



KeNHA/07. D/ADVERTS/VOL.5 (35)

Dated: 25<sup>th</sup> June 2024

**EXTERNAL ADVERTISEMENT**

**CAREER OPPORTUNITIES**

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

To carry out this mandate effectively, the Authority wishes to fill the following vacant positions with creative and proactive Kenyan citizens with the ability to quickly adapt to a dynamic work environment.

No.	Job Title	Grade	Reference Number	Position (s)
1.	Assistant Director, Legal Services <i>(Readvertisement)</i>	4	KeNHA/AD-LEGAL/01/2024	1
2.	Assistant Director, Social Safeguards	4	KeNHA/AD-SOCIAL SAFEGUARDS/09/2024	1
3.	Assistant Director, Corporate Communications	4	KeNHA/AD-CORP COMM/010/2024	1
4.	Engineer (Roads)	6	KeNHA/ENG/011/2024	55
5.	Physical Planner	6	KeNHA/PHYPLAN/012/2024	2
6.	Legal Officer	6	KeNHA/LEGAL/013/2024	2
7.	Records Management Officer	6	KeNHA/RMO/014/2024	2
8.	Enterprise Risk Management Officer	6	KeNHA/ERM/016/2024	1
9.	Assistant Office Administrator	8	KeNHA/ASSTOFF/018/2024	3
10.	Assistant Supply Chain Management Officer		KeNHA/ASCM/019/2024	1
11.	Inspector (Roads)	8	KeNHA/INSPEC/020/2024	14
12.	Draughtsman	8	KeNHA/DRAUG/021/2024	1
13.	Assistant Geographic Information System Officer	8	KeNHA/ASST GIS/022/2024	1
14.	Assistant Land Surveyor	8	KeNHA/ASST SURV /023/2024	1
15.	Assistant Accountant	8	KeNHA/ASST ACCTS/024/2024	1
16.	Paralegal Clerk	8	KeNHA/PARA/025/2024	2
17.	Driver	9	KeNHA/DRIVER/026/2024	3

All candidates who meet the requirements detailed in the Job Specifications should apply online using the provided link **accessible via the KeNHA Website** by close of business on **Monday, 15<sup>th</sup> July 2024 at 5:00 pm.**

For a detailed Job Profile and Specification, and general information on KeNHA, please visit the Authority's website [www.kenha.co.ke](http://www.kenha.co.ke).

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 link for ease of identification.

Prospective 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 during the interview.

- 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.

The terms of appointment for the above positions shall be on Permanent & Pensionable Terms of Service:

Applications without the relevant qualifications will not be considered. Any form of canvassing shall lead to automatic disqualification.

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

**1. ASSISTANT DIRECTOR, LEGAL SERVICES KeNHA GRADE 4 - (Ref. No. KeNHA/AD-LEGAL/01/2024) – 1 POSITION**

<b>Job Title:</b>	<b>ASSISTANT DIRECTOR, LEGAL &amp; REGULATORY SERVICES</b>	<b>KeNHA GRADE 4</b>	<b>1 Position</b>
<b>Terms of Service</b>	<b>Permanent &amp; Pensionable</b>		
<b>Place of Work:</b>	Headquarters		
<b>Directorate:</b>	Corporation Secretary / Legal Services		
<b>Reporting to:</b>	Deputy Director, Corporation Secretary & Legal Services		
<b>Supervises:</b>	Senior Legal Officer		

**a) Job Purpose**

The job holder will play a key role in the execution of the Directorate’s programs and managing Board meetings by providing Company Secretarial Services. Developing, implementing and managing an organization's compliance program. Coordinating with state regulations. Planning, implementing and overseeing risk-related programs. Creating and coordinating proper reporting channels for compliance issues.

**b) Job Description**

Duties and responsibilities at this level will entail: -

- (i) advising the Authority on all legal matters that may arise in the Authority’s operations;
- (ii) drawing and vetting of Contracts, agreements and other legal documents;
- (iii) following up on cases filed against the Authority and preparation of legal reports and opinions;
- (iv) assisting in developing, implementing and reviewing legal policies and procedures to ensure that they are in tandem with the existing legislation;
- (v) Negotiating for contracts;
- (vi) coordinating service providers in legal matters involving the Authority;
- (vii) initiating legal action on behalf of the Authority on recovery measures;
- (viii) undertaking legal research;
- (ix) advising the Authority on the legislation that affect the Road Sub-Sector and changes made thereof;

- (x) providing Company Secretarial services to the Board through coordination of preparation of Board agenda and papers by Heads of Departments and Sections and arrangement of Board and Board Committee Meetings;
- (xi) attending Board meetings and communicating resolutions of the Board to the Heads of Departments and Sections for timely action;
- (xii) preparing Minutes of the Board in a timely manner and ensuring their circulation;
- (xiii) Keeping custody of the records of the Board and the preservation of original documents;
- (xiv) monitoring compliance with regulatory and legislative requirements;
- (xv) providing of day to day legal and regulatory support to the functional areas covering general compliance queries and reviews; and
- (xvi) liaising with external lawyers on all cases filed against the Authority to ensure instructions, witnesses and statements are procured on time;

