



VACANCY ANNOUNCEMENTS

1. DIRECTOR (COMMUTER RAIL)

JOB VACANCY No.: NaMATA/HR/02/2023

NaMATA JOB GRADE 2 – ONE (1) POSITION

(a) Job Specification

The Director (Commuter Rail) will report to the Director General. He / She will be responsible for coordinating, managing and supervising the Commuter Rail Infrastructure Department's functions through the development and review of Commuter Rail policies, plans, designs and programmes for the implementation of Commuter Rail Transport within the Nairobi Metropolitan Area (NMA).

(b) Duties and Responsibilities

Specifically, duties and responsibilities will entail:

- (i) Development of safe, reliable and clean Commuter Rail transport infrastructure;
- (ii) Provision of technical advice on Commuter Rail infrastructure within the NMA;
- (iii) Undertaking research on Commuter Rail infrastructure;
- (iv) Maintaining safe custody of Commuter Rail Infrastructure data for policy decision making;
- (v) Commissioning the Annual Commuter Rail Infrastructure inventory and condition survey;
- (vi) Surveillance and protection of Commuter Rail Infrastructure assets;
- (vii) Facilitating the development and implementation of policies, strategies, standards, procedures and guidelines on Commuter Rail programmes;
- (viii) Facilitating the design of Commuter Rail projects timetable to ensure harmonization of project deliverables;
- (ix) Coordinating the Commuter Rail infrastructure department's projects and programmes;

- (x) Facilitating of the agreements and contracts with other implementing agencies for Commuter Rail infrastructure development;
- (xi) Ensuring infrastructure works are delivered as per schedule and to the specified quality;
- (xii) Identifying and providing appropriate learning and development activities for department's staff;
- (xiii) Facilitating the development of projects templates, tools and software to manage projects and programmes;
- (xiv) Coordinating the development of the scope, plans and schedules for the Commuter Rail infrastructure projects;
- (xv) Monitoring Commuter Rail infrastructure projects implementation;
- (xvi) Managing Commuter Rail infrastructure project risks;
- (xvii) Coordination of the development and preparation of Commuter Rail infrastructure project reports;
- (xviii) Overseeing the vesting and transfer of Commuter Rail infrastructure assets from stakeholder agencies to the Authority;
- (xix) Contracting Commuter Rail infrastructure providers;
- (xx) Developing and enforcement of Commuter Rail standards on infrastructure.

(c) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) A minimum period of twelve (12) years in relevant work experience and at least four (4) years in senior management role in a position in the Public Service or Private Sector;
- (ii) Master's Degree in Civil Engineering, Transport Engineering, Transport Planning, Urban Planning/Design and Development or equivalent qualification from a recognized institution;
- (iii) Bachelor's Degree in Civil Engineering, Transport Engineering, Transport Planning, Urban Planning/Design and Development, Architecture, Project Management, Communication Technology, Computer Science, Digital System Design, Electrical and Electronic Engineering or any other relevant qualification from a recognized Institution;
- (iv) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in Project Management from a recognized institution;
- (vi) Registered with an accredited and recognized professional body;
- (vii) Registration in Environmental and Social Impact Assessment (ESIA);
- (viii) Proficiency in computer skills;
- (ix) Fulfil the requirements of Chapter Six (6) of the Constitution.

(d) Behavioural Competencies / Attributes

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

2. DIRECTOR (CORPORATE SERVICES)
JOB VACANCY No.: NaMATA/HR/03/2023
NaMATA JOB GRADE 2 – ONE (1) POSITION

(a) Job Specification

The Director, Corporate Services will provide strategic leadership, and advice to coordinate Finance & Accounts, Human Resource & Administration, Corporate Communications, Information & Communications Technology, Corporate Policy, Research & Strategy activities in the Authority.

(e) Duties and Responsibilities

Specifically, duties and responsibilities will entail:

- (i) Coordinating the Finance & Accounts, Human Resource & Administration, Corporate Communications, Information & Communications Technology, and Corporate Policy, Research & Strategy activities in the Authority;
- (ii) Initiating the development of policies, plans and strategies in the functional areas of Finance & Accounts, HR & Administration, Corporate Communications, Information & Communications Technology and Corporate Policy, Research & Strategy;
- (iii) Develop and oversee the implementation of a dynamic corporate strategy that is able to deliver exemplary services and results as envisioned in the strategic plan;
- (iv) Fostering a culture that promotes team capability and reflects the values which facilitate performance, professionalism and innovation by staff throughout the Authority;
- (v) Ensuring compliance with Labour Laws, Public Financial Management Act, IPSAS and IFRS and ISO Standards, and others;
- (vi) Ensuring financial prudence and discipline for Financial Accounting, Planning,

Treasury management, budgeting and budgetary controls in compliance with the set legal guidelines;

- (vii) Overseeing operations of Finance & Accounts, Human Resource Management & Administration, ICT, Corporate Communications, and Corporate Policy, Research and Strategy departments;
- (viii) Participate in the development and review of the Authority's strategic plan;
- (ix) Overall accountability for planning, directing and executing departmental strategies, policies and plans;
- (x) Ensuring effective implementation and compliance with all legislative requirements relating to the Corporate Services Directorate;
- (xi) Coordinating the Authority's corporate projects;
- (xii) Oversee performance management system in the Authority; and
- (xiii) Reviewing the Corporate Services business plans in line with the overall strategic objectives and government performance contract.

(b) 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 either Commerce, Accounting, Business Administration, Finance, Human Resource Management, Communications, Public Relations, Journalism or any other equivalent qualification from a recognized institution;
- (iii) Master's Degree in any of the following: Commerce, Accounting, Business Administration, Communications, Human Resource Management Public Relations, or their equivalent qualification from a recognized institution;
- (iv) Membership and in good standing of a relevant professional body / institution;
- (v) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Proficiency in computer skills; and
- (vii) Fulfil the requirements of Chapter Six (6) of the Constitution.

(c) 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

3. DEPUTY DIRECTOR (COMMUNICATIONS)

JOB VACANCY No.: NaMATA/HR/04/2023

NaMATA JOB GRADE 3 – ONE (1) POSITION

(a) Job Specifications

The Deputy Director (Communications) will report to the Director (Corporate Services). He / She will be responsible for coordinating Corporate Communications related activities including, Public Relations, Digital Communications and Internal communications, Sponsorships, events, brand and reputation management.

