



KeNHA/07.D/ADVERTS/VOL.5 (2)

Dated: 11<sup>th</sup> July, 2023

## EXTERNAL ADVERTISEMENT

### JOB VACANCIES

The Kenya National Highways Authority (KeNHA) is a State Corporation under the Ministry of Roads and Transport. It 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 with creative, proactive, visionary and tenacious Kenyan citizens with the ability to quickly adapt to a dynamic work environment.

- 1. Director, Engineering (Roads), Grade 2 (Ref. No. KeNHA/D-ROADS /01/2023) - 2 Positions**
- 2. Deputy Director, Engineering (Roads), Grade 3 (Ref. No. KeNHA/DD-ROADS /02/2023) - 7 Positions**
- 3. Deputy Director, Strategic, Budget and Economic Planning, Grade 3 (Ref. No. KeNHA/DD-SBE/03/2023) - 1 Position**
- 4. Deputy Director, Research & Development, Grade 3 (Ref. No. KeNHA/DD-RESEARCH/04/2023) - 1 Position**

A detailed **Job Profile & Specification** can be obtained from the Authority's website [www.kenha.co.ke](http://www.kenha.co.ke).

The terms of appointment for the above positions shall be on a five (5) year Contract Terms of Service.

KeNHA is an Equal Opportunity Employer committed to diversity and gender equality within the organization and therefore encourages persons with disability, women and those from marginalized areas to apply. Applicants with disability are requested to indicate their status on the application cover letter for ease of identification.

Candidates *MUST* satisfy the requirements of Leadership and Integrity set out in Chapter six (6) of the Constitution of Kenya and shall be required to present the following documents before offer of employment to successful candidates.

- Ethics and Anti-corruption Commission Clearance Certificate
- Kenya revenue Authority Tax Compliance Certificate
- Higher Education Loans Board Clearance Certificate or proof of ongoing repayments
- Certificate of Good Conduct issued by National Police Service
- Certificate of Clearance from the Credit Reference Bureau (CRB)

The above documents will not be required at the point of application and will only be required for the successful candidates

Candidates who meet the requirements detailed in the Job Specifications should submit their applications, copies of all Certificates/Testimonials and copies National ID or Passport so as to reach the **specific address** shown below by close of business on **Wednesday, 2<sup>nd</sup> August 2023 at 5:00 pm.**

Applications for the positions should be addressed to:-

**The Director General,  
Kenya National Highways Authority,  
Barabara Plaza, Jomo Kenyatta International Airport (JKIA)  
Off Airport South Road, along Mazao Road  
P.O. Box 49712 - 00100 Nairobi.**

Applications **clearly quoting the reference number** should be hand delivered and inserted in the **Recruitment box** placed at **4<sup>th</sup> Floor** (*Outside the Director General's Office*).

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

***Only shortlisted candidates will be contacted.***

**1. DIRECTOR, ENGINEERING (ROADS), GRADE 2 (REF. NO. KENHA/D -ROADS /01/2023) – 2 POSITIONS**

<b>Job Title:</b>	<b>DIRECTOR, ROADS</b>	<b>KeNHA GRADE 2</b>	<b>2 Positions</b>
<b>Terms of Service</b>	<b>Contract</b>		
<b>Place of Work:</b>	Headquarters		
<b>Directorate:</b>	Any Technical Directorate		
<b>Reporting to:</b>	Director General		
<b>Supervises:</b>	Deputy Director (Roads)		

**a) Job Purpose**

An officer at this level may be deployed to head any of the technical Directorates that is Development, Maintenance, Highway Design & Safety, Planning Research & Compliance and Public Private Partnerships (PPP). The Director, will be responsible to the Director General for the coordination of activities and the implementation of the Directorate strategic objectives;

**b) Job Description**

Duties and responsibilities at this level will entail:

- (i) Overseeing road planning and preparation of road investment programs;
- (ii) Coordinating the compilation and analysis of annual roadwork programmes;
- (iii) Liaising with Kenya Roads Board and other stakeholders on management of Roads Maintenance Levy Fund (RMLF);
- (iv) Overseeing the preparation of annual procurement plans;
- (v) Coordinating the operations of the Authority's regional offices, and preparation of Directorate budget;
- (vi) Coordinating the processing of road works tenders and monitoring supervision of road works;
- (vii) Ensuring expenditure controls and measures within the directorate;
- (viii) Ensuring the implementation and conformance of road management systems and periodic reviews of the performance standards;
- (ix) Partnering with other agencies for improved highway emergency response;
- (x) Reviewing standards and specifications for road works;
- (xi) Enhancing resource mobilization through public private partnerships;
- (xii) Enhancing efficiency in utilization of financial resources including aid;
- (xiii) Enhancing knowledge transfer and capacity building by encouraging partnership of foreign consultants and contractors with local firms in undertaking projects/consultancies;
- (xiv) Coordinating the preparation, monitoring and evaluation of the strategic plans and projects;
- (xv) Leading research and materials testing function and enhancement of knowledge transfer;
- (xvi) Coordinating the preparation of quality assurance plans;