**c) Job Specifications**

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

- (i) A minimum of eight (8) years and at least three (3) experience in supervisory role in the Public or Private Sector;
- (ii) Master's Degree in any of the following disciplines; Law, or its equivalent qualification from a recognized institution;
- (iii) Bachelor of Laws degree from a recognized institution;
- (iv) Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- (v) Admitted as an advocate of the High Court Kenya;
- (vi) Annual Practising Certificate from the Law Society of Kenya;
- (vii) Certificate of good standing from the Law Society of Kenya;
- (viii) Certified Public Secretary (K) or its equivalent qualification from a recognized institution;
- (ix) Management Course lasting not less than four (4) weeks;
- (x) Proficiency in computer applications; and
- (xi) Fulfilled the requirements of Chapter Six of the Constitution;

#### d) Key Competencies and Skills

- (i) Leadership skills
- (ii) Managerial skills
- (iii) Interpersonal skills
- (iv) Time management skills
- (v) Ability to work under pressure
- (vi) Negotiation skills

**2. ASSISTANT DIRECTOR, SOCIAL SAFEGUARDS, GRADE 4 (REF. NO. KeNHA/AD-SOCIAL SAFEGUARDS/09/2024) – 1 POSITION**

<b>Job Title:</b>	<b>ASSISTANT DIRECTOR, SOCIAL SAFEGUARDS</b>	<b>KeNHA GRADE 4</b>	<b>1 Position</b>
<b>Terms of Service</b>	<b>Permanent &amp; Pensionable</b>		
<b>Place of Work:</b>	KeNHA Headquarters		
<b>Directorate:</b>	Highway Design & Safety		
<b>Reporting to:</b>	Deputy Director, Environmental & Social Safeguards		
<b>Supervises:</b>	Senior Sociologist		

**e) Job Purpose**

The job holder is responsible for ensuring preparation and implementation of environmental and social strategies and plans affecting road works, environmental laws compliance in all roadwork projects; environmental and social Impact Studies are done and NEMA licenses issued for all road works.

**f) Job Description**

Duties and responsibilities at this level will entail:

- (i) formulating strategies for achievement of social provision objectives;
- (ii) ensuring proper management and rational utilization of resources on a sustainable basis;
- (iii) overseeing collecting, collating, storing and dissemination of social research findings;
- (iv) monitoring, assessing, evaluating the impact of development activities on the social issues and advising on corrective measures where appropriate;
- (v) overseeing social impact studies of new projects; and
- (vi) coordinating monitoring and evaluation of road projects and ensuring social concerns are properly addressed.

**g) Job Specifications**

For appointment to this grade, an officer must have:

- (i) A minimum of eight (8) years' experience in relevant work and at least three (3) years in a supervisory role in the Public Service or in the Private Sector;
- (ii) Master's Degree in any of the following disciplines: Sociology, Anthropology, social work, community development or its equivalent qualification from a recognized institution;

- (iii) Bachelor's Degrees in any of the following disciplines: Sociology, Anthropology, social work, community development or its equivalent qualification from a recognized institution;
- (iv) Gold Membership with Kenya Institute of Social Works or 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; and
- (viii) Demonstrated merit and ability as reflected in work performance and results.

**h) Key Competencies and Skills**

- (vii) Leadership skills
- (viii) Managerial skills
- (ix) Interpersonal skills
- (x) Time management skills
- (xi) Ability to work under pressure
- (xii) Negotiation skills

**3. ASSISTANT DIRECTOR, CORPORATE COMMUNICATION (Ref. No. KeNHA/AD- CORP COMM /010/2024) – 1 POSITION**

<b>Job Title:</b>	<b>ASSISTANT DIRECTOR, CORPORATE COMMUNICATIONS</b>	<b>KeNHA GRADE 4</b>	<b>1 Position</b>
<b>Terms of Service</b>	<b>Permanent &amp; Pensionable</b>		
<b>Place of Work:</b>	KeNHA Headquarters		
<b>Department:</b>	Corporate Communications		
<b>Reporting to:</b>	Deputy Director, Corporate Communications		
<b>Supervises:</b>	Senior Corporate Communication Officers		

**a) Job Purpose**

The job holder is responsible for developing and implementing communication strategies that best communicate the Authority’s mission and Mandate to all stakeholders and general public.

**b) Job Specification**

Duties and responsibilities at this level will entail:

- (i) editing, reviewing and providing support in design, production and distribution of newsletters, annual reports, speeches, publications, website contents, reports and outreach materials;
- (ii) ensuring compliance with corporate citizenship policies;
- (iii) developing and disseminating media materials of the Authority;
- (iv) developing and planning crisis management responses in line with Authority corporate guidelines;
- (v) creating and delivering media management strategies for corporate issues;
- (vi) preparing press material for press releases and publications;
- (vii) maintaining press and other Authority’s contacts database;
- (viii) developing and publishing in-house newsletters;
- (ix) drafting of publications on topical issues;
- (x) writing speeches and public reports;
- (xi) liaising with the public and the media on corporate issues; and
- (xii) undertaking service delivery surveys.

**c) Person Specifications**

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

- (i) a minimum of eight (8) years’ experience in relevant work and at least three (3) years in a supervisory role in the Public Service or in the Private Sector;



- (ii) Master's Degree in any of the following: - Journalism, Mass Communications, Public Relations or its equivalent qualification from a recognized institution;
- (iii) Bachelor's Degree in any of the following: - Journalism, Mass Communications, Public Relations or its equivalent qualification from a recognized institution;
- (iv) Full membership from Public Relations Society of Kenya;
- (v) Management Course lasting not less than four (4) weeks
- (vi) Proficiency in computer applications including knowledge in desktop publishing;
- (vii) Fulfilled the requirements of Chapter Six of the Constitution; and
- (viii) Demonstrated merit and ability as reflected in work performance and results.