(b) Duties and Responsibilities entail: -

Specifically, duties and responsibilities will entail:

- (i) Maintaining and improving the Corporate Communication policy of the Authority taking into account the internal and external changes in the maritime industry;
- (ii) Advising and recommending to the Authority possible outcomes and response scenarios based on strategic initiatives made in the year;
- (iii) Coordinating all corporate communications related activities including publishing of brochures, handbooks, calendars, annual reports, departmental reports;
- (iv) Developing and delivering creative communication strategies and plans;
- (v) Updating the Authority website and digital platforms and facilitate interdepartmental communications and managing external communications;
- (vi) Building and maintenance of consistent branding, corporate identity across relevant public relations channels while keeping the Authority up to date on industry trends.
- (vii) Developing suitable communication strategies to mitigate prevailing crisis;

- (viii) Developing content to provide clear and adequate information and material that will support marketing and communications activities;
- (ix) Reviewing and approving key presentations and collaterals needed for communications and outreach activities;
- (x) Convening and chairing public relations and media related meetings;
- (xi) Managing Digital & Media Relations including information sharing and invitations for NaMATA events;
- (xii) Developing and incorporating online tools and in-person networking to create relationships and ultimately build the Authority's brand, both online and off line;
- (xiii) Coordinating content creation – editing and approving blog posts, articles, newsletters, communications materials, and material for social media channels;
- (xiv) Leveraging on social media by creating, managing and growing the Authority's presence through blogs, Twitter, Facebook, and other strategically relevant online properties;
- (xv) Managing incoming media requests and building relationships with industry journalists; creating, executing and measuring media campaigns;
- (xvi) Managing any online feedback forums;
- (xvii) Implementing strategic communications plans and to provide local market insight for the authorities public-facing communications;
- (xviii) Developing networks with journalists, media producers, editors and strategic influencers;
- (xix) Gathering information on programmes and significant events in a specific NaMATA Cluster area;
- (xx) Developing media plans, distribute and follow up media releases, book interviews and respond to media request;
- (xxi) Overseeing the Corporate Social Responsibility (CSR) Programmes; and
- (xxii) Overseeing the Compliments and Complaints Handling Mechanism of the Authority.

(c) Requirements for Appointment

For appointment to this grade, a candidate must have: -

- (i) A minimum period of ten (10) years relevant work experience and at least three (3) years in a supervisory role in comparable and relevant position;

- (ii) Master's Degree in Public Relations, Communications, Journalism, Marketing, International relations or any other equivalent qualifications from a recognized institution;
- (iii) Bachelor's Degree in Public Relations, Communications, Journalism, Marketing, International relations or any other equivalent qualifications from a recognized institution;
- (iv) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (v) Good communication skills;
- (vi) Have a clear understanding of the working of the media;
- (vii) Possess good oral and written communication skills in both English and Kiswahili;
- (viii) Have demonstrated professional competence in information work as reflected in work performance and results;
- (ix) Proficiency in computer skills; and
- (x) Meet the provision of Chapter Six (6) of the Constitution of Kenya.

(d) Behavioural Competencies / Attributes

- (i) Communication skills
- (ii) Listening Skills;
- (iii) Ability to mobilize resources; and
- (iv) Negotiation skills

4. DEPUTY DIRECTOR (SUPPLY CHAIN MANAGEMENT)

JOB VACANCY No.: NaMATA/HR/05/2023

NaMATA JOB GRADE 3 – ONE (1) POSITION

(a) Job Specifications

The Deputy Director (Supply Chain Management) will report to the Director General. He / She will be responsible for advising the Authority to achieve its strategic goals through implementation of efficient and effective systems of acquisition of goods, works and services, as well as disposal of assets.

(b) Duties and Responsibilities

Specifically, duties and responsibilities will entail:

- (i) Developing and coordinating the preparation of annual procurement and disposal plans and their implementation;
- (ii) Coordinating procurement and disposal activities in the Authority;
- (iii) Preparing contract documents for goods, works and services;
- (iv) Custodian of contract documents;
- (v) Liaising with the user department to ensure effective implementation of contracts for goods, works and services;
- (vi) Providing secretariat to committees' incidental to procurement of goods and services, and disposal of assets;
- (vii) Coordinating disposal of assets activities;
- (viii) Providing professional advice on procurement of goods, works and services and disposal of assets;
- (ix) Preparing statutory reports to PPRA; and
- (x) Reviewing procurement needs of the Commission.

(c) Requirements for Appointment

For appointment to this grade, a candidate must:

- (i) Have ten (10) years relevant work experience in public or private institution three (3) of which should have been in a Senior Officer management role
- (ii) Have Bachelor's Degree in Commerce, Procurement and Supplies Management, or equivalent qualification from a recognized institution;
- (iii) Have Master's Degree in Supply Chain Management, logistics or equivalent qualification from a recognized institution;
- (iv) Have Diploma in Supplies Management or its equivalent qualification from a recognized institution;
- (v) Be a member of professional body either KISM or CIPS in good standing;
- (vi) Proficiency in computer skills;
- (vii) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (viii) Have demonstrated results in work performance; and

- (ix) Fulfil the requirements of Chapter Six (6) of the Constitution.
- (d) Key competencies and skills**
 - (i) Analytical skills
 - (ii) Communication skills
 - (iii) Strategic and innovative thinking
 - (iv) Interpersonal skills
 - (v) Ability to mobilize resources
 - (vi) Negotiation skills

5. DEPUTY DIRECTOR (FINANCE & ACCOUNTS)
JOB VACANCY No.: NaMATA/HR/06/2023
NaMATA JOB GRADE 3 – ONE (1) POSITION

(a) Job Specification

The Deputy Director (Finance & Accounts) will report to the Director (Corporate Services). He / She will be responsible for ensuring prudent and optimum utilization of Authority funds and preparing financial reports and managing the financial resources of the Authority through preparation and submission of budget proposal to the government and other financing agencies.

(b) Duties and Responsibilities

Specifically, duties and responsibilities will entail:

- (i) Managing all issues pertaining to the Finance and Accounts functions of the Authority;
- (ii) Coordinating the development and implementation of sound financial management policies and procedures for the Authority;
- (iii) Coordinating the preparation of annual budget and forecasting of annual cash flow requirements;
- (iv) Enforcing budget cost controls among the Authority's directorates, departments and divisions by reviewing expenditure returns, prepare variance analysis and recommending corrective action;
- (v) Advising the Board and management on financial and accounting matters;
- (vi) Ensuring the application of Government accounting policies in all the financial operations of the Authority;

- (vii) Planning and coordinating timely preparation of Annual Work Plans and Budget Estimates;
- (viii) Coordinating the development and management of internal controls and compliance systems;
- (ix) Ensuring the Authority maintains records of all its financial transactions;
- (x) Coordinating preparation of the Annual Financial Report in accordance with accounting standards and procedures;
- (xi) Coordinating the preparation of the final Annual Statement of Accounts in accordance with accounting standards, procedures and submission to the Board and other relevant institutions;
- (xii) Undertaking review of management accounting reports before submission to senior management and the Board;
- (xiii) Developing and maintaining complete and accurate records of the Authority's financial transactions by regularly reviewing the financial and accounting systems;
- (xiv) Monitoring and evaluating the utilization of Authority funds with a view to accounting for all expenditures;
- (xv) Ensuring compliance with applicable financial statutory obligations and circulars;
- (xvi) Accounting for revenues generated from Appropriations-In-Aid (AIA) by the Authority;
- (xvii) Coordinating the consolidation of the Authority's printed budget estimates and revised budget as per guidelines issued by National Treasury;
- (xviii) Developing and managing internal controls and compliance for the utilization of the Authority's financial resources;
- (xix) Coordinating the Authority's Public Private Partnership (PPP) program strategies;
- (xx) Forecasting Annual Cash Flow requirements of Authority;
- (xxi) Participating in stakeholder's management to ensure sustainable partnership;
- (xxii) Assessing Authority's financial risks and develops strategies for mitigation;
- (xxiii) Ensuring timely disbursement and payments for goods and services as per contract terms;
- (xxiv) Scheduling all payment within the Authority's budgetary provisions;
- (xxv) Reviewing expenditure returns from departments, prepares variance analysis and recommends corrective action;
- (xxvi) Analysing and interpret financial reports and other accounting records;
- (xxvii) Maintaining accurate and complete financial records of the Authority's expenditures by regularly reviewing the financial and accounting systems;
- (xxviii) Approving training projections for the department's staff;
- (xxix) Developing and installing effective financial management systems and procedures;

