



EXCITING CAREER OPPORTUNITIES

The Kenya National Highways Authority (KeNHA), a State Corporation under the Ministry of Transport, Infrastructure, Housing and Urban Development, was established under the Kenya Roads Act, 2007 and charged with the mandate to manage, develop, rehabilitate and maintain national roads.

In order to carry out this mandate effectively, the Authority wishes to fill the following vacant positions.

1. Senior Road Asset Protection Officer, Grade 7 - 1 Position
2. Surveyor, Grade 6 - 1 Position
3. Internal Auditor, Grade 6 - 1 Position
4. Assistant Engineer, Grade 5 - 4 Positions
5. Survey Assistant 1, Grade 4 - 1 Position
6. Road Inspector, Grade 3- 2 Positions
7. Graphics Assistant, Grade 3- 1 Position
8. Procurement Assistant, Grade 3- 5 Positions

Prospective candidates ***MUST*** satisfy the requirements of Leadership and Integrity as set out in Chapter six (6) of the Constitution of Kenya and attach the following testimonials to the application;

- i. Ethics and Anti-corruption Commission clearance certificate
- ii. Kenya revenue Authority Tax compliance Certificate
- iii. Higher Education Loans Board clearance certificate or proof of ongoing repayments
- iv. Certificate of Good Conduct issued by Kenya Police - CID

Candidates who meet the requirements detailed in the Job Specifications should submit their applications so as to reach the **specific addresses** shown below by close of business on **28th October, 2016 at 5.00pm**. Applications to include CVs

with details of their day time contacts, current and expected salary, notice period required to take up appointment where successful, names and contacts of three referees. Applicants must also attach copies of all Certificates/Testimonials and copies of National ID or Passport.

**The Director General,
Kenya National Highways Authority,
Blue Shield Towers, 9th floor, Hospital Hill Road,
P.O Box 49712-00100, NAIROBI.**

Applications may also be hand delivered and inserted in the **Recruitment box** located on the **1st Floor** (HR Department) or emailed to:

dgreruitment@kenha.co.ke

KeNHA is an Equal Opportunity Employer committed to diversity and gender equality within the organization and therefore encourages persons living with disability, women and those from marginalized areas to apply.

Any form of canvassing shall lead to automatic disqualification. ***Only shortlisted candidates will be contacted.***

Detailed Job Descriptions and Specifications

1. SENIOR ROAD ASSET PROTECTION OFFICER

Job Title:	Senior Road Asset Protection Officer	Grade 7	1 Vacancy
Place of Work:	Head Office		
Department	Maintenance		
Reporting to:	Manager, Road Assets Protection		
Supervises:	Road Asset Protection Officers		

a) Job Purpose

The Senior Road Asset Protection Officer will be responsible for the identification, acquisition and protection of National Road Assets.

b) Key Responsibilities

Duties and responsibilities will entail:

- (i) Preparing road reserve protection work plans;
- (ii) Undertaking data collection and analysis of the status of the road reserves under KeNHA;
- (iii) Organizing and facilitating the opening of road reserves and ensuring removal of illegal structures/utilities, and preparation of the necessary documentation;
- (iv) Liaising and coordinating with other road authorities, stakeholders and ensuring harmonious and coordinated operations;
- (v) Organizing and facilitating the rehabilitation of road reserves damaged by floods and liaising with the Disaster Management Team, where necessary;
- (vi) Identifying survey requirements and standards for road reserve acquisition and protection; and
- (i) Performing any other duties as assigned by Manager, Road Asset Protection

c) Job Specifications

For appointment to this position, a candidate must have:

- (i) A Bachelor's degree in any of the following, Civil Engineering, Surveying and Mapping, Social Sciences or equivalent from a recognized institution.
- (ii) Registration with a Professional Body in any of the above disciplines
- (iii) 6 years minimum experience in Public Administration or Roads Sector.

- (iv) Demonstrated knowledge of the mandates of Public Service Sector and Security Agencies.
- (v) Demonstrated extensive knowledge of National Road Network and Classifications
- (vi) Excellent Public and interpersonal skills
- (vii) Proficiency in Computer applications / Microsoft office Suite applications Skills

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

d) Personal attributes

- Analytical, Decisive, Self-drive, Innovative and creative, Respect for others, Non-judgemental and Diversity conscious, Resilient and Integrity

e) Core Competences

- Teamwork, Communication Skills, People management, Problem solving and Networking skills
- Leadership skills and Professionalism;
- Planning, Coordination, Conflict resolution and Negotiation skills.

