
- g) Prepare Land Acquisition plans for the affected parcels and submit to the National Land Commission on behalf of the Authority;
- h) Identify and undertake mapping, marking and maintenance of road reserve boundaries;
- i) Perform the establishment of tertiary Survey Control Network for use by the Authority;
- j) Prepare and implement of the Department's Performance Contract;
- k) Plan and implement Title Surveys for registration of the Authority's road corridors;
- l) Plan and perform the data collection and analysis on the status of the road reserves belonging to the Authority;
- m) Participate in the stakeholder's meeting for the land inquiry process of compulsory land acquisition;

- n) Participate in the stakeholder's meeting for the public participation before the commencement of road construction;
- o) Set out the road vertical and horizontal alignment in civil works; and
- p) Perform any other lawful duty as may be assigned from time to time.

### **Qualifications and Experience**

For appointment to this grade, an officer must:

- a) Have a Bachelor's Degree in Surveying, Geospatial or Geomatics Engineering or an equivalent qualification from a recognized institution
- b) Must have served as a Land Surveyor or its equivalent for a minimum period of four (4) years' relevant experience in an equivalent position in the Public Service or in the Private Sector;
- c) Be a Full member of the Institution of Surveyors of Kenya (ISK -Geospatial Surveyors Chapters);
- d) Be proficient in computer applications;
- e) Demonstrate merit and ability as reflected in work performance and results; and
- f) Fulfil the requirements of Chapter Six of the Constitution of Kenya.

### **Functional Skills and Behavioral Competencies/Attributes Required**

- a) Sound knowledge on Land Related Laws.
- b) Technical Computing skills specifically GIS and CAD Software applications
- c) Good Communication skills
- d) Leadership skills
- e) Analytical skills

## **3. SENIOR ENGINEER – JG 5 – REF: KURA/ KURA/RACM/REG/21/2 – 3 POSTS**

### **Job Summary**

An officer at this level will be deployed in any of the following technical areas. Duties and responsibilities at this level entail:-

### **Duties and Responsibilities**

#### **i. Urban Road Planning and Design**

- a) Implementing roadside development policies;
- b) preparing, monitoring and evaluating strategic programs and projects;
- c) preparing preliminary and detailed engineering designs of roads and structures and review designs by consultants;
- d) supervising road and structures consultancy contracts;
- e) carrying out traffic surveys and management of traffic data;
- f) collecting and collating economic, environmental and social data for road investment programmes and strategies;
- g) Undertake road safety audits, collect, collate and analyse road accident data and implement road accident counter -measures.
- h) undertaking public sensitization and training on road safety;
- i) preparing road assets database;
- j) developing bridge maintenance and construction programmes;

## **ii. Urban Roads Development**

- a) preparing short; medium and long term road works programmes;
- b) preparing Public Private Partnership documentation;
- c) reviewing engineering design for road and bridge works;
- d) overseeing preparation of tender documentation for road and bridge works;
- e) preparing procurement plans for road work programmes;
- f) reviewing standards and specifications for road works;
- g) supervising roads and bridges works contracts; and
- h) undertaking regular road safety audits during road development.

## **iii. Road Asset and Corridor Management**

- a) implementing road asset Management policies;
- b) undertaking annual road inventory and condition surveys;
- c) compiling and analyzing annual road maintenance work programmes;
- d) implementing road works emergency response programmes;
- e) preparing tender documentation for road works;
- f) processing of tenders for road maintenance activities;
- g) supervising road maintenance contracts;
- h) undertaking road assets and corridor protection, surveillance and axle load control activities;
- i) ensuring implementation and conformance of road management systems;
- j) facilitating periodic reviews of the performance standards;
- k) ensuring road maintenance contracts are prepared and implemented in accordance with set standards and specifications;
- l) planning and implementation of roadside developments through institutional consultations and collaboration; and
- m) undertaking public sensitization on protection of road reserves.