- (xxx) Maintaining efficient financial reporting and accounting;
- (xxxi) Implementing accounting policies and procedures;
- (xxxii) Preparing variance financial accounts analysis and recommends corrective action;
and
- (xxxiii) Mentoring, coaching and counselling staff working in the department.

(c) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) A minimum period of ten (10) years in relevant work experience and at least three (3) years in a supervisory role in a position in the Public Service or Private Sector;
- (ii) Master's Degree in any of the following: Accounting, Business Administration, Finance or their equivalent qualification from a recognized Institution;
- (iii) Bachelor's Degree in Commerce, Business Administration, Business Management (Finance or Accounting option) or other relevant and equivalent qualifications from a recognized institution.
- (iv) Certified Public Accountant (CPA)(K) or Associate of Certified Chartered Accountant (ACCA); and
- (v) Membership and in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body.
- (vi) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (vii) Registered with an accredited and recognized professional body;
- (viii) Proficiency in computer skills; and
- (ix) Fulfil the requirements of Chapter Six (6) of the Constitution of Kenya.

(d) Behavioural Competencies / Attributes

- (i) Leadership skills
- (ii) Problem-solving skills
- (iii) Analytical skills
- (iv) Negotiation skills
- (v) Ability to mobilize resources
- (vi) Communication skills

6. DEPUTY DIRECTOR (INTERNAL AUDIT)
JOB VACANCY No.: NaMATA/HR/07/2023
NaMATA JOB GRADE 3 – ONE (1) POSITION

(a) Job Specification

The Deputy Director (Internal Audit), will report functionally to the Board and administratively to the Director General. He / She will be responsible for providing independent, objective assurance, and consultation aimed at adding value and improving the operations of the Board. Additionally, the role holder will assist the Board to accomplish its strategic objectives by effecting a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

(b) Duties and responsibilities:

The duties and responsibilities of the officer will entail: -

- (i) Providing secretariat services to the Board Audit Committee;
- (ii) Formulating and coordinating the implementation of internal audit policies, strategies and plans;
- (iii) Compiling and issuing internal audit reports;
- (iv) Conducting special audits and investigations;
- (v) Setting up and implementing systems in accordance with auditing standards;
- (vi) Testing the efficacy of the risk assessment systems;
- (vii) Monitoring and reporting on the Board overall risk profile;
- (viii) Supporting various departments in risk profiling;
- (ix) Reviewing correctness and accuracy of accounting reports;
- (x) Providing of independent assurance on risk management process on both design and operation; and
- (xi) Assuring on risk control effectiveness, efficiency, adequacy and risk management processes.

(c) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Have a minimum period of ten (10) years relevant work experience four (4) of which should have been at Senior Management level;
- (ii) Have Bachelor's degree in any of the following disciplines: Accounting, Finance or Business Administration (Finance and Accounting option) or relevant field from a recognized university;
- (iii) Have Master's degree in any of the following disciplines: Business Administration (Accounting/Finance Option) or relevant field from a recognized institution;

- (iv) Have passed Certified Public Accountant of Kenya (CPA-K) or its equivalent qualification;
- (v) Be a registered member of ICPAK in good standing and OR Be a Member of the IIA/ISACA in good standing;
- (vi) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (vii) Be proficient in computer application skill;
- (viii) Have demonstrated professional competence and ability as reflected in work performance and results; and
- (ix) Fulfil the requirements of Chapter Six (6) of the Constitution.

(d) Key Competencies and skills

- (i) Strong communication and reporting skills
- (ii) Strong analytical and numerical skills
- (iii) Strong organization and inter personal skill
- (iv) Mentoring, coaching and leadership skills
- (v) Professionalism
- (vi) Ethical and possessing integrity
- (vii) Interpersonal and negotiation skills
- (viii) Ability to work under pressure, prioritize and multi-task

7. DEPUTY DIRECTOR (ENVIRONMENT & SAFETY)

JOB VACANCY No.: NaMATA/HR/08/2023

NaMATA JOB GRADE 3 – ONE (1) POSITION

(a) Job Specifications

The Assistant Director (Environment & Safety), will report to the Deputy Director (Environment & Safety). He / She will be responsible for coordinating, managing and supervising the environment and safety function through the development and implementation of relevant policies, strategies, plans and guidelines aimed at achieving the Authority's mandate of improving the public transport within the Nairobi Metropolitan Area (NMA).

(b) Duties and responsibilities

Specifically, duties and responsibilities will entail: -

- (i) Implementing environmental strategies and action plans that ensure sustainable transportation development;
- (ii) Managing the development of an inventory and undertaking continuous evaluation of environmental and social issues in all MRTS projects and Programmes within the Metropolitan Area;
- (iii) Implementing relevant environmental laws and social regulations
- (iv) Coordinating the generation of funding proposals for environmental and safety projects and programmes within the MRTS;
- (v) Coordinating the implementation of measures to reduce carbon footprint associated with public transport operations;
- (vi) Ensuring compliance with all national legislative instruments governing environmental and Safety issues;
- (vii) Facilitating the monitoring and evaluation of environmental and safety programmes and projects;
- (viii) Ensuring mainstreaming of environmental and safety safeguards in all areas of the Authority's operations;
- (ix) Developing safety strategies within Nairobi Metropolitan Area;
- (x) Coordinating stakeholder's inputs to the environmental and safety programmes;
- (xi) Establishing linkages with consultants and other stakeholders on environmental matters for mutual benefit of the Authority;
- (xii) Coordinating inter-agency collaboration to implement environment and safety programmes; and
- (xiii) Ensuring regular environmental safety audit with the purpose of preventing accidents.

(c) Requirements for Appointment

For appointment to this grade, an officer must:

- (i) A minimum period of eight (8) years relevant work experience three (3) of which should have been at the level of supervisory level;
- (ii) Bachelor's degree in Environmental Science, Physical or Biological Sciences, Natural Resources Management, or any other relevant qualifications from a recognized institution;

- (iii) Master's Degree in Environmental Science, Physical or Biological Sciences, Natural Resources Management, Business Administration or equivalent qualifications from a recognized institution;
- (iv) Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Registered with an accredited and recognized professional body;
- (vi) Shown merit and ability as reflected in work performance and results;
- (vii) Proficiency in computer skills;
- (viii) Fulfil the requirements of Chapter Six (6) of the Constitution.