**d) Key Competencies and Skills**

- (i) Expert knowledge in Communication, media and public relations
- (ii) Leadership and management skills
- (iii) Knowledge on media landscape and newsrooms operations.
- (iv) Communication skills
- (v) Negotiation and persuasion skills
- (vi) Public speaking skills.
- (vii) Knowledge of Government operations.
- (viii) Editing skills
- (ix) Budgeting and planning skills
- (x) Organizational skills
- (xi) Protocol and events management skills
- (xii) Understanding of legal and regulatory frameworks Supervisory
- (xiii) Interpersonal skills.
- (xiv) Critical thinking and analytical skills.
- (xv) Mentorship skills
- (xvi) Team player
- (xvii) Active Listener
- (xviii) Emotional and Social Intelligence
- (xix) Stress Management
- (xx) Proactive/self-motivated
- (xxi) Flexibility
- (xxii) Credibility
- (xxiii) Adaptability skills

#### 4. ENGINEER (ROADS), GRADE 6 (REF. NO. KeNHA/ENG /011/2024) – 55 POSITIONS

<b>Job Title:</b>	<b>ENGINEER (ROADS)</b>	<b>KeNHA GRADE 6</b>	<b>55 Positions</b>
<b>Terms of Service</b>	<b>Permanent &amp; Pensionable</b>		
<b>Place of Work:</b>	KeNHA Headquarters & Regional Offices		
<b>Directorate:</b>	Technical Directorates		
<b>Reporting to:</b>	Senior Engineer (Roads)		
<b>Supervises:</b>	Superintendent (Roads)		

##### a) Job Purpose

The job holder shall undertake engineering activities in any of the Directorates of Planning, Research & Compliance, Highway Design & Safety, Development, Maintenance and Public Private Partnerships (PPP).

##### b) Job Description

Duties and responsibilities at this level will entail:

- (i) preparing short, medium and long term road works programmes;
- (ii) preparing engineering design of road works;
- (iii) Preparing annual road maintenance work programmes;
- (iv) preparing procurement plans for road work programmes;
- (v) preparing tender documentation for road works;
- (vi) monitoring supervision of road maintenance works;
- (vii) preparing road investment programs for road networks;
- (viii) preparing Public Private Partnership arrangements;
- (ix) preparing Materials testing and research programs;
- (x) carrying out traffic surveys and management of traffic data;
- (xi) collecting and collating economic, environmental and social data for road investment programmes and strategies; and
- (xii) undertaking road safety audits during road development.

##### c) Person Specifications

- (i) Bachelor's Degree in Civil Engineering or equivalent qualification from a recognized institution.
- (ii) Registered as a Graduate Engineer by the Engineers Board of Kenya.
- (iii) Proficiency in computer applications
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

## d) Key Competencies and Skills

- (i) Technical Skills
- (ii) Communication skills
- (iii) Inter-personal skills
- (iv) Listening skills
- (v) Flexibility
- (vi) Reliability

## 5. PHYSICAL PLANNER, GRADE 6 (REF. NO. KeNHA/PHYPLAN/012/2024) – 2 POSITIONS

<b>Job Title:</b>	<b>PHYSICAL PLANNER</b>	<b>KeNHA GRADE 6</b>	<b>2 Positions</b>
<b>Terms of Service</b>	<b>Permanent &amp; Pensionable</b>		
<b>Place of Work:</b>	KeNHA Headquarters		
<b>Directorate:</b>	Highway Design & Safety		
<b>Reporting to:</b>	Senior Physical Planner		
<b>Supervises:</b>	None		

### a) Job Purpose

The job holder is responsible for providing advice on matters concerning alienation and appropriate use of land, extension of lease, change of land use, subdivision of land and amalgamation of land; execution of development control; conversion of analogue plans to digital form; management and maintenance of physical planning records and data bank; resolving conflicts arising from physical planning process; and collaborating with local, regional, international stakeholders and with the National Land Commission on matters related to physical planning of roads.

### b) Job Specification

Duties and responsibilities at this level will entail:

- (i) collecting and analyzing geographical data for preparing road development plans;
- (ii) collecting, collating and analyzing urban and regional physical planning data;
- (iii) drawing/digitizing local physical development plans;
- (iv) designing, symbolizing, layout preparation, printing/plotting and plan finishing;
- (v) conducting site inspection;
- (vi) preparing road development plans; and
- (vii) undertaking feasibility studies on physical, social, economic and environmental characteristics;

### c) Person Specifications

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

- (i) Bachelor's Degree in any of the following disciplines: Urban and Regional Planning or Town Planning from a recognized institution;
- (ii) Graduate membership of Kenya Institute of Planners or Architectural Association of Kenya (Physical Planners Chapter & Town Planners Chapter);
- (iii) proficiency in computer applications and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