- (xvii) Formulating the authority's risk management policies, programmes, strategies and procedures.

### **c) Job Specifications**

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

- (i) A minimum of twelve (12) years' experience in relevant work and at least four (4) years in a management role in the Public Service or in the Private Sector;
- (ii) Master Degree in Civil Engineering, Construction Management Leadership/Management, Administration, Project Management, Finance, Law or its equivalent qualification from a recognized institution;
- (iii) Bachelor degree in Civil Engineering or its equivalent qualification from a recognized institution;
- (iv) Valid Annual Practicing License from the Engineers Board of Kenya;
- (v) Registered by Engineers Board of Kenya as a professional Engineer with a minimum post registration experience of eight (8) years;
- (vi) Membership of the Institution of Engineers of Kenya (IEK);
- (vii) Leadership course lasting not less than four (4) weeks;
- (viii) Demonstrated Project Management Competence.
- (ix) Proficiency in computer applications
- (x) Fulfilled the requirements of Chapter Six of the Constitution; (*for the successful candidates*) and
- (xi) Demonstrated merit and ability as reflected in work performance and results.

### **d) Key Competencies and Skills**

- (i) Leadership, organizational and managerial skills;
- (ii) Be proficient in computer applications;
- (iii) Analytical and decision-making skills
- (iv) Project management skills;
- (v) Dispute Resolution Skills;
- (vi) Performance management skills;
- (vii) Risk management skills
- (viii) Communication skills
- (ix) High Integrity
- (x) Assertiveness
- (xi) Self -driven
- (xii) Change management skills;
- (xiii) Ability to delegate;
- (xiv) Emotional intelligence.

## 2. DEPUTY DIRECTOR ENGINEERING (ROADS), KENHA GRADE 3 (REF. NO. KENHA/ DD-ROADS/02/2023) – 7 POSITIONS

<b>Job Title:</b>	<b>DEPUTY DIRECTOR, (ROADS)</b>	<b>KeNHA GRADE 3</b>	<b>7 Positions</b>
<b>Terms of Service</b>	<b>Contract Terms</b>		
<b>Place of Work:</b>	KeNHA Headquarters & Regional Offices		
<b>Directorate:</b>	Technical Directorates		
<b>Reporting to:</b>	Director (Roads)		
<b>Supervises:</b>	Assistant Director (Roads)		

### a) Job Purpose

An officer at this level may be deployed to head any of the technical directorates i.e Planning and Design; Development; Road Asset and Corridor Management; Policy, Strategic and Compliance, and will be responsible to the Director General for the coordination of activities and the implementation of the Directorate strategic objectives;

### b) Job Description

Duties and responsibilities at this level will entail:

- (i) Planning and preparation of Road Investment programmes;
- (ii) Preparation of short, medium and long term road works programmes;
- (iii) Preparing Road Asset Management policies;
- (iv) Review of standards and specifications for road work programmes;
- (v) Preparation of engineering designs of road work programme;
- (vi) Tender documentation for road works;
- (vii) Preparation of procurement plans for road work programmes;
- (viii) Compiling and analyzing annual road maintenance work programmes
- (ix) Operations of the Authority's Regional offices
- (x) Quality assurance audits for road works
- (xi) Activities of axle load control;
- (xii) Collecting and collating economic, environmental and social data for road investment programme and strategies;
- (xiii) Providing training on road safety audits, accident data analysis, design reviews and implementing road accident counter – measures;
- (xiv) Planning and design engineering structures;
- (xv) Management and development of staff in department;

### c) Person Specifications

- (i) A minimum of ten (10) years relevant experience and at least four (4) years in a supervisory role in comparable position in the Public Service or in the Private Sector;

- (ii) Master Degree in Civil Engineering, Construction Management Leadership/Management, Administration, Project Management, Finance, Law or its equivalent qualification from a recognized institution;
- (iii) Bachelor Degree in Civil Engineering or its equivalent qualification from a recognized institution;
- (iv) Valid Annual Practicing License from the Engineers Board of Kenya;
- (v) Registered by Engineers Board of Kenya as a Professional Engineers with a post registration experience of six (6) years;
- (vi) Membership of the Institution of Engineers of Kenya (IEK);
- (vii) Management course lasting not than four (4) years;
- (viii) proficiency in computer applications
- (ix) Fulfilled the requirements of Chapter Six of the Constitution; **(for the successful candidates)** and
- (x) Demonstrated merit and ability as reflected in work performance and results.