## **iv. Policy, Strategy and Compliance**

- a) preparing road investment programmes for road networks;
- b) coordinate materials testing and research programs;
- c) preparing, monitoring and evaluating strategic plans and projects, road sector investment programs for road networks and performance contracts;
- d) monitoring implementation of ISO, business process re-engineering reports and quality assurance plans; and
- e) undertaking quality assurance surveillance audits for works and services and preparing reports.

## **Qualifications and Experience**

For appointment to this grade, an officer must:

- a) Have a minimum of four (4) years relevant work experience in road design, construction and maintenance in the Public sector or in the Private Sector;
- b) Have served as an Engineer or its equivalent for at least three years;
- c) Have a Bachelors Degree in Civil Engineering or equivalent qualification from a recognized institution;
- d) Be registered by the Engineers Board of Kenya (EBK) as a Professional Engineer;
- e) Have a valid Annual Practicing License from the EBK;

- f) Be a corporate member of the Institution of Engineers of Kenya (IEK);
- g) Have a certificate in supervisory course lasting not less than two (2) weeks;
- h) Be proficient in Computer Applications;
- i) Fulfil the requirements of Chapter Six of the Constitution of Kenya; and
- j) Show merit and ability as reflected in work performance and results.

#### **Functional Skills and Behavioral Competencies/Attributes Required**

- a) Proficiency in Road Engineering Design Software
- b) Technical writing skills
- c) Project management skills
- d) Data analysis Skills
- e) Problem solving skills
- f) Decision Making Skills
- g) Organizational Skills
- h) Analytical skills
- i) Interpersonal Skills

#### **4. SENIOR RECORDS MANAGEMENT OFFICER – JG 5 - REF: KURA/CS/HRMA/21/1- (1 POST)**

##### **Job Summary**

The job holder is responsible for managing the Authority's records and information through development and updating of file index & records management policy, mail management, creation of records, sorting of records, movement of records, records storage, records appraisal, Records inventory, records retrieval, disposal of records and capacity building in records.

##### **Duties and Responsibilities**

- a) Coordinate the development of records management policy, standard operating procedures & work instructions in line with the Public Service records management principles and guidelines.
- b) Oversee the opening, folioing and closing of general files and personnel files.
- c) Coordinate receipt of mails, sorting, opening, recording, date stamping and dispatching of all incoming and outgoing mails,
- d) Ensure received mails are classified, filed and folioed into subject files.
- e) Oversee retrieval and dissemination of information, records and files to action officers and users.
- f) Coordinate preparation of records retention and disposal schedules and ensure records are disposed as per the Public Archives Act.
- g) Ensure all records are protected from loss by developing mechanisms to track their movement.
- h) Coordinate acquisition and installation of storage equipment for records.
- i) Ensure all records in the Authority are properly stored and arranged in accordance with the subject area to aid easy retrieval.
- j) Coordinate appraisal, archiving and disposal of records as per the records retention and disposal schedules and the Public Archives and Documentation Service Act.
- k) Ensure records are protected from loss, theft, destruction and unauthorized access.
- l) Ensure acquisition and use of technology in the management of records.

### **Qualifications and Experience**

For appointment to this grade, an officer must:

- a) Have a minimum of four (4) years relevant work experience in the Public Service or Private Sector.
- b) Have served as a Records Management Officer or its equivalent for at least three (3) years;
- c) Have Bachelor's Degree in any of the following disciplines:- Information Science Management, Records Management or any of the Social Sciences plus a Certificate in Records Management/Information Management or other relevant and equivalent qualifications from a recognized Institution;
- d) Have a Certificate in a Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- e) Be proficient in computer applications.
- f) Fulfil the requirements of Chapter Six of the Constitution;
- g) Demonstrate merit and ability as reflected in work performance.