2. SURVEYOR

Job Title:	Surveyor	Grade 6	1 Vacancy
Place of Work:	Head Office/Region		
Department	Planning and Environment/ Design & Construction	Section: Survey	
Reporting to:	Senior Surveyor		
Supervises:	Survey Assistants		

a) Purpose of the Job

The Surveyor shall be responsible for carrying out survey and mapping work in accordance with standards and specification for the Authority’s roads.

b) Key Responsibilities

Duties and responsibilities will entail:

- (i) Preparing survey annual work plans;
- (ii) Undertaking all surveys, mapping and GIS functions required in the design, implementation/construction and maintenance of road projects;
- (iii) Providing survey data during feasibility studies and final designs;
- (iv) Identifying survey requirements and standards for specific areas;

- (v) Assisting in the accurate mapping of roads, road reserves and related functions in digital form
- (vi) Maintaining an inventory of roads records;
- (vii) Organizing and preparing survey specifications and Terms of Reference for survey work;
- (viii) Carrying out evaluation and certification of works submitted by Survey and Mapping Consultants;
- (ix) Supervising civil works during construction;
- (x) Liaising with other departments in the Authority, Ministries and Agencies on survey matters;
- (xi) Supervising work of survey consultants engaged by the Authority;
- (xii) Preparing periodic reports for the section;
- (xiii) Performing any other duties as assigned by the Senior Surveyor.

c) Job Specifications

For appointment to this position, a candidate **must** have:

- (i) Served as an Assistant Surveyor or a comparable and relevant position in the Public Service or Private Sector for a minimum period of three (3) years;
- (ii) Bachelor's degree Surveying and Photogrammetry or an equivalent qualification from a recognized institution;
- (iii) Associate membership of the Institution of Surveyors of Kenya (ISK) (Land Surveyors Chapter);
- (iv) Proficiency in Computer applications / Microsoft office Suite applications Skills

Knowledge and experience in the use of computerized Geographical Information Systems and Operating GIS equipment will be an added advantage

In addition to the above requirements, a candidate must have the following key personal attributes and core competencies:

d) Personal Attributes

- Ability to articulate, interpret and implement Authority policies and Development goals, Organizational, analytical and decisive
- Creativity and innovation, Technical Problem solving,;
- Integrity and commitment to producing results, Passion for continuous professional development.

e) Core Competences

- People management, Analytical and Negotiation skills , Project and Contract management, Policy formulation and implementation, Planning, Coordination and Strategy implementation and Resource management skills

3. INTERNAL AUDITOR

Job Title:	Internal Auditor	Grade 6	1 Vacancy
Place of Work:	Head Office		
Department	Internal Audit		
Reporting to:	Head of Internal Audit		
Supervises:	Assistant Internal Auditors		

a) Job Purpose

The Internal Auditor will be responsible for developing risk based audit plans, programmes and schedules for the Authority' audit activities . The successful candidate will also assist in conducting preliminary reviews of the areas to be audited.

b) Job Description

Duties and responsibilities will entail the following:

- Participating in the development of risk based audit plans, programmes and schedules;
- Conducting preliminary reviews of the areas to be audited;
- Examining and evaluating the Authority's internal controls to ascertain their adequacy and make recommendations for improvement;
- Conducting follow-up audits to determine the extent of implementation of audit recommendations;
- Leading specific audit teams;
- Preparing periodic audit reports and
- Performing any other duties as assigned by the Head of Internal Audit.

c) Job Specification

For appointment to this position, a candidate must have:

- Served in the grade of Assistant Internal Auditor or in a comparable and relevant position in the Public Service or Private Sector for a minimum period of three (3) years;
- Bachelor's degree in Commerce (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution;
- Be in possession of any of the following: - CPA (K), ACCA, CMA or other relevant and equivalent qualifications from a recognized institution;
- Membership of ICPAK and IIA or ISACA;

- (v) Proficiency in Computer applications / Microsoft office Suite applications Skills and Accounts related packages; and
- (vi) Shown merit and ability as reflected in work performance and results.

d) Personal attributes

- Self-drive, Innovative and creative, Integrity and honesty, Respect for others and Resilience

e) Core Competences

- Teamwork, Communication skills, Problem solving, Analytical skills and Negotiation skills.

