



NAIROBI METROPOLITAN AREA TRANSPORT AUTHORITY

VACANCY ANNOUNCEMENT

CAREER OPPORTUNITY FOR THE POSITION OF DIRECTOR GENERAL

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 General, Nairobi Metropolitan Area Transport Authority.

Job Summary - The Director General is the Chief Executive Officer (CEO) of the Authority and is responsible to the Board of Directors for the broad responsibilities of the implementation of the Authority's strategic goals and the management of its resources; including giving direction and leadership to the achievement of NaMATA's mission, the development of its strategy and the attainment of its annual goals and objectives.

Job Specifications - For appointment to this position, a candidate must have: -

- (i) A minimum period of fifteen (15) years' relevant work experience, five (5) years of which must be at Director level in Senior Management;
- (ii) Bachelor's Degree in a Civil Engineering, Transport Management, Transport Economics, Social Sciences, Urban Planning, or any other relevant and equivalent qualifications from a recognized University;
- (iii) Master Degree in a relevant field from a recognized University;
- (iv) Has knowledge and experience in any of the following fields:
 - a. Transport Economics;
 - b. Civil Engineering;

- c. Traffic Engineering;
 - d. Urban Planning and Management; or
 - e. any other relevant field.
- (v) Professional qualification and membership to a professional body and in good standing where applicable;
 - (vi) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
 - (vii) Proficiency in computer skills
 - (viii) Fulfil the requirements of Chapter Six (6) of the Constitution.

Key Competencies and Skills – required are: -

- (i) Strong Analytical skills
- (ii) Communication skills
- (iii) Strategic and innovative thinking
- (iv) Strong 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.

Successful applicants are expected to fulfill 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); 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 **Tuesday, 12th September, 2023** 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@namata.go.ke or hand delivered and inserted in the **Recruitment Box** placed on the 6th Floor.

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.

Job Profile for the Director General Position entails:

- (i) Responsibility for the overall day to day management of the Authority;
- (ii) Advising the Board and government on all matters relating to the implementation of the Nairobi Metropolitan Area Transport Authority Order, 2017;
- (iii) Being the Accounting Officer of the Authority;
- (iv) Developing and recommend to the Board the long-term strategy, business plans and annual operating budgets; and establish proper internal monitoring and control systems and procedures;
- (v) Coordinating and prepare business related proposals, reports and other submissions for consideration by the Board;
- (vi) Generating sufficient alternatives to inform Board decision making;
- (vii) Providing regular, thorough and prompt communication to the Board on key technical, financial and administrative matters;
- (viii) Being responsible for stakeholder management and enhancement of corporate image of the Board;
- (ix) Ensuring that there is effective communication between the management and the Board as well as between different levels of management;
- (x) Providing leadership to the management;
- (xi) Ensuring continuous improvement in the quality and value of services and products provided by the Authority;
- (xii) Ensuring continuous achievement of the Authority's financial and operating goals and objectives;
- (xiii) Overseeing and ensuring the implementation of corporate policies and programmes.
- (xiv) Maintaining a conducive work environment for attracting, retaining, and motivating employees;
- (xv) Fostering a corporate culture that promotes ethical practices and good corporate citizenship;
- (xvi) Serving as the spokesperson of the Authority on operational matters;
- (xvii) Ensuring compliance with the laws of the country;
- (xviii) Coordination of all regional offices; and
- (xix) Any other responsibilities as may be necessary to achieve the Authority's objectives as set out in the Nairobi Metropolitan Area Transport Authority Order, 2017.