(d) Key Competencies and Skills

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

8. PRINCIPAL OFFICER (FINANCE & ACCOUNTS)

JOB VACANCY No.: NaMATA/HR/09/2023

NaMATA JOB GRADE 4 – ONE (1) POSITION

(a) Job Specification

The Principal Officer (Finance & Accounts) will report to the Deputy Director (Finance & Accounts). He / She will be responsible for ensuring prudent and optimum utilization of Authority funds and preparing financial reports, managing the financial resources of the Authority through preparation and submission of budget proposal to the government and other financing agencies.

(b) Duties and Responsibilities

Specifically, duties and responsibilities will entail:

- (i) Reviewing and ensuring timely and accurate preparation of management accounting reports on monthly, quarterly and annual basis
- (ii) Ensuring timely and accurate preparation of annual budgets and revised budgets

based on approved work plans.

- (iii) Providing technical support to technical and other departments during the budget making process
- (iv) Reviewing expenditure returns from departments, prepare variance analysis and recommend corrective action
- (v) Interpreting of financial policies for sound financial principles, practices procedures for effective internal control
- (vi) Assisting other departmental and sectional Deputy Directors in the management of their budgets through regular provision of reliable up to date financial information;
- (vii) Carrying out financial planning and consolidate department work plans
- (viii) Participating in Resource Mobilization initiatives of the Authority.
- (ix) Verification of payroll, payment cheques, EFTs and bank transfers;
- (x) Approval of Purchase orders, Sales & Purchase invoices and staff imprests.
- (xi) Reviewing the coding of ledger and store items in the system to ensure that is accurate and sufficient; and
- (xii) Reviewing all purchase requisition to ensure the estimate given by users are reasonable.

(c) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) A minimum of eight (8) years' work experience and at least three (3) in a management role in the Public Service or Private Sector;
- (ii) Master's Degree in any of the following disciplines: - Business Administration preferably in Finance or equivalent qualifications from a recognized University or institution;
- (iii) Bachelor's Degree in Commerce (Finance option), Economics, and Business Administration, Business Management or other relevant and equivalent qualifications from a recognized institution;
- (iv) Certified Public Accountant (CPA) or Associate of Certified Chartered Accountant (ACCA);
- (v) Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- (vi) Management Course lasting not less than our (4) weeks from a recognized

institution;

- (vii) Proficiency in computer skills;
- (viii) Demonstrated results in work performance; and
- (ix) Fulfil the requirements of Chapter Six (6) of the Constitution.

(d) Key competencies and skills

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

9. PRINCIPAL OFFICER (ADMINISTRATION)
JOB VACANCY No.: NaMATA/HR/10/2023
NaMATA JOB GRADE 4 – ONE (1) POSITION

(a) Job Specification

The Principal Officer (Administration) will report to the Deputy Director (Human Resource & Administration). He / She will be responsible for administrative services in the Authority.

(b) Duties and Responsibilities

Specifically, duties and responsibilities will entail:

- (i) Overseeing the implementation of administration policies, rules, standards and regulations;
- (ii) Coordinating office management services, office accommodation, transport and logistics;
- (iii) Making arrangements for the acquisition of legal documents such as motor vehicle and assets insurances;
- (iv) Ensuring all the Authority assets have requisite ownership documents such motor vehicle logbooks, land title deeds, etc.;
- (v) Managing and maintaining the assets register of the Authority;
- (vi) Monitoring adherence and implementation of the departmental work plans;
- (vii) Supervising the performance appraisals for the support staff within the Section;

- (viii) Interpreting and implementing record management policies;
- (ix) Developing records management systems; and
- (x) Preparation and submission of quarterly reports on administration within the Authority.

(c) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) At least eight (8) years working experience in a similar position in the Public Service or Private Sector three (3) of which must be at a supervisory position;
- (ii) Master's Degree in Public Administration; Business Administration; Office Management or equivalent qualification from a recognized institution;
- (iii) Bachelor's Degree in Public Administration; Business Administration; Office Management or equivalent qualification from a recognized institution;
- (iv) Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Proficiency in computer skills; and
- (vi) Fulfil the requirements of Chapter Six (6) of the Constitution.

(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

10. PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER
JOB VACANCY No.: NaMATA/HR/11/2023
NaMATA JOB GRADE 4 – ONE (1) POSITION

(a) Job Specification

The Principal Supply Chain Management Officer, will report to the Deputy Director (Supply Chain Management). He / She will be responsible for providing advisory / professional opinion on procurement matters to ensure compliance with the Public Procurement and Asset Disposal Act 2015, and all other relevant legislation governing the supply chain management function.

(b) Duties and Responsibilities

Specifically, duties and responsibilities will entail:

- (i) Providing input into the annual procurement and disposal plans;
- (ii) Implementing the annual procurement and disposal plans;
- (iii) Coordinating procurement and disposal activities;
- (iv) Preparing contract documents for goods, works and services;
- (v) Liaising with the user department to ensure effective implementation of contracts for goods, works and services;
- (vi) Providing secretariat to Committees' incidental to procurement of goods and services, and disposal of assets;
- (vii) Overseeing periodic and annual stocktaking exercise;
- (viii) Coordinating disposal of assets activities; and
- (ix) Preparing draft statutory reports to PPRA.

(c) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Eight (8) years relevant work experience in public or private, three (3) of which must have been at a supervisory level;
- (ii) Bachelor's degree in Commerce, Procurement and Supplies Management, or equivalent qualification from a recognized institution;
- (iii) Master's Degree in Supply Chain Management, Logistics or equivalent qualification from a recognized institution;

- (iv) Be Member of professional body either KISM or CIPS in good standing;
- (v) Proficiency in computer skills
- (vi) Management Course lasting not less than four (4) weeks from a recognized institution;
- (vii) Demonstrated results in work performance; and
- (viii) Fulfil the requirements of Chapter Six (6) of the Constitution.

(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

11. SENIOR RESEARCH & DEVELOPMENT OFFICER

JOB VACANCY No.: NaMATA/HR/12/2023

NaMATA JOB GRADE 5 – ONE (1) POSITION

(a) Job Specifications

The Senior Research & Development Officer, will report to the Assistant Director (Research & Development). He / She will be responsible for providing supporting the development and maintenance of research relationships with academics and researchers, co-ordinating the administration of the research and development department, developing, and maintaining relationships with stakeholders.

(b) Duties and responsibilities

- (i) Conducts studies and research for identification of Mass Rapid Transport System (MRTS) corridors, transport routes, network and service levels;
- (ii) Participates in the development and management of a data centre;
- (iii) Generates research proposals for Public Transport Planning purposes;
- (iv) Preparation of research reports
- (v) Supervises the Preparation and presenting periodic reports as required

- (vi) Analyses data required in designing transportation initiatives
- (vii) Prepares and presents periodic reports as required
- (viii) Analyses economic investment programmes and projects.