### **Functional Skills and Behavioral Competencies/Attributes Required**

- a) Computing skills especially in information & records management systems
- b) Presentation skills
- c) Conversant with the Public Archives & Documentation Service Act
- d) Planning skills
- e) Organizational & logistical skills
- f) Interpersonal skills
- g) Problem solving skills
- h) Diagnostic skills
- i) Supervisory skills

## **5. RECORDS MANAGEMENT OFFICER – JG 6 - REF: KURA/CS/HRMA/21/2 - (1 POST)**

### **Job Summary**

The job holder is responsible for managing the Authority's records through updating file index & records management policy, mail management, creation of records, sorting of records, movement of records, records storage, records appraisal, records inventory, records retrieval and disposal of records.

### **Duties and Responsibilities**

- a) Ensure received mails are classified, filed and folioed into subject files.
- b) Retrieve and disseminate information, records and files to action officers and users.
- c) Protect all records from loss by tracking their movement and ensuring safe storage.
- d) Ensure acquisition and installation of storage equipment for records.
- e) Ensure all records in the Authority are properly stored and arranged in accordance with the subject area to aid easy retrieval.
- f) Carry out appraisal, archiving and disposal of records as per the records retention and disposal schedules and the Public Archives and Documentation Service Act.
- g) Ensure records are protected from loss, theft, destruction and unauthorized access.
- h) Ensure acquisition and use of technology in the management of records.
- i) Liaise with Kenya National Archives & Documentation Services (KNADS) for guidance on disposal of records.

- j) Guide staff in the Authority including the regional offices on the principles and practice of records management.
- k) Prepare records management policy, standard operating procedures & work instructions in line with the Public Service records management principles and guidelines.
- l) Prepare records retention and disposal schedules and ensure records are disposed as per the Public Archives Act.
- m) Open, folio and close general files and personnel files.
- n) Receive mails, sort, open, record, date stamp and dispatch all incoming and outgoing mails
- o) Provide reference codes for all correspondences generated from the Authority.
- p) Prepare and update a file index for referencing of records.
- q) Prepare and update a records master list.
- r) Carry out a records inventory to establish the number of files in the Authority.
- s) Prepare operational forms and registers in line with International Organization for Standardization (ISO) on documented information.
- t) Gather, reference and store documents from external sources.
- u) Perform any other lawful duty as may be assigned from time to time.

### **Qualifications and Experience**

For appointment to this grade, an officer must:

- a) Bachelor's Degree in any of the following disciplines:- Information Science Management, Records Management or any of the Social Sciences plus a Certificate in Records Management/Information Management or other relevant and equivalent qualifications from a recognized Institution;
- b) Have served as a Senior Assistant Records Management Officer or its equivalent for at least three (3) years;
- c) Be a member of a relevant professional body;
- d) Proficiency in computer applications; and
- e) Fulfilled the requirements of Chapter Six of the Constitution.

### **Functional Skills and Behavioral Competencies/Attributes Required**

- a) Computing skills especially in Information & Records Management systems.
- b) Presentation skills etc.
- c) Conversant with the Public Archives & Documentation Service Act.
- d) Documentation, classification skills and indexing skills
- e) Supervisory skills
- f) Planning skills
- g) Organizational skills
- h) Interpersonal skills

## **6. HUMAN RESOURCES MANAGEMENT OFFICER - JG6 - REF: KURA/CS/HRMA/21/3 - (2 POSTS)**

### **Job Summary**

The job holder is responsible for recruitment and selection, training and development, performance management and employee relations activities so as to attract, motivate and retain competent, skilled and talented human resources for the achievement of the Authority's goals and objectives.



### **Duties and Responsibilities**

- a) implement human resource management policies, laws, regulations, procedures and systems;
- b) Prepare human resource plans and budgets in liaison with the Senior HRM Officer (Employee Development);
- c) Prepare adverts for approved positions ensuring they attract the right candidates for the job;
- d) Facilitate induction of new staff;
- e) Administer staff performance appraisal tools, collate performance related data, analyse and prepare related reports;
- f) undertake training needs analysis, projections and develop/prepare training programs and relevant reports
- g) Prepare documentation and seek refunds from the National Industrial Training Authority (NITA) within stipulated timelines;
- h) Provide support for the administration of grievance and disciplinary matters to ensure speedy resolution;
- i) Make entries on the payroll system and process the payroll on a monthly basis in a timely manner;
- j) Administer staff annual, sick, study, unpaid, maternity and paternity leaves;
- k) Plan welfare activities and prepare relevant budgets;
- l) Update employee details on the Human Resource Information System as advised;
- m) Initiate welfare programs and make proposals for Management for their implementation;
- n) Coordinate implementation of cross cutting activities in the Annual Performance Contract including HIV & AIDS and Alcohol and Drug Abuse prevention sensitization programmes, Gender and Disability Mainstreaming;
- o) prepare and analyze HR metrics and related reports; and
- p) Perform any other lawful duties as may be assigned from time to time.