**d) Key competencies and skills**

- (i) Sound knowledge on Land related laws;
- (ii) Managerial Skills
- (iii) Leadership skills
- (iv) Communication skills
- (v) Interpersonal skills
- (vi) Time management skills
- (vii) Ability to work under pressure
- (viii) Problem solving skills
- (ix) Counselling skills
- (x) Negotiation skills
- (xi) Flexibility
- (xii) Working under pressure

**6. LEGAL OFFICER, GRADE 6 (REF. NO. KeNHA/LEGAL/013/2023) – 2 POSITIONS**

<b>Job Title:</b>	<b>LEGAL OFFICER</b>	<b>KeNHA GRADE 6</b>	<b>2 Positions</b>
<b>Terms of Service</b>	<b>Permanent &amp; Pensionable</b>		
<b>Place of Work:</b>	KeNHA Headquarters		
<b>Directorate:</b>	Corporation Secretary & Legal Services		
<b>Reporting to:</b>	Senior Legal Officer		
<b>Supervises:</b>	Paralegal Clerk		

**a) Job Purpose**

The job holder is responsible for assisting in providing Board Secretariat services on behalf of the Director General and legal advisory services to the Authority thereby creating a conducive legal environment for execution of the Authority’s mandate as stipulated in the Kenya Roads Act, 2007.

**b) Job Description**

Duties and responsibilities at this level will entail:

- (i) reading and verifying documentation vis-à-vis historical information contained in individual case files;
- (ii) obtaining information required on case files and communicating to the external advocates;
- (iii) identifying legal and compliance risks
- (iv) compiling contract documentation for preparation and related documents for the Authority;
- (v) coordinating handling of cases filed against the Authority between the departments and external counsel; and
- (vi) attending court hearings.

**c) Person Specifications**

- (i) Bachelor of Law degree from a recognized institution;
- (ii) Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- (iii) Admitted as an Advocate of the High Court;
- (iv) Annual Practicing Certificate from the Law Society of Kenya;
- (v) Certificate of good standing from the Law Society of Kenya;
- (vi) Proficiency in computer applications and
- (vii) Fulfilled the requirements of Chapter Six of the Constitution.

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

- (i) Communication skills
- (ii) Interpersonal skills
- (iii) Problem solving skills

**7. RECORDS MANAGEMENT OFFICER, GRADE 6 (REF. NO. KeNHA/RMO/014/2024) – 2 POSITIONS**

<b>Job Title:</b>	<b>RECORDS MANAGEMENT OFFICER</b>	<b>KeNHA GRADE 6</b>	<b>2 Positions</b>
<b>Terms of Service</b>	<b>Permanent &amp; Pensionable</b>		
<b>Place of Work:</b>	KeNHA Headquarters		
<b>Directorate:</b>	Corporate Services		
<b>Reporting to:</b>	Senior Records Management Officer		
<b>Supervises:</b>	Assistant Records Management Officer		

**a) Job Purpose**

The job holder is responsible for assisting in managing the Authority’s records through updating file index & records management policy, mail management, creation of records, sorting of records, movement of records, records storage, records appraisal, Records inventory, Records retrieval and Disposal of records.

**b) Job Specifications**

Duties and responsibilities at this level entail: -

- (i) security of files and documents;
- (ii) renewing file covers;
- (iii) ensuring proper handling of documents;
- (iv) pending correspondence and bring-ups;
- (v) receiving and dispatching letters;
- (vi) maintaining related registers; and
- (vii) preparing disposal schedules and disposing closed files in accordance with the relevant Government Regulations;

**c) Person Specifications**

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

- (i) Bachelors Degree in any of the following disciplines:- Information Science Management, Records Management or any of the Social Sciences;
- (ii) Certificate in Records Management/Information Management or its equivalent qualification from a recognized institution;
- (iii) Associate or graduate membership from The Kenya Association of Records Managers and Archivists or any other professional body;
- (iv) Proficiency in computer applications and
- (v) Fulfilled the requirements of Chapter Six of the Constitution;



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

- (i) Proficiency Microsoft Office application
- (ii) Aligning Performance for Success
- (iii) People Management
- (iv) Policy formulation and Implementation
- (v) Planning and Coordination
- (vi) Strategy formulation and execution
- (vii) Change Management skills
- (viii) Problem solving skills
- (ix) leadership skills
- (x) Communication skills
- (xi) Self-driven
- (xii) Negotiation skills
- (xiii) High Integrity
- (xiv) Interpersonal skills
- (xv) Ability to work under pressure

**8. ENTERPRISE RISK MANAGEMENT OFFICER, KeNHA GRADE 6 – (REF. NO. KeNHA/ERM/016/2024) - 1 POSITION**

<b>Job Title:</b>	<b>ENTERPRISE RISK MANAGEMENT OFFICER</b>	<b>KeNHA GRADE 6</b>	<b>1 Position</b>
<b>Terms of Service</b>	<b>Permanent &amp; Pensionable</b>		
<b>Place of Work:</b>	KeNHA Headquarters		
<b>Directorate:</b>	Policy Strategy & Compliance		
<b>Reporting to:</b>	Senior Enterprise Risk Management Officer		
<b>Supervises:</b>	None		

**a) Job Purpose**

The job holder shall be responsible for coordinating and providing advice on risk management, business process and International Organization Standards across the Authority.