(c) Requirements for Appointment

For appointment to the grade: -

- (i) At least four (4) years working experience in public service or private sector;
- (ii) Bachelor's degree in any of the following fields: Economics, Statistics, Transport Planning, Monitoring and Evaluation or any other equivalent qualifications from a recognized institution;
- (iii) Supervisory Course lasting not less than two (2) weeks;
- (iv) Be registered with an accredited and recognized professional body;
- (v) Shown merit and ability as reflected in work performance and results;
- (vi) Proficiency in computer skills; and
- (vii) Fulfil the requirements of Chapter Six (6) of the Constitution.

(d) Key Competencies and Skills

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

12. SENIOR OFFICER (RISK MANAGEMENT)

JOB VACANCY No.: NaMATA/HR/13/2023

NaMATA JOB GRADE 5 – ONE (1) POSITION

(a) Job specification

The Senior Risk Management Coordination Officer, will report to the Assistant Director (Risk Management & Coordination). He / She will be responsible for overseeing quality management in line with established systems and procedures including ISO to achieve goals, objectives and work standards of the Authority; reviewing the Authority's Quality Assurance policies with a view of revising to benchmark with international standards; and

developing and implementing the Authority's Risk Management Framework and Business Process Reengineering.

(b) Duties and responsibilities

- (i) Implementing overall risk management process for the Authority;
- (ii) Conducting audits of policy and compliance to ISO standards, including liaison with internal and external auditors;
- (iii) Conducting and scheduling effective training for staff in regard to Quality Management Systems and Risk Management;
- (iv) Defining quality procedures in conjunction with operational and technical staff,
- (v) Maintaining controls and documentation procedures and policies;
- (vi) Making suggestions for changes and improvements in the governing policies and how to implement them;
- (vii) Participating in the preparation and review of the annual work plan for the division;
- (viii) Assessing organizational and performance gaps within the different programs and report on corrective actions needed;
- (ix) Using relevant quality tools and making sure staff understand how to improve the business; and
- (x) Implementing business process reengineering initiatives.

(c) Requirements for Appointment

For appointment to this grade, a person must have: -

- (i) Bachelor's degree in any of the following disciplines: Finance, Economics, Risk Management, Statistics, Business related studies or related disciplines from a recognized institution;
- (ii) Minimum of four (4) years' relevant working experience;
- (iii) Be a Certified Risk Management Professional (CRMP), Risk Management Professional (RMI- PMI), Certified Risk Management Assurance (CRMA) or any other relevant qualification; and/or Certified ISO Auditor;
- (iv) Supervisory Course lasting not less than two (2) weeks;
- (v) Shown merit and ability as reflected in work performance and results;
- (vi) Proficiency in computer skills; and

(vii) Compliance with Chapter Six (6) of the Constitution of Kenya.

(d) Key Competencies and Skills

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

13. SENIOR ENVIRONMENT & SAFETY OFFICER

JOB VACANCY No.: NaMATA/HR/14/2023

NaMATA JOB GRADE 5 – ONE (1) POSITION

(a) Job Specifications

The Environment & Safety Officer, will report to the Assistant Director (Safety & Environment). He / She will be responsible for managing and supervising the environment and safety function through the planning, development, coordination and implementation of relevant policies, strategies, plans and guidelines aimed at achieving the Authority's mandate of improving the public transport within the Nairobi Metropolitan Area (NMA).

(b) Duties and responsibilities

Specifically, the duties and responsibilities entail: -

- (i) Collating and analysing environmental research findings;
- (ii) Implementing environmental and social strategies and action plans that ensure sustainable transportation development;
- (iii) Implementing relevant environmental laws and regulations;
- (iv) Coordinating Environmental Impact Studies of new projects;
- (v) Monitoring, assessing, and evaluating the impact of development activities on the environment and advising on corrective measures where appropriate;
- (vi) Tracking progress on environmental and social performance systems;
- (vii) Providing support to project development initiatives in the Authority and ensuring environmental and social development issues are addressed;

- (viii) Overseeing and supervising Environmental Studies Consultants' assignments; and
- (ix) Undertaking all activities involved in environmental protection as assigned.

(c) Requirements for Appointment

For appointment to the grade, an officer must have: -

- (i) At least four (4) years working experience;
- (ii) Bachelor's degree in Environmental Science, Physical or Biological Sciences, Natural Resources Management, or any other relevant qualifications from a recognized institution;
- (iii) Supervisory Course lasting not less than two (2) weeks
- (iv) Be a registered with an accredited and recognized professional body;
- (v) Shown merit and ability as reflected in work performance and results;
- (vi) Proficiency in computer skills; and
- (vii) Fulfil the requirements of Chapter Six (6) of the Constitution.

(d) Key competencies and Skills

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

14. NETWORK DEVELOPMENT & MANAGEMENT OFFICER
JOB VACANCY No.: NaMATA/HR/15/2023
NaMATA JOB GRADE 6 – TWO (2Nos.) POSITIONS

(a) Job Specifications

This is the entry level for degree holders into this cadre. An officer at this level will work under the guidance of the Senior Officer.

(b) Duties and Responsibilities

- (i) Participating in developing, implementing and reviewing public transport operation's policies, strategies, standards, procedures and guidelines for the

Authority;

- (ii) Coordinating and manages operating contracts;
- (iii) Managing Mass Rapid Transit System (MRTS) ticketing and fare collection systems
- (iv) Managing MRTS stations and depots;
- (v) Implementing Public Transport Service and Fleet operations contracts
- (vi) Participating in 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) Participating in Intelligent Traffic System (ITS) Configuration and database management
- (xii) Participating in ITS administration (maintenance, backups, patching, database management, upgrades)
- (xiii) Participating in the management the Traffic Management Centre (TMC) and facilitation of external complimentary operations within the TMC;
- (xiv) Participating in developing network management strategies;
- (xv) Implementing passenger information systems and Communications network management, maintenance and administration;
- (xvi) Ensuring ITS systems security management and disaster Recovery Systems Maintenance;

(c) Requirements for Appointment

- (i) For appointment to this grade a candidate must have: -
- (ii) Bachelor's degree in Standardization, Engineering, Architecture, Urban Planning, Information Systems, Project Management, Law, Communication Technology, Computer Science, Digital System Design, Electrical and Electronic Engineering, Information Technology, Finance, or any other relevant qualification from a recognized Institution;

- (iii) Proficiency in computer skills;
- (iv) Fulfil the requirements of Chapter Six (6) of the Constitution.

(d) Behavioural Competencies / Attributes

- (i) Analytical skills
- (ii) Communication skills
- (iii) Interpersonal skills

15. INFRASTRUCTURE DEVELOPMENT OFFICER
JOB VACANCY No.: NaMATA/HR/16/2023
NaMATA JOB GRADE 6 – TWO (2Nos.) POSITIONS

(a) Job Specifications

This is the entry level for degree holders into this cadre. An officer at this level will work under the guidance of the Senior Officer. The Infrastructure Development Officer will report to the Senior Infrastructure Development Officer. He / She will be responsible for Mass Rapid Transit System (MRTS) infrastructure development, delivery and coordination within the Nairobi Metropolitan Area (NMA).

