



1. ASSISTANT DIRECTOR, LAND ASSETS, GRADE 4 (REF. NO. KeNHA/AD-LANDASSET/04/2024) – 1 POSITION

Job Title:	ASSISTANT DIRECTOR, LAND ASSET	KeNHA GRADE 4	1 Position
Terms of Service	Permanent & Pensionable		
Place of Work:	KeNHA Headquarters		
Directorate:	Highway Design & Safety		
Reporting to:	Deputy Director, Land Survey		
Supervises:	Senior Land Surveyor		

a) Job Purpose

The job holder is responsible for coordinating the provision of all the Land Survey Services within the Authority including road reserve identification, Title Surveys for all Authority’s land assets; mapping to aid in road boundary markings for protection and registration of the road reserves. The incumbent will also liaise with the department of Road Assets in the management of Road Reserves and approval of development proposals along the Authority Road Reserves. The holder of this position is also responsible for the coordination of the preparation of all Compulsory land acquisition plans

b) Job Description

Duties and responsibilities at this level will entail:

- (i) assisting in developing and reviewing policies, plans and strategies on surveying and mapping;
- (ii) overseeing maintenance of road reserve boundaries;
- (iii) reviewing of engineering and cadastral survey reports;
- (iv) coordinating publication of plans, maps and charts;
- (v) providing guidance on standardization and certification of survey equipment;
- (vi) overseeing Monitoring and evaluating the survey and mapping activities;
- (vii) overseeing Preparation and submission of technical and administrative reports of the section;

- (viii) overseeing angular observation tasks, trigonometric heighting, triangulation, computations using resection solution, twin station problems and re-establishment of lost trig points by the staff;
- (ix) coordinating, supervising, mentoring and training of section staff;
- (x) providing guidance on standardization and certification of survey equipment used for road projects; and
- (xi) monitoring and evaluation the integrity of survey work done for road works.
- (xii) overseeing the preparation of road reserve and asset protection work plans;
- (xiii) overseeing the cadastral survey and mapping of land assets (camps, weighbridges and road reserves);
- (xiv) supervising the data collection and analysis of the status of the road reserves;
- (xv) organizing and facilitating the opening of road reserves and ensuring the removal of illegal structures/utilities and preparation of the necessary reports and documentation;
- (xvi) liaising with other road authorities, stakeholders and ensuring harmonious and coordinated operations related to road asset/reserve protection;
- (xvii) organizing and facilitating the rehabilitation of road reserves damaged by floods and liaising with the Disaster Management Team, where necessary;
- (xviii) identifying GIS and survey requirements as well as standards for road reserve acquisition and protection;

c) Person Specifications

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

- (i) A minimum of eight (8) years relevant work experience and at least three (3) years in a supervisory role in a position in the Public Service or in the Private Sector;
- (ii) Master's Degree in Surveying and Photogrammetry or an equivalent qualification from a recognized institution;
- (iii) Bachelor's Degree in Surveying and Photogrammetry or an equivalent qualification from a recognized institution;
- (iv) Registered with the Lands Surveyor's Board (LSB) of Kenya;
- (v) Valid Practicing License from Lands Surveyor's Board (LSB) of Kenya;
- (vi) Full membership with the Institution of Surveyors of Kenya (ISK), (Land Surveyors Chapter);
- (vii) Letter of Good standing from Institution of Surveyors of Kenya (ISK);
- (viii) Demonstrated Management Competence including project management skills
- (ix) Management Course lasting not less than four (4) weeks

- (x) proficiency in computer applications
- (xi) Fulfilled the requirements of Chapter Six of the Constitution; and
- (xii) Demonstrated merit and ability as reflected in work performance and results.

d) Key competencies and skills

- (i) Sound knowledge on Land related laws;
- (ii) Computing skills i.e. Specifically in GIS and CAD applications;
- (iii) Communication skills;
- (iv) Leadership skills;
- (v) Analytical skills.
- (vi) Negotiation skills
- (vii) Working under pressure;
- (viii) Interpersonal skills.

2. ASSISTANT DIRECTOR, ICT (SYSTEMS), GRADE 4 (REF. NO. KeNHA/AD-ICT/06/2024) – 1 POSITION

JOB TITLE:	ASSISTANT DIRECTOR, ICT (SYSTEMS)	KeNHA GRADE 4	1 Position
Terms of Service	Permanent & Pensionable		
Place of Work:	KeNHA Headquarters		
Directorate:	Corporate Services		
Reporting to:	Deputy Director, ICT		
Supervises:	Senior ICT Officer		

a) Job Purpose

The job holder is responsible for supporting the Deputy Director ICT by supervising the developing, implementing, administering, and managing all ICT policies, standards, strategies and security initiatives enabling service delivery in the Authority.

b) Job Specifications

Duties and responsibilities at this level will entail:

- (i) carrying out systems analysis, design and programme specifications in liaison with users;
- (ii) developing, implementing and maintaining of systems;
- (iii) ensuring adherence to established ICT standards;
- (iv) compiling overall systems documentation;
- (v) supervising installation certification, repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- (vi) recommending and supervising Hardware/Software specifications for Information Communication Technology equipment;
- (vii) drawing and scheduling preventive maintenance;
- (viii) administering and maintaining mission critical web and database server's configuration;
- (ix) installing server systems for KeNHA's activities;
- (x) documenting KeNHA network configurations and passwords of critical systems;
- (xi) creating and administering network users' control, rights and permissions;
- (xii) ensuring systems are backed up;
- (xiii) ensuring the security of server data from unauthorized access; and
- (xiv) enforcing implementation of ICT policies and procedures

c) Person 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 :- Information Technology, Computer Science/Engineering, Business Information Technology or its equivalent qualification from a recognized institution;
- (iii) Bachelor's Degree in any of the following: Information Technology, Computer Science/Engineering, Business Information Technology or its equivalent qualification from a recognized institution;
- (iv) Professional certification such as Certified Computer Network Professional (CCNP), CCNA, MCSE, MCSA, MCSD, Oracle, or its equivalent qualification from a recognized institution;
- (v) Individual membership with Computer Society of Kenya or any other recognized professional body;
- (vi) A letter of good standing with Computer Society of Kenya or any other relevant professional body;
- (vii) Demonstrated Management Competency including Project Management skills;
- (viii) Management Course lasting not less than four (4) weeks
- (ix) Proficiency in computer applications
- (x) Fulfilled the requirements of Chapter Six of the Constitution; and
- (xi) Demonstrated merit and ability as reflected in work performance and results.

d) Key Competencies and Skills

- (i) Change Management
- (ii) Communication skills
- (iii) Interpersonal skills
- (iv) Networking
- (v) Database Administration
- (vi) System Development
- (vii) Negotiation skills
- (viii) Problem solving skills
- (ix) Team Management skills
- (x) Emotional Intelligence
- (xi) Critical Thinking

- (xii) Decision making skills
- (xiii) Organizational skills
- (xiv) Stress management skills
- (xv) Personal motivation and self-drive
- (xvi) Emotional intelligence
- (xvii) Integrity