### **Qualifications and Experience**

For appointment to this grade, an officer must:

- a) Have a Bachelors Degree in any of the following disciplines:- Human Resource Management, Personnel Management, Public Administration, Business Administration or its qualifications from a recognized institution.
- b) Have served as a Senior Assistant HRM Officer or its equivalent for at least three (3) years;
- c) Have a Post Graduate Diploma in any of the following disciplines:- Human Resource Management, Human Resource Development, Industrial Relations, Business Administration or Certified Human Resource Professional Level 4 or any equivalent qualifications from a recognized institution .
- d) Be a Member of the Institute of Human Resource Management.
- e) Be proficient in Computer applications.
- f) Fulfil the requirements of Chapter Six of the constitution; and
- g) Demonstrate merit and ability as reflected in work performance and results.

### **Functional Skills and Behavioral Competencies/Attributes Required**

- a) Understanding of legal and regulatory framework
- b) ICT skills including HRIMS and ERP
- c) Report Writing skills
- d) Basic accounting/financial management skills
- e) Inter-personal skills

- f) Ability to maintain confidentiality
- g) Communication skills
- h) Ability to build rapport with others
- i) Attention to details
- j) Emotional intelligence

## **7. SENIOR ASSISTANT COMMUNICATION OFFICER (JG 7) - REF: KURA/PSC/CC/21/1 - (1 POST)**

### **Job Summary**

The job holder is responsible for coordinating reception activities including handling of visitors at head office, follow up of customer enquiries and participates in organizing the Authority's functions at head office.

### **Duties and Responsibilities**

- a) preparing press briefs and appropriate responses for the print, electronic and social media;
- b) recording and developing photographic images of the Authority's activities;
- c) producing documentaries of the Authority's activities;
- d) developing and updating web content and postings on social media;
- e) preparing and producing speeches, reports and other publications;
- f) undertaking media assignments such as reserve advertising space with appropriate media outlets and organizing for press conferences;
- g) preparing and maintaining up-to-date media contact database;
- h) maintaining a library of publications and documentaries pertaining to the Authority; and
- i) performing any other lawful duties that may be assigned from time to time.

### **Qualifications and Experience**

For appointment to this grade, an officer must:

- a) Have a Diploma in any of the following: - Journalism, Mass Communications, Public Relations other relevant and equivalent qualification from a recognized institution;
- b) Have served in a relevant position for at least three (3) years;
- c) Be proficient in computer applications;
- d) Fulfil the requirements of Chapter Six of the Constitution; and
- e) Demonstrate merit and ability as reflected in work performance and results.

### **Functional Skills and Behavioral Competencies/Attributes Required**

- a) Excellent verbal and written communication skills.
- b) Interpersonal skills
- c) Excellent interpersonal and listening skills.
- d) Ability to work in a team and ready to learn
- e) Prior experience in Photography, graphic design, video recording and sign language skills will be added advantage

### **Mode of Application**

1. Interested and eligible candidates are urged to access the **Mandatory KURA Job Application Form** available on the KURA website; [www.kura.go.ke/careers](http://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](mailto: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 9<sup>th</sup> April 2020.**

KURA is an Equal Opportunity Employer committed to diversity and gender equality. Qualified Men, 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 shortlisted and cleared by the EACC pursuant to their Public Notice dated 9<sup>th</sup> April 2020, shall be contacted for interviews.**