(b) Duties and Responsibilities

Specifically, duties and responsibilities will entail:

- (i) Participating in the development and implementation of Mass Rapid Transport System (MRTS) and Non-Motorized Transport (NMT) policies, strategies, standards, procedures and guidelines;
- (ii) Monitoring the development and maintenance of MRTS and NMT infrastructure and associated facilities;
- (iii) Verifying that commuter rail services are integrated with other modes of public transport;
- (iv) Liaising with the implementing entities to ensure development works are delivered as per schedule and to the specified quality;
- (v) Preparing periodic programmes and projects cycle reports;
- (vi) Identifying the Mass Rapid Transport System (MRTS) and Non-Motorised Transport (NMT) Infrastructure development priority areas for funding;
- (vii) Preparing contracts for Commuter Rail infrastructure development;

- (viii) Preparing policies and analytic brief for management;
- (ix) Participating in the inter-modal integration of Public Transport System within the Nairobi Metropolitan Area (NMA);
- (x) Implementing integration of Public Transport and land use planning in the Nairobi Metropolitan Area (NMA);
- (xi) Preparing tender specifications and documents for MRTS and NMT infrastructure works; and
- (xii) Collecting and collating social economic and environmental data for development of MRTS and NMT infrastructure.

(c) Requirements for Appointment

For appointment to this grade, a candidate must have: -

- (i) Bachelor's Degree in any of the following fields: Civil Engineering, Architecture, Project Management/Construction Management, or any other relevant qualifications;
- (ii) Registered with an accredited and recognized professional body;
- (iii) Proficiency in computer skills; and
- (iv) Fulfil the requirements of Chapter Six (6) of the Constitution.

(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

16. INFORMATION COMMUNICATIONS TECHNOLOGY OFFICER
JOB VACANCY No.: NaMATA/HR/17/2023
NaMATA JOB GRADE 6 – ONE (1) POSITION

(a) Job Description

This is the entry level for degree holders into this cadre. An officer at this level will work under the guidance of the Senior Officer. An officer at this level will work under the supervision of a Senior Officer. He / She will facilitate and manage information and telecommunications through ICT Project Management Systems.

(b) Duties and Responsibilities

Specifically, duties and responsibilities will entail:

- (i) Developing documentation of computer programs according to instructions and specifications;
- (ii) Installing and configuring computer systems and solutions;
- (iii) Maintaining application systems;
- (iv) providing end user support and training users on effective and efficient use of ICT facilities;
- (v) Maintaining upto date equipment register;
- (vi) Installing, configuring and monitoring Local Area Network components;
- (vii) Administering and managing users in the Active Directory, e-mail server and User applications;
- (viii) Maintaining an up-to-date ICT equipment register and issuance register;
- (ix) Updating and maintaining the Authority's website; and
- (x) Ensuring Business continuity by performing regular data and application backups.

(c) Requirements for Appointment

For appointment to this grade, an officer must have at least:

- (i) Bachelor's Degree in any of the following fields: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or other relevant and equivalent qualifications from a recognized institution; and
- (ii) Fulfil the requirements of Chapter Six (6) of the Constitution.

(d) Behavioural Competencies / Attributes

- (i) Strong communication and reporting skills;
- (ii) Attention to detail and quality orientation skills;
- (iii) Problem solving and analytical skills;
- (iv) Interpersonal and negotiation skills; and
- (v) Professionalism.

17. ENVIRONMENTAL OFFICER
JOB VACANCY No.: NaMATA/HR/18/2023
NaMATA JOB GRADE 6 – ONE (1) POSITION

(a) Job Specifications

This will be the entry and training grade for degree holders this cadre. An officer at this level will work under supervision of a Senior Officer.

(b) Duties and responsibilities

Specifically, duties and responsibilities will entail:

- (i) Participating in the identification of research priority areas within the Authority;
- (ii) Collecting data and information
- (iii) Preparation of divisional periodic reports on environmental issues;
- (iv) Participating in feasibility studies to ensure environmental concerns are incorporated in public transportation initiatives
- (v) Assessing the level of awareness on major environmental issues affecting the public;
- (vi) Dissemination of public transport related environmental information to the general public;
- (vii) Forecasting of transportation trends in environmental parameters and variables;
- (viii) Reviewing feasibility design reports for compliance with environmental sustainability goals in Mass Rapid Transit System (MRTS);
- (ix) Monitoring indicators and levels of environmental compliance.

(c) Requirements for Appointment

For appointment to this grade a candidate must have:

- (i) Bachelor's degree in Environmental Science, Physical or Biological Sciences, Natural Resources Management, or any other equivalent qualifications from a recognized institution;
- (ii) Registered with a relevant professional body where applicable;
- (iii) Proficiency in computer skills; and
- (iv) Fulfil the requirement of Chapter Six of the Constitution.

(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

18. LEGAL OFFICER

JOB VACANCY No.: NaMATA/HR/19/2023

NaMATA JOB GRADE 6 – TWO (2No.) POSITIONS

(a) Job Specification

This will be the entry and training grade for degree holders into this cadre. An officer at this level will work under direct supervision of a Senior Officer.

(b) Duties and Responsibilities

Specifically, duties and responsibilities will entail:

- (i) Generating professional legal advisories to the Assistant Director Legal officer for any legal action to be initiated and/or defending the interests of the Authority;
- (ii) Preparing legal briefs for the initiation of legal action;
- (iii) Preparing and interpreting legal opinions and offering guidance on legal requirements;
- (iv) Supervise training of Legal Clerks, interns and other staff when necessary;
- (v) Maintain and ensure proper management of the records of the legal department are up to date and produce quarterly reports on the same;
- (vi) Ensuring key issues and needs of Authority are represented in policy fora in international regional and national conferences/meetings/workshops;
- (vii) Work collaboratively with other organizations and networks where appropriate, locally, regionally and internationally;
- (viii) Prosecute for and represent the Authority in law courts and quasi-judicial tribunals;
- (ix) Preparation and filing of pleadings for and on behalf of the Authority;
- (x) Drafting and reviewing of legal instruments and policy documents on behalf of the Authority;
- (xi) Advising on negotiations and taking part in commercial transactions;
- (xii) Participates in drafting contracts and Memorandum Of Understanding (MoUs);
- (xiii) Establishing Engaging and liaising with stakeholders on behalf of the Authority;

- (xiv) Conduct legal research studies and assignments;
- (xv) Undertake additional tasks and responsibilities, which may arise from time to time, relevant to the post. Initiating and progressing the enactment of the legislation proposed by the Authority through the Attorney General's' Chambers and Ministry of Transport;
- (xvi) Initiating and progressing the enactment of the legislation proposed by the Authority through the Attorney General's Chambers and the Ministry;

(c) Requirements for Appointment

For appointment to this grade, a candidate must have: -

- (i) Bachelor of Law degree from a recognized institution;
- (ii) Postgraduate Diploma in Law from the Kenya School of Law;
- (iii) Admitted as an Advocate of the High Court;
- (iv) Hold a valid practicing certificate;
- (v) Member of the Law Society of Kenya;
- (vi) Proficiency in computer skills; and
- (vii) Fulfil the requirements of Chapter Six (6) of the Constitution.