**b) Job Description**

Duties and responsibilities at this level will entail:

- (i) preparing annual risk management plan for the Authority;
- (ii) performing root cause analysis on identified risk events and recommending appropriate mitigation measures to prevent recurrence of risk events in the future;
- (iii) carrying out risk evaluation;
- (iv) monitoring timely reporting of risk incidents and analyzing trends for reporting;
- (v) preparing draft risk reports;
- (vi) identifying key risk indicators within the Authority; and
- (vii) monitoring progress against action plans designed to manage operational and non-operational risks.

**c) Job Specifications**

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

- (i) Bachelor Degree in any of the following fields:- Commerce, Economics, Statistics, Applied Mathematics, Civil Engineering, Business Administration, Finance or its equivalent qualification from a recognized institution;
- (ii) Be in possession of any of the following would be: - CPA II, ACCA, CMA, CRA, CRMA or its equivalent qualification from a recognized institution;
- (iii) Associate or graduate membership from Institute of Risk Management ( Kenya Chapter) or a relevant professional body / institution;
- (iv) Proficiency in computer applications and
- (v) Fulfilled the requirements of Chapter Six of the Constitution;

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

- (i) Computing skills
- (ii) Analytical skills
- (iii) Communication skills
- (iv) Flexibility
- (v) Knowledge in computer applications;
- (vi) Compliance with Chapter Six of the Constitution

**9. ASSISTANT OFFICE ADMINISTRATOR, GRADE 8 (REF. NO. KeNHA/ASST OFFICEADMIN /018/2024) – 3 POSITIONS**

<b>Job Title:</b>	<b>ASSISTANT OFFICE ADMINISTRATOR</b>	<b>KeNHA GRADE 8</b>	<b>3 Positions</b>
<b>Terms of Service</b>	<b>Permanent &amp; Pensionable</b>		
<b>Place of Work:</b>	KeNHA Headquarters & Regional Offices		
<b>Directorate:</b>	Any Directorate/Department		
<b>Reporting to:</b>	Director/Deputy Director		
<b>Supervises:</b>	Office Assistants		

**a) Job Purpose**

The job holder is responsible for supporting the department assigned for provision of administrative services

**b) Job Specifications**

Duties and responsibilities at this level will entail:

- (i) maintaining office diary and protocol management;
- (ii) recording dictation in shorthand and transcribing it in typewritten form typing from drafts, manuscripts or recording from dictation machines;
- (iii) processing data;
- (iv) operating office equipment;
- (v) ensuring good office layout;
- (vi) attending to visitors/clients;
- (vii) handling telephone calls;
- (viii) ensuring security of office records, equipment and documents, including classified materials; and
- (ix) preparing responses to simple routine correspondence.
- (x) planning and scheduling of meetings;
- (xi) preparing and responding to routine correspondences;
- (xii) management of e-office;
- (xiii) management of office protocol; and
- (xiv) managing office petty cash;

**c) Person Specifications**

For appointment to this grade, a candidate must have:

- (i) The following qualifications from the Kenya National Examinations Council:
  - Typewriting III (50 w.p.m.)/Computerized Document Processing III

- Shorthand II (80 w.p.m.)
- Business English III/Communications II
- Office Practice II
- Secretarial Duties II
- Commerce II
- Office Management III/Office Administration and Management III

**OR**

Diploma/Higher Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or its equivalent qualification from a recognized institution;

- (ii) Membership from Kenya National Secretaries Association or any other recognized body.
- (iii) Proficiency in computer applications.
- (iv) Fulfilled the requirements of Chapter Six of the Constitution;

**d) Key Competencies and Skills**

- (i) Proficiency Microsoft Office application
- (ii) Aligning Performance for Success
- (iii) People Management
- (iv) Policy formulation and Implementation
- (v) Planning and Coordination
- (vi) Strategy formulation and execution
- (vii) Change Management skills
- (viii) Problem solving skills
- (ix) Leadership skills
- (x) IT skills
- (xi) leadership skills
- (xii) Communication skills
- (xiii) Self driven
- (xiv) Negotiation skills
- (xv) High Integrity
- (xvi) Interpersonal skills
- (xvii) Ability to work under pressure

**10. ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICER, KeNHA GRADE 8 –  
(REF. NO. KeNHA/ASCM/019/2024) - 1 POSITION**

<b>Job Title:</b>	<b>ASSISTANT SUPPLY MANAGEMENT OFFICER</b>	<b>KeNHA GRADE 8</b>	<b>1 Position</b>
<b>Terms of Service</b>	<b>Permanent &amp; Pensionable</b>		
<b>Place of Work:</b>	Headquarters/Regional Network Maintenance		
<b>Directorate:</b>	Supply Chain Management Department		
<b>Reporting to:</b>	Supply Chain Management Officer		
<b>Supervises:</b>	N/A		

**a) Job Purpose**

The job holder is responsible for the entry and training grade for this cadre. An officer at this level will work under direct supervision of a senior officer.