4. ASSISTANT ENGINEERS

Job Title:	Assistant Engineer	Grade 5	4 Vacancies
Place of Work:	Head Office/Region		
Department	Engineering Departments		
Reporting to:	Engineer		
Supervises:	None		

a) Job Purpose

The Assistant Engineer will be responsible for assisting in road planning, design, maintenance, construction and other emergency works.

b) Job Description

Duties and responsibilities will entail:

- a) Preparing engineering designs for road works;
- b) Preparing and processing tender documentation for road works;
- c) Preparing procurement plans for road work programmes;
- d) Reviewing standards and specifications for road works;
- e) Supervising of all road works contracts;
- f) Developing and monitoring all road works programmes;
- g) Undertaking Annual road inventory and condition surveys;
- h) Collecting, collating and compiling annual road maintenance work programme;
- i) Preparing road maintenance contract documents;
- j) Preparing, monitoring and evaluating Strategic Plans and projects;
- k) Carrying out Traffic surveys and managing traffic data;
- l) Collecting and collating economic, environmental and social data for road investment programmes and strategies;
- m) Reviewing roadside development applications and field reports;
- n) Preparing axle load control programmes;

- o) Enforcing axle load standards;
- p) Preparing quality assurance plans;
- q) Undertaking technical audits for works and services;
- r) Preparing reports on all road works programmes.
- s) Performing any other duties as assigned by the Engineer

c) Job Specification

For appointment to this position, a candidate must have:

- (i) Bachelor’s degree in Civil Engineering or equivalent degree from a recognized institution;
- (ii) Graduate Engineer Registration by Engineers Board of Kenya: and
- (iii) Proficiency in Computer applications / Microsoft office Suite applications Skills and Accounts related packages;

d) Personal attributes

- Organizational ,analytical and decision making skills, Creative and innovative, Integrity and honesty, Commitment and Passion for learning.

e) Core Competences

- Interpersonal skills, Report writing skills, Communication and Teamwork skills.

5. SURVEY ASSISTANT 1

Job Title:	Survey Assistant 1	Grade 4	1 Vacancy
Place of Work:	Head Office		
Department	Planning and Environment/Design & Construction	Section: Survey	
Reporting to:	Surveyor		
Supervises:	None		

a) Job Purpose

The Survey Assistant 1 will be responsible for the assisting the Surveyor in carrying out large area cadastral, geodetic and mapping control surveys. The successful candidate will also assist in undertaking tertiary triangulation and traverses.

b) Job Description

Duties and responsibilities will entail:

- (i) Undertaking survey work and related computations and adjustments including triangulation;
- (ii) Undertaking traversing and topographic survey;
- (iii) Aerial mapping;
- (iv) Identification and establishment of photo control points;
- (v) Geodetic leveling; and
- (vi) Observing level lines and maintenance of geodetic instruments.
- (vii) Performing any other duties as assigned by the Surveyor.

c) Job Specification

For appointment to this position, a candidate must have:

- (i) Kenya Certificate of Secondary Education mean grade C with C- in both Mathematics and Physics;
- (ii) Diploma in Land Survey or its equivalent qualification from a recognized institution; and
- (iii) Proficiency in Computer applications / Microsoft office Suite applications Skills.

d) Personal attributes

- Self-drive, Innovative and creative, Integrity and honesty, Respect for others and Resilience

e) Core Competences

Teamwork, Communication skills, Problem solving, Analytical skills and Negotiation

6. ROAD INSPECTORS

Job Title:	Road Inspector	Grade 3	2 Vacancies
Place of Work:	Head Office/Region		
Department	Technical Departments	Section: Survey	
Reporting to:	Roads Superintendent		
Supervises:	Roads Overseer		

a) Purpose of the Job

The Road Inspector shall be responsible for inspecting the conditions of roads and making appropriate reports.

b) Key Responsibilities

Duties and responsibilities will entail:

- a) Inspecting road maintenance and construction works

- b) Identifying defects and makes report for improvement
- c) Carrying out regular road inspections and recommends maintenance activities where necessary
- d) Carrying out annual traffic count
- e) Assisting in data collection on tender document preparation
- f) Performing any other duties as assigned by Road Superintendent.

c) Job Specifications

For appointment to this position, a candidate must have:

- (i) Served in the grade of Road Inspector/ Road Overseer or a comparable and relevant position in the Public Service or Private Sector for at least three (3) years;
- (ii) Diploma in Civil Engineering or its equivalent qualification from a recognized institution; and
- (iii) Proficiency in Computer applications / Microsoft office Suite applications Skills.