(d) Behavioural Competencies / Attributes

- (i) Communication skills
- (ii) Strategic and innovative thinking
- (iii) Interpersonal skills
- (iv) Negotiation skills

19. RECORDS MANAGEMENT OFFICER
JOB VACANCY No.: NaMATA/HR/20/2023
NaMATA JOB GRADE 6 – ONE (1) POSITION

(a) Job Specifications

This will be an entry level for degree holders into this cadre. An officer at this level will work and the supervision of a Senior Officer.

(b) Duties and Responsibilities

Specifically, duties and responsibilities will entail:

- (i) Ensuring security of information, documents, files and office equipment
- (ii) Supervision of the registry; sorting and classifying documents for filing.
- (iii) Storage, updating and maintenance of personnel records and file index
- (iv) Controlling opening of open, confidential and secret files
- (v) Custody and Maintenance of Authority documents; ensuring security of information and Records in a Registry / Archives.
- (vi) Ensuring mail are received, sorted, opened, and dispatched and related registers are maintained
- (vii) Planning appropriate office accommodation for registries;
- (viii) Ensuring that file movement records are updated and maintained;
- (ix) Overseeing security of files and documents;
- (x) Ensuring receipt and proper dispatch of mails and maintaining relate; and
- (xi) Digitizing Authority's documents for circulation and archiving.

(c) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) 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;
- (ii) Proficiency in computer skills; and
- (iii) Fulfil the requirements of Chapter Six (6) of the Constitution.

(d) Behavioural Competencies / Attributes

- (i) Strong communication and reporting skills;
- (ii) Attention to detail and quality orientation skills;
- (iii) Problem solving and analytical skills;
- (iv) Interpersonal and negotiation skills; and
- (v) Professionalism.

20. ACCOUNTANT

JOB VACANCY No.: NaMATA/HR/21/2023

NaMATA JOB GRADE 6 – ONE (1) POSITION

(a) Job Specification

This will be the entry grade for degree holders into this cadre. An officer at this level will work under direct supervision of a Senior Officer

(b) Duties and responsibilities will entail assist in:

Specifically, duties and responsibilities will entail:

- (i) Preparing payment vouchers for suppliers
- (ii) Processing imprests and travel advances for staff
- (iii) Supervision of cash collections and banking balancing and reconciling cashbooks on daily basis including balancing and reconciling cash books on daily basis.
- (iv) Verifying posting of payments and receipts in the cashbook for accuracy
- (v) Providing safe custody of payment vouchers and approved journal
- (vi) Preparing and updating creditor, debtors and general ledgers
- (vii) Ensuring statutory deductions are remitted on time
- (viii) Generation of sales invoices for approvals;
- (ix) Verification of amount billed as per relevant regulation;
- (x) Facilitate prompt delivery of sales invoices;
- (xi) Debt collection and follow up in liaison with relevant department/officers;
- (xii) Respond to debtor queries;
- (xiii) Reconciliation and distribution of debtors' statement;
- (xiv) Provide debt collection report on outstanding debts;
- (xv) Liaising with customers to provide billing information and support in order to facilitate swift payment of invoices due to the Authority;
- (xvi) Maintain file of disputed invoices;
- (xvii) Preparing Monthly Bank Accounts Reconciliations;
- (xviii) Collection of Performance Contract Evidence on quarterly basis;

- (xix) Responding to suppliers' queries on payments status in liaison with user departments and Supply Chain Department;
- (xx) Billing of vendor invoices;
- (xxi) Processing of vendor payment vouchers;
- (xxii) Liaising with other officers in handling supplier queries;
- (xxiii) Reconciliation of vendor accounts before any payment;
- (xxiv) Maintenance of disputed vendor invoice file;
- (xxv) Processing of relevant statutory deductions payments;
- (xxvi) Supervise stock take and reconciliation;
- (xxvii) Reconcile general ledger expense accounts;
- (xxviii) Preparation and maintenance of accurate prepayments, accruals and provision schedules;
- (xxix) Liaising with Human Resource & Corporation Secretary on Directors and Staff payments status;
- (xxx) Processing staff imprests, surrenders and claims;
- (xxxii) Preparation of payroll payment vouchers;
- (xxxiii) Management of Directors payments and PAYE;
- (xxxiv) Preparation of Directors cost breakdown;
- (xxxv) Reconciliations of Directors and Staff accounts;
- (xxxvi) Preparation of overdue Staff and Director Debt reports;
- (xxxvii) Performing bank transfers and banking;
- (xxxviii) Reconciliation of all employee cost ledger accounts;
- (xxxviiii) Digitizing Imprests and Imprest Surrender documents;

(c) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Bachelor's Degree in Commerce, Business Management, Business Administration (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution.
- (ii) Proficiency in computer skills; and
- (iii) Fulfil the requirements of Chapter Six (6) of the Constitution.

(d) Behavioural Competencies / Attributes

- (i) Strong communication and reporting skills;
- (ii) Attention to detail and quality orientation skills;
- (iii) Problem solving and analytical skills;
- (iv) Interpersonal and negotiation skills; and
- (v) Professionalism.

21. FINANCE OFFICER

JOB VACANCY No.: NaMATA/HR/22/2023

NaMATA JOB GRADE 6 – ONE (1) POSITION

(a) Job Specification

This will be an entry level for degree holders into this cadre. An officer at this level will work under the supervision of a Senior Officer.

(b) Duties and responsibilities

- (i) Assisting in the budget making process and revised budget preparation as per work plan;
- (ii) Checking the Vote Book and ensuring budgetary controls are in place;
- (iii) Ensuring safe custody of accountable documents;
- (iv) Reviewing monthly, quarterly and annual management reports;
- (v) Reviewing Vote Book entries and undertaking monthly variance analysis; and
- (vi) Conducting below the line analysis accounts.

(c) Requirements for Appointment

For appointment to this grade, an officer must have at least: -

- (i) Bachelor's Degree in Commerce, Business Administration, Business Management (Finance Option) or other relevant and equivalent qualifications from a recognized institution;
- (ii) Proficiency in computer skills; and
- (iii) Fulfil the requirements of Chapter Six (6) of the Constitution.

- (d) Behavioural Competencies / Attributes**
- (vi) Strong communication and reporting skills;
- (vii) Attention to detail and quality orientation skills;
- (viii) Problem solving and analytical skills;
- (ix) Interpersonal and negotiation skills; and
- (x) Professionalism.

22. SENIOR ASSISTANT LEGAL CLERK
JOB VACANCY No.: NaMATA/HR/23/2023
NaMATA JOB GRADE 7 – TWO (2) POSITIONS

(a) Job Specification

The Senior Assistant Legal Clerk, will report to the Senior Legal Officer. He / She will be responsible for providing legal support to the Authority, and ensure effective and efficient management of contract administration, company insurance, legislative drafting and compliance with legal and regulatory legislation.