**b) Job Description**

Duties and responsibilities in this level will entail: -

- (i) preparing tender documents, requests for proposals, and expression of interests;
- (ii) attending to any clarifications sought by bidders;
- (iii) preparing addendums and amendments to Tender Documents;
- (iv) receiving and opening of tenders/quotation documents;
- (v) participating in the evaluation of tenders/quotations;
- (vi) assisting in the preparation of Statutory Reports;
- (vii) participating in the preparation of annual procurement and disposal plans;
- (viii) preparing and submitting procurement reports;
- (ix) implementing Tender, Procurement and Disposal Committee decisions;
- (x) participating in the inspection and acceptance of goods, services and works;
- (xi) disposal of stores and equipment; and inventory management and control;
- (xii) carrying out periodic market surveys;
- (xiii) maintaining custody of procurement registers, files and custody of bid documents;
- (xiv) preparing and submitting tender documents for contract preparations;
- (xv) preparing and dispatching of Local Purchase Order (LPO) and Local Service Order (LSO); and
- (xvi) participating and conducting periodic and annual stock taking.

**c) Job Specifications**

For appointment to this grade, a candidate must have:

- (i) Diploma in Purchasing and Supplies Management from the Chartered Institute of Purchasing and Supplies (CIPS) or its equivalent qualification from a recognized institution;
- (ii) Associate membership from KISM or CIPS or both or any other relevant professional body;
- (iii) Proficiency in computer applications and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

**d) Key Competencies and Skills**

- (i) Communication skills
- (ii) Interpersonal skills
- (iii) Counselling skills
- (iv) Computing skills
- (v) Problem solving skills
- (vi) Supervisory skills
- (vii) Analytical skills
- (viii) IT Skills
- (ix) Conceptual skills
- (x) Project Management Skills
- (xi) Interpersonal skills
- (xii) High integrity

## 11. INSPECTOR (ROADS), GRADE 8 (REF. NO. KeNHA/INSPEC/020/2024) – 14 POSITIONS

<b>Job Title:</b>	<b>INSPECTOR (ROADS)</b>	<b>KeNHA GRADE 8</b>	<b>14 Positions</b>
<b>Terms of Service</b>	<b>Permanent &amp; Pensionable</b>		
<b>Place of Work:</b>	KeNHA Headquarters & Regional Offices		
<b>Directorate:</b>	Technical Directorates		
<b>Reporting to:</b>	Superintendent (Roads)		
<b>Supervises:</b>	None		

### a) Job Purpose

The job holder is responsible undertaking supervision of road works; preparation of road work programmes; collection of data on road inventory.

### b) Job Description

Duties and responsibilities at this level will entail:

- (i) supervising all roads construction, electrical installation and maintenance works;
- (ii) preparing and maintaining site records and other road and electrical work records;
- (iii) preparing roadwork programmes in liaison with the supervisor;
- (iv) selecting and locating suitable materials for road and electrical works;
- (v) assisting in collecting data on road and electrical inventory;
- (vi) ensuring that all site records are prepared on time and submitted as required; and
- (vii) advising on priorities for maintenance programmes.

### c) Job Specifications

For appointment to this grade, a candidate must have:

- (i) Diploma/Higher Diploma in Civil Engineering, Highway Engineering or its equivalent qualification from a recognized institution;
- (v) Registered as Engineering Technician from the Institution of Engineers of Kenya or any other relevant professional body;
- (ii) Proficiency in computer applications and
- (iii) Fulfilled the requirements of Chapter Six of the Constitution.

### d) Key Competencies and Skills

- (i) Analytical skills;
- (ii) Data analysis Skills
- (iii) Problem solving skills
- (iv) Risk management skills



- (v) Communication Skills
- (vi) Team player
- (vii) Interpersonal Skills

**12. DRAUGHTSMAN, KeNHA GRADE 8 – (REF. NO. KeNHA/DRAUG/021/2024) - 1 POSITION**

<b>Job Title:</b>	<b>DRAUGHTSMAN</b>	<b>KeNHA GRADE 8</b>	<b>1 Position</b>
<b>Terms of Service</b>	<b>Permanent &amp; Pensionable</b>		
<b>Place of Work:</b>	KeNHA Headquarters		
<b>Directorate:</b>	Highway Planning & Design		
<b>Reporting to:</b>	Surveyor		
<b>Supervises:</b>	N/A		

**a) Job Purpose**

The job holder is responsible for managing of maintenance and updating drawing records for the Authority

**b) Job Description**

Duties and responsibilities at this level will entail:

- (i) preparing and updating drawing records;
- (ii) preparing work plans and programs;
- (iii) preparing and updating of drawing records;
- (iv) collecting and collating data for feasibility studies and designs for roads;
- (v) preparing specifications for works to be contracted out; and
- (vi) preparing design as built and survey drawing for scanning, archiving and geo-referencing.

**c) Job Specifications**

For appointment to this grade, a candidate must have:

- (i) Diploma/Higher Diploma in any of the following disciplines: Cartography, Building, and Civil Engineering or its equivalent qualification from a recognized institution;
- (ii) Technician membership with the Institution of Surveyors of Kenya (ISK), (Land Surveyors Chapter);
- (iii) Proficiency in computer applications and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

**d) Key Competencies and Skills**

- (i) Sound knowledge on Land related laws;
- (ii) Map design and production skills
- (iii) Map symbolization and geo-visualization;
- (iv) Advanced Knowledge of Spatial data collection and evaluation;
- (v) Knowledge of mapping technologies;

- (vi) Knowledge of spatial data formats and standards;
- (vii) AutoCAD & GIS software experience;
- (viii) Geospatial data cataloguing;
- (ix) Computing skills;
- (x) Analytical skills.
- (xi) Working under pressure;
- (xii) Interpersonal skills.

