



Kenya National Highways Authority

Quality Highways, Better Connections

Barabara Plaza, Block A & C, Jomo Kenyatta International Airport (JKIA), Off Airport South Road, along Mazao Road, P.O Box 49712 - 00100 Nairobi, Tel 020 - 4954000 / 0700 423 606 Email dg@kenha.co.ke / Website www.kenha.co.ke

DIRECTOR, CORPORATE SERVICES, KeNHA GRADE 2 (REF. NO. KeNHA/ DCS 01/2026) – 1 POSITION

Job Title:	DIRECTOR - CORPORATE SERVICES	KeNHA GRADE 2	1 Position
Terms of Service	Contract		
Place of Work:	KeNHA Headquarters		
Directorate:	Corporate Services		
Reporting to:	Director General		
Supervises:	Deputy Director, Finance and Accounts Deputy Director, Human Resource Management Deputy Director, Administration Deputy Director, Information Communication & Technology (ICT)		

Job Description

- i. Overseeing Finance, HR Management, ICT and Administration activities in the Authority;
- ii. Formulating and developing policies, plans and strategies in the functional areas of Finance, HR Management, ICT and Administration services;
- iii. Developing and maintaining team capability and culture that reflect the values which facilitates performance, professionalism and initiative by staff throughout the Authority;
- iv. Championing value-for-money and model cost-effective measurement techniques for assessing output quality delivered by Finance. ICT, HRM and Administration services;
- v. Ensuring financial prudence and discipline for Financial Accounting, Planning, treasury management and budgetary controls in compliance with PFM Act 2012 and IPSAS;
- vi. Maintaining financial records and submission of statutory returns and financial statements;
- vii. Liaising with Development Partners and other external parties on all financial matters;
- viii. Preparing of annual budgets and provision of technical support to non- finance line managers during the budget making process;
- ix. Assessing HR requirements for the Authority and preparing human resource plans on how to ensure that the right people are in the right places at the right time;
- x. Conducting training and development programmes based on training and competence needs assessments; and
- xi. Managing the Authority's compensation and reward policy.

Job Specifications

For appointment to this grade, an officer must have:

- i. Cumulative period of (15) years' relevant work experience, five (5) of which should have been the grade of Assistant Director and above in a relevant specialization or in a comparable position;
- ii. Bachelor's degree in any of the following disciplines:-Human Resource Management/Development, Public Administration, Commerce (Accounting/Finance Option), Finance,Economics,Business Management/Administration, Social Sciences or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines:- Human Resource Management/ Development, Public Administration, Commerce (Accounting/ Finance Option), Finance, Economics, Business Administration/Management, or equivalent qualification from a recognized institution;
- iv. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- v. Membership to a relevant professional body where applicable and in good standing;
- vi. A valid professional certificate/license from a relevant professional body where applicable;
- vii. Demonstrated merit and ability as reflected in work performance and results; and
- viii. Exhibited a thorough understanding of national goals, policies, objectives, and ability to relate them to management of the corporate services function.

Vision: A quality National Trunk Road Network to all for prosperity

Mission: To develop and manage resilient, safe, and adequate National Trunk Roads for sustainable development through innovation and optimal utilization of resources

Core Values: Accountability Sustainability Innovation Teamwork

X @KeNHAKenya

f Kenya National Highways Authority

KeNHA TV

Kenya National Highways Authority

kenha_kenya

@kenhaofficial

ISO 9001 : 2015 & ISO/IEC 27001 : 2022 Certified