**d) Key Competencies and Skills**

- (i) Organizational and managerial skills;
- (ii) Be proficient in computer applications;
- (iii) Analytical and decision-making skills
- (iv) Project management skills;
- (v) Dispute Resolution Skills;
- (vi) Performance management skills;
- (vii) Risk management skills
- (viii) Communication skills
- (ix) High Integrity
- (x) Assertiveness
- (xi) Self -driven
- (xii) Change management skills;
- (xiii) Ability to delegate; and
- (xiv) Emotional intelligence.

**3. DEPUTY DIRECTOR, STRATEGIC, BUDGET AND ECONOMIC PLANNING,  
GRADE 3 (REF. NO. KENHA/DD-SBE/03/2023) – 1 POSITION**

<b>Job Title:</b>	<b>DEPUTY DIRECTOR, STRATEGIC, BUDGET AND ECONOMIC PLANNING</b>	<b>KeNHA GRADE 3</b>	<b>1 Position</b>
<b>Terms of Service</b>	<b>Contract Terms</b>		
<b>Place of Work:</b>	KeNHA Headquarters		
<b>Directorate:</b>	Planning, Research and Compliance		
<b>Reporting to:</b>	Director, Planning, Research and Compliance		
<b>Supervises:</b>	(i) Assistant Director, Budget and Economic Planning (ii) Assistant Director, Monitoring & Evaluation (iii) Assistant Director, Strategic Planning & Performance Management		

**a) Job Purpose**

The Deputy Director is responsible for all the functions and activities of economic planning, monitoring and evaluation, and budgetary and corporate planning within the Authority.

**b) Job Specification**

Duties and responsibilities at this level will entail:-

- (i) reviewing the Authority's Strategic Plan;
- (ii) coordinating economic studies as part of the road design and tender documentation process;
- (iii) coordinating economic reviews of the road projects;
- (iv) providing technical and advisory support to road sector stakeholders;
- (v) building capacity for economic analysis related to transport;
- (vi) coordinating formulation of policies, strategies, procedures and systems for identifying alternative sources of revenue in the Authority;
- (vii) reviewing potential business proposals and making recommendations for investment;
- (viii) coordinating negotiations for contracts for alternative revenue sources;
- (ix) coordinating the development and implementation of local and international resource mobilization strategies;
- (x) coordinating facilitation and identification of funding bases and fundraising partners;
- (xi) coordinating and leading implementation of income generation activities;
- (xii) coordinating the identification of the right business strategy mix for resource mobilization;  
and
- (xiii) preparing Terms of Reference for Economic Surveys and facilitating implementation of related recommendations;
- (xiv) establishing and maintaining linkages with Consultants and other Stakeholders on economic matters;
- (xv) coordinating the preparation of annual plans for the Authority and realigning it to the budget;
- (xvi) coordinating economic analysis of investments, programmes and projects;
- (xvii) coordinating the implementation of the Authority's plans and performance contract;

- (xviii) coordinating the preparation of annual work programmes and budgets for road planning and development; and
- (xix) providing technical and advisory support to road sector stakeholders; and
- (xx) supervising officers in the Department.

**c) Person Specifications**

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

- (i) A minimum of ten (10) years' experience in relevant work and at least four (4) years in a supervisory role in the Public Service or in the Private Sector;
- (ii) Masters Degree in any of the following disciplines: - Economics, or Economics and Mathematics or Economics and Statistics or Engineering or Monitoring & Evaluation or its equivalent qualification from a recognized institution;
- (iii) Bachelors Degree in any of the following disciplines: - Economics, or Economics and Mathematics or Economics and Statistics or Engineering, or its equivalent qualification from a recognized institution;
- (iv) Be a Member of a relevant professional body;
- (v) Management Course lasting not less than four (4) weeks
- (vi) proficiency in computer applications;
- (vii) Fulfilled the requirements of Chapter Six of the Constitution; ( for the successful candidates) and
- (viii) Demonstrated merit and ability as reflected in work performance and results.