**13. ASSISTANT GEOGRAPHIC INFORMATION SYSTEM OFFICER, KeNHA  
GRADE 8 – (REF. NO. KeNHA/ASSTGIS/022/2024) -1 POSITION**

<b>Job Title:</b>	<b>ASSISTANT GEOGRAPHIC INFORMATION SYSTEM OFFICER</b>	<b>KeNHA GRADE 8</b>	<b>1 Position</b>
<b>Terms of Service</b>	<b>Permanent &amp; Pensionable</b>		
<b>Place of Work:</b>	KeNHA Headquarters		
<b>Directorate:</b>	Highway Planning & Design		
<b>Reporting to:</b>	Geographic Information System Officer		
<b>Supervises:</b>	N/A		

**a) Job Purpose**

To The job holder is responsible for coordinating the development of strategies to align the geo-information business of the Authority with Geo-Information technology and Overseeing GIS operations.

**b) Job Description**

Duties and responsibilities at this level will entail:

- (i) carrying out maintenance and services of GIS instruments;
- (ii) undertaking topographical and cadastral mapping for roads;
- (iii) compiling orthophoto mapping and photo-mosaics;
- (iv) undertaking production, collection, interpretation, maintenance and dissemination of maps;
- (v) undertaking photographic rectification, photo-preparation and dispositive point-purging;
- (vi) digitizing land use and land cover maps;
- (vii) preparing reports based on survey data results; and
- (viii) designing of user friendly interfaces

**c) Job Specifications**

For appointment to this grade, a candidate must have:

- (i) Diploma/Higher Diploma in any of the following fields: Geographic Information Systems (GIS), Geometric Engineering, Land Surveying, Cartography or Photogrammetry and Remote Sensing or its equivalent qualification from a recognized institution;

- (ii) Technician membership with the Institution of Surveyors of Kenya (ISK), (Land Surveyors Chapter);
- (iii) Proficiency in computer applications and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

**d) Key Competencies and Skills**

- (i) Sound knowledge on Land related laws;
- (ii) Proficiency in Computer applications
- (iii) Leadership skills
- (iv) Communication skills;
- (v) Analytical skills.
- (vi) Working under pressure;
- (vii) Interpersonal skills.

**14. ASSISTANT LAND SURVEYOR, KeNHA GRADE 8 – (REF. NO. KENHA/ASST.SURV./023/2024) -1 POSITION**

<b>Job Title:</b>	<b>ASSISTANT LAND SURVEYOR</b>	<b>KeNHA GRADE 8</b>	<b>1 Position</b>
<b>Terms of Service</b>	<b>Permanent &amp; Pensionable</b>		
<b>Place of Work:</b>	KeNHA Headquarters or Regional Offices		
<b>Directorate:</b>	Highway Planning & Design		
<b>Reporting to:</b>	Land Surveyor		
<b>Supervises:</b>	N/A		

**a) Job Purpose**

The job holder is responsible for supervising and coordinating the provision of all the engineering and topographical survey services within the Authority including Survey control network establishments, topographical Mapping for Designs and construction of Road infrastructure, coordinating the Survey related Construction supervision of all road projects and coordinating the provision of related aerial, hydrographic and terrestrial mapping activities within the Authority.

**b) Job Description**

Duties and responsibilities at this level will entail:

- (i) carrying out angular observations using Total Station and GPS observation;
- (ii) undertaking survey engineering survey for job project;
- (iii) conducting traversing and tachometry;
- (iv) conducting survey work from aerial photographs;
- (v) identification and establishment of photo control points;
- (vi) conducting Geodetic leveling; and
- (vii) observing of level lines and maintenance of geodetic instruments.

**c) Job Specifications**

For appointment to this grade, a candidate must have at least:

- (i) Diploma/Higher Diploma in Land Survey or its equivalent qualification from a recognized institution;
- (ii) Technician membership with the Institution of Surveyors of Kenya (ISK), (Land Surveyors Chapter);
- (iii) proficiency in computer applications and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

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

- (i) Comply with Chapter 6 of the Constitution of Kenya requirements;
- (ii) Sound knowledge on Land related laws;
- (iii) Computing skills i.e. Specifically in GIS and CAD applications;
- (iv) Communication skills;
- (v) Leadership skills;
- (vi) Analytical skills.
- (vii) Working under pressure;
- (viii) Interpersonal skills.

**15. ASSISTANT ACCOUNTANT, KeNHA GRADE 8 – (REF. NO. KeNHA/ASST ACCTS./024/2024) -1 POSITION**

<b>Job Title:</b>	<b>ASSISTANT ACCOUNTANT</b>	<b>KeNHA GRADE 8</b>	<b>1 Position</b>
<b>Terms of Service</b>	<b>Permanent &amp; Pensionable</b>		
<b>Place of Work:</b>	KeNHA Headquarters or Regional Offices		
<b>Directorate:</b>	Corporate Services		
<b>Reporting to:</b>	Accountant		
<b>Supervises:</b>	N/A		

**a) Job Purpose**

The job holder is responsible for preparing periodic financial accounts and budgets. The successful candidate shall also be responsible for and verifying vouchers in accordance with the laid down rules and regulations.

