



CAREER OPPORTUNITY FOR THE POSITION OF DIRECTOR (PUBLIC TRANSPORT OPERATIONS & MANAGEMENT)

JOB VACANCY No.: NaMATA/HR/01/2/2023
NaMATA JOB GRADE 2 – ONE (1) POSITION

The Nairobi Metropolitan Area Transport Authority (NaMATA) is a **State Corporation**, established via the Nairobi Metropolitan Area Transport Authority Order, 2017 (Legal Notice No. 18 of 2017), covering the five (5) Counties that make the Metropolitan area, namely, Nairobi, Kajiado, Machakos, Muranga and Kiambu.

NaMATA has the responsibility of planning, regulating and coordinating the supply of adequate and effective Mass Rapid Transit System (MRTS) in the Nairobi Metropolitan Area (NMA). Pursuant to the provisions of the Legal Notice No, 18 of 2017, the Board of Directors invites applications from suitably qualified Kenyans citizens who wish to be considered for the position of **Director (Public Transport Operations & Management)**.

(a) Job Summary

The Director Public Transport Operations & Management is responsible to the Director General for standards, registration, licensing, network management, compliance and technical quality assurance in the Authority.

(b) Duties and Responsibilities

Specifically, duties and responsibilities will entail:

- (i) Developing, implementing and reviewing of Public Transport Operation's policies, strategies, standards, procedures and guidelines for the Authority;
- (ii) Coordinating and managing operations contracts;
- (iii) Managing Mass Rapid Transport System (MRTS) ticketing and fare collection systems
- (iv) Managing MRTS stations and depots;
- (v) Developing and implementing Public Transport Service and Fleet operations contracts;
- (vi) Developing MRTS service and operational plans including scheduling and routing within the Nairobi Metropolitan Area (NMA);

- (vii) Coordinating and monitoring schedules of public transport operations within the NMA;
- (viii) Coordinating, controlling and managing MRTS termini within the NMA;
- (ix) Overseeing quality of service contract and maintaining operator penalty fund;
- (x) Coordinating financial administration of public transport programmes;
- (xi) Development and management of Traffic Management Centre (TMC);
- (xii) Developing standards for all MRTS Operators within the NMA;
- (xiii) Regulating and licensing MRTS operators and drivers within NMA;
- (xiv) Development, monitoring and implementation of training curriculum for MRTS drivers and operators within the NMA;
- (xv) Overseeing public transport industry transition and transformation;
- (xvi) Operationalizing and managing MRTS service contracts;
- (xvii) Liaising with the security agencies to ensure compliance with MRTS and Non-Motorised Transport (NMT) laws and regulations;
- (xviii) Regulating and strengthening intergovernmental contacts and collaboration in traffic regulation and enforcement along public transport corridors within the NMA;
- (xix) Coordinating transport safety management;
- (xx) Carrying out inspection with public transport corridors within the NMA to ensure compliance with set standards in respect of the functions of the Authority;
- (xxi) Overseeing Intelligent Traffic System (ITS) configuration and database management;
- (xxii) Overseeing ITS administration (maintenance, backups, patching, database management, upgrades);
- (xxiii) Management of the Traffic Management Centre (TMC) and facilitation of external complimentary operations within the TMC;
- (xxiv) Developing network management strategies;
- (xxv) Development and implementation of passenger information systems and Communications network management, maintenance and administration;
- (xxvi) Overseeing ITS systems security management and Disaster Recovery Systems Maintenance;
- (xxvii) Development of plans for new traffic signal junctions, the procurement and implementation of the plans including interfacing with Urban Traffic Control (UTC) system;
- (xxviii) Contract Management of the ITS development and Maintenance Contract including monitoring performance against the Service Level Agreement and making monthly payments in line with the payment mechanism;
- (xxix) Communication network development management, maintenance and administration;
- (xxx) Design and development of traffic junction signalization and facilitation of MRTS priority;
- (xxxix) Development, implementation and administration of MRTS and NMT enforcement programmes;

- (xxxii) Development of Regulation and enforcement code for uniform execution across the public transport corridors within the NMA;
- (xxxiii) Plan, regulate and co-ordinate of the supply of adequate and effective public transport system;
- (xxxiv) Appraising public transport schemes within Nairobi Metropolitan Area (NMA) for approvals;
- (xxxv) Coordinating projects and programmes monitoring and evaluation.

(c) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) A minimum of twelve (12) years relevant work experience and at least four (4) in a senior management role in the Public Service or Private Sector;
- (ii) Bachelor's Degree in Standardization, Engineering, Architecture, Urban Planning, Information Systems, Project Management, Law, Communication Technology, Computer Science, Digital System
- (iii) Master's Degree Transport Economics, Transport Engineering, Transport Planning, Urban Planning / Design and Development, Business Administration or equivalent qualification from a recognized institution;
- (iv) Design, Electrical and Electronic Engineering, Information Technology, Finance, Security Management, or any other relevant qualification from a recognized Institution;
- (v) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Certificate in Project Management from a recognized institution;
- (vii) Certificate in computer applications from a recognized institution;
- (viii) Registered with an accredited and recognized professional body;
- (ix) Demonstrated competence in work performance; and
- (x) Fulfil the requirements of Chapter Six (6) of the Constitution of Kenya.

(d) Behavioural Competencies / Attributes

- (i) Analytical skills
- (ii) Communication skills
- (iii) Strategic and innovative thinking
- (iv) Interpersonal skills
- (v) Ability to mobilize resources
- (vi) Negotiation skills

Terms of Service and Remuneration - The successful candidate will serve on a three (3) years' contract, renewable once, subject to satisfactory performance and delivery of set performance

targets and outcomes. The salary and other benefits attached to this position will be as determined by the Board guided by the State Corporations and Advisory Committee (SCAC) in consultation with the Salaries and Remuneration Commission (SRC).

For the detailed Job Profile, Specification and general information on NaMATA, please visit the Authority's website, www.namata.go.ke/careers.

Successful applicants are expected to fulfil the requirements of Chapter Six (6) of the Constitution of Kenya, and **MUST** obtain and submit **VALID** clearance certificates from the following organizations upon offer of appointment:

- a. Individual Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
- b. Higher Education Loans Board (HELB)
- c. Directorate of Criminal Investigation (Certificate of Good Conduct); and
- d. An Approved Credit Reference Bureau

Candidates who meet the above requirements should submit their applications so as to reach the address shown below on **Wednesday 10th January, 2024 at 12:00 noon**. Applications should include CVs with details of day time contacts, current and expected salary, notice period required to take up appointment, names and contacts of three (3) referees. Applicants must also attach copies of all Certificates/Testimonials, and copy of National ID / Passport.

**The Chairman,
Nairobi Metropolitan Area Transport Authority (NaMATA),
P. O. Box 30117 - 00100,
NAIROBI**

Or emailed to: recruitment.dir-ptom@namata.go.ke or hand delivered and inserted in the **Recruitment Box** at our Offices - the National Housing Corporation (NHC) House, Aga Khan Walk, 6th Floor, Chairman's Office.

NaMATA is an Equal Opportunity Employer committed to diversity and gender equality. Persons living with disability (PWDs), women and those from marginalized areas are encouraged to apply.

Applications without the relevant qualifications, copies of documentation / details as sought for will not be considered. Any form of canvassing shall lead to automatic disqualification.

Names of the shortlisted candidates will be forwarded to the Ethics & Anti-Corruption Commission (EACC) for clearance. Only those cleared by the EACC pursuant to their Public Notice of 9th April 2020, shall be contacted.