**d) Key Competencies and Skills**

- (i) Organizational and managerial skills;
- (ii) Be proficient in computer applications;
- (iii) Analytical and decision-making skills
- (iv) Project management skills;
- (v) Dispute Resolution Skills;
- (vi) Performance management skills;
- (vii) Risk management skills
- (viii) Communication skills
- (ix) High Integrity
- (x) Assertiveness
- (xi) Self -driven
- (xii) Change management skills;
- (xiii) Ability to delegate; and
- (xiv) Emotional intelligence.



**4. DEPUTY DIRECTOR, RESEARCH & DEVELOPMENT, GRADE 3 (REF. NO. KENHA/DD-RESEARCH/04/2023) – 1 POSITION**

<b>Job Title:</b>	<b>DEPUTY DIRECTOR, RESEARCH &amp; DEVELOPMENT</b>	<b>KeNHA GRADE 3</b>	<b>1 Position</b>
<b>Terms of Service</b>	<b>Contract Terms</b>		
<b>Place of Work:</b>	KeNHA Headquarters & Regional Offices		
<b>Directorate:</b>	Planning, Research and Compliance		
<b>Reporting to:</b>	Director, Planning, Research and Compliance		
<b>Supervises:</b>	(i) Assistant Director Research & Innovation (ii) Assistant Director Business Development		

**a) Job Purpose**

To advance research and innovations on KeNHA’s road engineering technologies and business processes for continuous enhancement of value for public resources and delivery on the Authority’s mandate.

**b) Job Description**

Duties and responsibilities at this level will entail:

- (i) Lead in formulating, developing and delivery of research, and innovation strategies for the Authority.
- (ii) Advising and spearheading priority innovative projects in the Authority and promoting the adaptation of new methods and products relevant to the Authority’s mandate.
- (iii) Coordinating both technical and corporate research for the authority.
- (iv) Coordinating the identification and growth of partnership for funding and implementation research and innovation.
- (v) Managing the authority’s innovation programmes and hubs.
- (vi) Developing research methodologies and framework for strategic and action research, and innovations programmes.
- (vii) Leading in the knowledge management and dissemination of the same for the Authority
- (viii) Managing outsourced research and business services.
- (ix) Developing, monitoring, and controlling departmental budgets.
- (x) Promoting, supporting and empowering Research and Innovation initiatives.
- (xi) Monitoring research trials for new methods and products.
- (xii) Overseeing specific programmes in material testing and use of innovative technologies in road works.
- (xiii) Leading in identification of business development opportunities and new sources of funding.
- (xiv) Developing market research plans and strategies for the Authority.
- (xv) Providing regular updates on research activities across the Authority.

- (xvi) Develop and maintain a relevant influential linkages with innovators, academia and research institutions with the goal of identifying the strongest opportunities for improving efficiency and effectiveness of the Authority's mandate
- (xvii) Identification and championing of opportunities for open innovation
- (xviii) Managing and developing staff in the department.

### **c) Job Specifications**

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

- (i) At least ten (10) years relevant work experience either in public or private sector, four (4) of which should be in a supervisory role.
- (ii) Masters Degree in Civil Engineering, Project Management, Public Policy, Research Methods, Statistics or its equivalent qualification from a recognized institution.
- (iii) Bachelors Degree in Civil Engineering or its equivalent qualification from a recognized institution.
- (iv) Membership to a relevant professional body with a current practicing Licence and post registration minimum experience of (8) years.
- (v) A Doctorate Degree will be an added advantage
- (vi) Demonstrated Applied Research competence.
- (vii) Demonstrated Leadership and Management competency including Project Management skills.
- (viii) Proven proficiency in computer applications.
- (ix) Fulfilled the requirements of Chapter Six of the Constitution; **(for the successful candidates)**

### **d) Key Competencies and Skills**

- (i) Organizational and managerial skills;
- (ii) Be proficient in computer applications;
- (iii) Analytical and decision-making skills
- (iv) Project management skills;
- (v) Dispute Resolution Skills;
- (vi) Performance management skills;
- (vii) Risk management skills
- (viii) Communication skills
- (ix) High Integrity
- (x) Assertiveness
- (xi) Self - driven
- (xii) Change management skills;
- (xiii) Ability to delegate; and
- (xiv) Emotional intelligence.