In addition to the above requirements, a candidate must have the following key personal attributes and core competences:

d) Personal Attributes

- Organizational, analytical, managerial and decision making skills, Creativity and innovation, Technical Problem solving and Resource management skills;
- Integrity and commitment to producing results, Good communication and interpersonal skills and Passion for continuous professional development.

e) Core Competences

- People management, Planning, Coordination and Strategy implementation.

7. GRAPHICS ASSISTANT

Job Title:	Graphics Design Assistant	Grade 3	One Vacancy
Place of Work:	Head Office		
Department	Corporate Affairs		
Reporting to:	Corporate Affairs Manager		
Supervises:	None		

a) Job Purpose

The Graphics Assistant will be responsible for the designing of information and communication materials for the Authority's use in both internal and external communication with the Authority's stakeholders and during public events and exhibitions.

b) Job Description

Duties and responsibilities will entail:

- a) Designing posters, plaques, banners and display stands for production by the printers;
- b) Liaising with Procurement, making follow ups with suppliers of publicity items and ensures; quality and professional standards in production;
- c) Undertaking visits to function venues and ensures proper installation of publicity items;
- d) Participating in the production of KeNHA documentaries;
- e) Recording news items for distribution to the media;
- f) Designing stationery;
- g) Making graphic presentations of KeNHA's activities/projects; and
- h) Making designs of magazines, brochures, booklets, calendars and any other KeNHA productions.
- i) Performing any other duties as assigned by Corporate Affairs Manager.

c) Job Specification

For appointment to this position, a candidate must have:

- (i) Kenya Certificate of Secondary Education mean grade C with C- in both Mathematics and Physics;
- (ii) 3 years minimum experience in graphic design;
- (iii) Diploma in Graphics Design or its equivalent qualification from a recognized institution; and
- (iv) Proficiency in Computer applications / Microsoft office Suite applications Skills.

d) Personal attributes

- Self-drive, Innovative and creative, Integrity and honesty, Respect for others and Resilience

e) Core Competences

- Teamwork, Communication skills, Problem solving, Analytical skills and Negotiation skills.

8. PROCUREMENT ASSISTANTS

Job Title:	Procurement Assistant	Grade 3	5 Vacancies
Place of Work:	Head Office		
Department	Procurement		
Reporting to:	Procurement Officer		
Supervises:	None		

a) Job Purpose

The Procurement Assistant will be responsible for lending support to the Procurement personnel in issuing of bid documents and participating in the evaluation of tender/quotations. The successful candidate will also assist in preparation and maintenance of records.

b) Job Description

Duties and responsibilities will entail:

- (i) Issuing bid documents;
- (ii) Preparing notifications and purchase/service orders;
- (iii) Maintaining the Procurement Registers and keeping custody of bid documents;
- (iv) Opening of tenders/quotations and taking minutes;
- (v) Following-up and expediting contracts, purchase/service orders;
- (vi) Participating in the evaluation of tenders/quotations;
- (vii) Participating in the inspection of goods, services and works;
- (viii) Issuing and receiving stores;
- (ix) Stock taking, reconciliation, preparation and maintenance of records;
- (x) Monitoring the movement of stores; and
- (xi) Initiating requisitions for replenishment of stocks.
- (xii) Performing any other duties as assigned by the Procurement Manager.

c) Job Specification

For appointment to this position, a candidate must have:

- (i) Diploma in Purchasing and Supplies Management from the Chartered Institute of Purchasing and Supplies (CIPS) or any other relevant and equivalent qualification from a recognized institution; and
- (ii) Proficiency in Computer applications / Microsoft office Suite applications Skills.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

d) Personal attributes

- Self-drive, Innovative and creative, Integrity and honesty, Respect for others and Resilience

e) Core Competences

- Teamwork, Communication skills, Problem solving, Analytical skills and Negotiation skills.