**b) Job Description**

Duties and responsibilities at this level will entail:

- (i) preparing vouchers in accordance with the laid down rules and regulations;
- (ii) entering primary data and balancing of cashbooks, imprest and advances ledgers;
- (iii) issuing receipts for inward payments;
- (iv) preparing and updating creditor ledgers;
- (v) preparing and updating debtors ledgers;
- (vi) processing imprests /travel advances and following up on surrenders;
- (vii) making petty cash payments and reimbursements after receipt of approvals;
- (viii) undertaking bank deposits and cash withdrawals;
- (ix) Providing safe custody of records and assets under him/her;
- (x) writing cheques and posting payments and receipting vouchers in the cash books;
- (xi) receipting money due and payable to the Authority; and
- (xii) Paying personal and merchant claims guided by cash balances in the cash books and treasury regulations.
- (xiii) preparing and filling records on payments/cash receipts

**c) Job Specifications**

For appointment to this grade, a candidate must have:

- (i) Certified Public Accountant Part II or ACCA Part II from a recognized institution;
- (ii) Proficiency in computer applications and



(iii) proficiency in computer applications and

(iv) Fulfilled the requirements of Chapter Six of the Constitution.

**d) Key Competencies and Skills**

- (i) IT Skills
- (ii) Public procurement & financial management skills
- (iii) Managing resources and accountability
- (iv) Project Management Skills
- (v) Interpersonal skills
- (vi) Analytical skills
- (vii) Leadership skills
- (viii) Communication skills
- (ix) High integrity
- (ix) Conceptual skills

## 16. PARALEGAL CLERK – (REF. NO. KeNHA/INSPEC/025/2024) - 2 POSITIONS

<b>Job Title:</b>	<b>Paralegal Clerk</b>	<b>KeNHA GRADE 8</b>	<b>2 Positions</b>
<b>Terms of Service</b>	<b>Permanent &amp; Pensionable</b>		
<b>Place of Work:</b>	KeNHA Headquarters & Regional Offices		
<b>Department:</b>	Corporation Secretary/Legal Services		
<b>Reporting to:</b>	Senior Legal Officer		
<b>Supervises:</b>	None		

### a) Job Purpose

This will be the entry and training grade for this cadre. An officer at this level will work under direct supervision of a senior officer

### b) Job Description

Duties and responsibilities at this level entail: -

- (i) reviewing and retrieving files for relevant action;
- (ii) opening legal files;
- (iii) photocopying file documents; and
- (iv) Filing contract and court documents.
- (v) reviewing and retrieving files for relevant action;
- (vi) opening legal files;
- (vii) filing contract and court documents;
- (viii) responding to inquiries regarding specific cases;
- (ix) facilitating payment of legal fees;
- (x) serving legal documents to clients and other stakeholders;
- (xi) collaborating with the Senior Legal Assistant, monitoring all security documentation – Term and Expiry;
- (xii) obtaining the Kenya Gazette weekly and perusing, preparing and submitting reports on any matter touching on the Authority

### c) Job Specifications

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

- (i) Diploma in Paralegal studies or Administration (with bias in legal matters) from a recognized institution;
- (ii) A current Process Server Certificate or its equivalent qualifications;

- (iii) Proven proficiency in computer applications and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

**d) Key Competencies and Skills**

- (i) Communication skills
- (ii) Interpersonal skills
- (iii) Problem solving skills
- (iv) IT skills
- (v) Self –driven

## 17. DRIVER, GRADE 9 (REF. NO. KeNHA/DRIVER /026/2024) – 3 POSITIONS

<b>Job Title:</b>	<b>DRIVER</b>	<b>KeNHA GRADE 9</b>	<b>3 Positions</b>
<b>Terms of Service</b>	<b>Permanent &amp; Pensionable</b>		
<b>Place of Work:</b>	KeNHA Headquarters & Regional Offices		
<b>Directorate:</b>	Any Directorate/Department		
<b>Reporting to:</b>	Director/Deputy Director		
<b>Supervises:</b>	None		

### a) Job Purpose

The job holder shall Drive the Authority's vehicles; carry out checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure and other related routine checks, identify and report malfunctioning of vehicle systems

### b) Job Description

Duties and responsibilities at this level will entail:

- (i) Driving a motor vehicle as authorized;
- (ii) Carrying out checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure and other related routine checks;
- (iii) Detecting and reporting malfunctioning of vehicle systems;
- (iv) Maintaining work tickets for vehicles assigned;
- (v) Ensuring security and safety for the vehicle on and off the road;
- (vi) Ensuring safety of the passengers and/or goods therein; and
- (vii) Maintaining cleanliness of the vehicle.

### c) Job Specifications

For appointment to this grade, an officer must have:

- (i) Minimum of Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or its equivalent qualification from a recognized institution;
- (ii) Valid driving license free from any current endorsement(s) for the class(es) of vehicle;
- (iii) Passed Suitability Trade Tests for Drivers;
- (iv) Attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;

- (v) Attended a Refresher Course for drivers lasting not less than one (1) week at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (vi) Valid Certificate of Good Conduct;
- (vii) Proficiency in computer applications and
- (viii) Fulfilled the requirements of Chapter six (6) of the Constitution;

**d) Key Competencies and Skills**

- (i) Analytical skills
- (ii) Driving skills
- (iii) Leadership skill
- (iv) Interpersonal skills
- (v) Communication skills
- (vi) High integrity