(b) Duties and responsibilities

Specifically, duties and responsibilities will entail:

- (i) Reviewing and retrieving files for relevant action;
- (ii) Opening legal files;
- (iii) Filing contracts and court documents;
- (iv) Responding to inquiries regarding specific cases;
- (v) Serving legal documents to clients and other stakeholders;
- (vi) Maintaining and updating files systematically and accurately to ensure rapid access and retrieval;
- (vii) Monitoring progress of contract and court cases; and
- (viii) Maintaining and updating master diary for court cases.

(c) Requirements for Appointment

For appointment to this grade, an officer must have: -

- (i) A minimum of four (4) years in relevant work experience in the Public or Private

Sector;

- (ii) Diploma in Law or Administration (with bias in legal matters) from a recognized institution;
- (iii) Minimum KCSE C- (minus) or its equivalent;
- (iv) A current Process Server Certificate or its equivalent qualification;
- (v) Attended a Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- (vi) Proficiency in computer skills;
- (vii) Merit and ability and demonstrated in work performance;
- (viii) Shown merit and ability as reflected in work performance and results; and
- (ix) Fulfil the requirements of Chapter Six (6) of the Constitution.

(d) Behavioural Competencies / Attributes

- (i) Strong communication and reporting skills;
- (ii) Attention to detail and quality orientation skills;
- (iii) Problem solving and analytical skills;
- (iv) Interpersonal and negotiation skills; and
- (v) Professionalism.

23. OFFICE ADMINISTRATOR

JOB VACANCY No.: NaMATA/HR/24/2023

NaMATA JOB GRADE 7 – TWO (2) POSITIONS

(a) Job Specification

The Office Administrator, will report to the Senior (Human Resource Officer). He / She will be responsible for ensuring appropriate reception of visitors and facilitating communication into and out of the Authority, amongst other routine administrative office duties, as will be guided.

(b) Duties and responsibilities

Specifically, duties and responsibilities at this level will entail:

- (i) Co-ordinating the general administration of the Directors' offices;
- (ii) Managing the Directors' diaries;
- (iii) Coordinating appointments and travel itineraries for the Directors;
- (iv) Attending to visitors/clients;
- (v) Handling telephone calls;
- (vi) Coordinating schedules of meetings;
- (vii) Ensuring security of office records, equipment and documents including classified materials;
- (viii) Maintaining an up-to-date filing system in the office;
- (ix) Establishing and monitoring procedures for record keeping of correspondence and file movements;
- (x) Preparing responses to simple routine correspondence;
- (xi) Managing office protocol and etiquette;
- (xii) Supervising office cleanliness;
- (xiii) Ensuring security, integrity and confidentiality of data; and
- (xiv) Undertaking any other office administrative services duties that may be assigned

(c) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) At least four (4) years relevant experience;
- (ii) Diploma in Secretarial Studies from Kenya National Examinations Council;

OR

- (i) Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:
 - a) Shorthand III (minimum 110 wpm)
 - b) Typewriting III (50 Wpm)/computerized Document processing III;
 - c) Business English III/Communication II
 - d) Commerce II;
 - e) Office practice II
 - f) Office Management III/Office Administration and Management III

- g) Secretarial Duties II;
- (ii) Certificate in Computer Application from a recognized institution; and
- (iii) Shown merit and ability as reflected in work performance and results.

(d) Key competencies and Skills

- (i) Communication skills
- (ii) Interpersonal skills
- (iii) Planning and organization skills

24. DRIVER, JOB GRADE

JOB VACANCY No.: NaMATA/HR/25/2023

NaMATA JOB GRADE 9 – ONE (1) POSITION

(a) Job Specifications

This is the entry position for Drivers. A Driver at this level will work under supervision of a Senior Officer, and will report to the Senior (Human Resource Officer). Drivers are responsible for ensuring that all vehicles are maintained in good order to ensure smooth mobility of employees of the Authority.

(b) Duties and Responsibilities

Specifically, duties and responsibilities entail:

- (i) Maintaining cleanliness of the vehicle;
- (ii) Keeping up to date work tickets for vehicles;
- (iii) Cleaning of the assigned motor vehicle;
- (iv) Submitting regular reports on motor vehicle assigned;
- (v) Reporting any mechanical/accident problems; and
- (vi) Proper mechanical working condition of the vehicle.

(c) Requirements for Appointment

For appointment to this grade, a candidate must have: -

- (i) At least served in the grade of Driver for at least four (4) years;
- (ii) At least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education (KCSE) or its equivalent from a recognized institution;

- (iii) The Occupational Trade Test II Certificate;
 - (iv) Valid Driving License free from any current endorsement(s) for classes of the vehicles the driver is required to drive;
 - (v) Certificate of Good Conduct (renewable after two (2) years));
 - (vi) First Aid Certificate Course lasting not less than one (1) week from St. John's Ambulance or any other recognized institution;
 - (vii) An accident-free driving period of three (3) years;
 - (viii) Proficiency in computer skills; and
 - (ix) Fulfil the requirements of Chapter Six (6) of the Constitution.
- (d) Key competencies and Skills**
- (i) Communication skills
 - (ii) Interpersonal skills
 - (iii) Planning and organization skills

25. OFFICE ASSISTANT

JOB VACANCY No.: NaMATA/HR/26/2023

NaMATA JOB GRADE 10 – ONE (1) POSITION

(a) Job Specifications

This is the entry position for Office Assistants. An Officer at this level will work under supervision of a Senior Officer. The Office Assistant, will report to the Senior (Human Resource Officer). He / She will be responsible for attending to general routine office services, which include providing cleaning services, messengerial duties and preparing tea.

(b) Duties and Responsibilities

Specifically, duties and responsibilities entail:

- (i) Assisting in cleaning offices, machines / equipment / apparatus;
- (ii) Collecting and disposing waste;
- (iii) Dusting offices and ensuring habitable office conditions;
- (iv) Moving or carrying office equipment, furniture and ensuring orderly arrangement; and dispatching letters.
- (v) Arranging for meeting venues professionally and timely;

- (vi) Keeping inventory of kitchen equipment;
- (vii) Preparing and serving office tea; and
- (viii) Performing office and messengerial duties.

(c) Requirements for Appointment

For appointment to this grade, a candidate must have: -

- (i) At least a mean grade D in the Kenya Certificate of Secondary Education (KCSE) or its equivalent from a recognized institution;
- (ii) Proficiency in English and Kiswahili languages;
- (iii) Good inter-personal skills; and
- (iv) Fulfil the requirements of Chapter Six (6) of the Constitution.

(d) Key competencies and Skills

- (i) Communication skills
- (ii) Interpersonal skills
- (iii) Planning and organization skills

Interested and qualified persons are invited to make their applications by submitting their applications for their positions of interest. The applicants should attach **COPIES** of the following documents to their applications:

- (i) Cover Letter for the position of interest clearly indicating the **Job Vacancy No.:**
- (ii) Detailed Curriculum Vitae;
- (iii) National Identity Card;
- (iv) Academic and Professional Certificates;

Candidates who meet the requirements stipulated 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. All applications **MUST** have the Job Vacancy No., clearly indicated on the envelope.

**The Director General,
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.

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.

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.