



**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

**KeNHA/07.D/ADVERTS/VOL.4 (74)**

**Dated: 17<sup>th</sup> November, 2020**

**EXCITING CAREER OPPORTUNITIES  
EXTERNAL ADVERTISEMENT**

The Kenya National Highways Authority (KeNHA), a State Corporation under the Ministry of Transport and Infrastructure, Housing, Urban Development and Public Works 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, Audit Services Grade 2 – 1 Position**
- 2. Deputy Director, Research & Innovation Grade 3 – 1 Position**
- 3. Deputy Director, Corporate Communications Grade 3 – 1 Position**
- 4. Assistant Director, Social Safeguards Grade 4 – 1 Position**
- 5. Assistant Director, Audit Services Grade 4 – 1 Position**
- 6. Assistant Director, Legal Services- 1 Position**
- 7. Senior Internal Auditor Grade 5 – 3 Positions**
- 8. Senior Knowledge Management Officer Grade 5 – 1 Position**
- 9. Internal Auditor Grade 6 – 2 Positions**
- 10. Security Officer Grade 6 – 1 Position**

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 cover letter 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 terms of appointment for the following positions shall be for a three (3) year contract, renewable subject to satisfactory performance:

- 1. Director, Audit Services Grade 2 – 1 Position**
- 2. Deputy Director, Research & Innovation Grade 3 – 1 Position**
- 3. Deputy Director, Corporate Communications Grade 3- 1 Position**

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

- 1. Assistant Director, Social Safeguards Grade 4 – 1 Position**
- 2. Assistant Director, Audit Services Grade 4 – 1 Position**
- 3. Assistant Director, Legal Services- 1 Position**
- 4. Senior Internal Auditor Grade 5 – 3 Positions**
- 5. Senior Knowledge Management Officer Grade 5 – 1 Position**
- 6. Internal Auditor Grade 6 – 2 Positions**
- 7. Security Officer Grade 6 – 1 Position**

Candidates who meet the requirements detailed in the Job Specifications should submit their applications so as to reach the specific address shown below by close of business on **7<sup>th</sup> December, 2020 at 5.00pm**. Applications to include CVs with details of 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.

Applications for the positions of **Director, Audit Services Grade 2; Deputy Director, Research & Innovation Grade 3 and Deputy Director, Corporate Communications Grade 3** clearly quoting the reference number (*as shown in the detailed Job Specifications*) should be hand delivered and inserted in the Recruitment box placed on the **4<sup>th</sup> Floor** (Outside the Director General's Office) **OR** Emailed to [Boardrecruitment@kenha.co.ke](mailto:Boardrecruitment@kenha.co.ke). And addressed to:-

**The Chairman-Board of Directors,  
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 for the positions of **Assistant Director, Social Safeguards Grade 4; Assistant Director, Audit Services Grade 4; Assistant Director, Legal Services Grade 4 ; Senior Internal Auditor Grade 5; Senior Knowledge Management Officer Grade 5 ; Internal Auditor Grade 6 and Security Officer Grade 6** clearly quoting the reference number should be hand delivered and inserted in the Recruitment box placed on the **2<sup>nd</sup> Floor** (Outside the HRM Department Office **OR** Emailed to [Managementrecruitment@kenha.co.ke](mailto:Managementrecruitment@kenha.co.ke) , and 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 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, AUDIT SERVICES, KeNHA GRADE 2 – (REF. No. KeNHA/D-AUDIT/016/2020)**

<b>Job Title:</b>	<b>DIRECTOR, AUDIT SERVICES</b>	<b>KeNHA GRADE 2</b>	<b>1 Position</b>
<b>Terms of Service</b>	<b>Contract</b>		
<b>Place of Work:</b>	Headquarters		
<b>Directorate:</b>	Audit Services		
<b>Reporting to:</b>	Director General		
<b>Supervises:</b>	Assistant Director, Audit Services		

**a) Job Purpose**

The job holder shall undertake leadership role in the Directorates of Audit Services and shall be the Secretary to the Audit, Risk and Governance Committee of the Board.

**b) Job Description**

Duties and responsibilities at this level will entail:

- (i) Overseeing the preparation of the Internal Audit systems, procedures and guidelines incorporating risk based approach;
- (ii) Supervising the preparation of work programmes to ensure that audits are planned and well managed;
- (iii) Providing assurance of the effectiveness of the Authority's management operations and controls;
- (iv) Ensuring that the Internal Audit systems, procedures and guidelines are prepared and approved;
- (v) Reviewing internal controls and documenting their effectiveness and adequacy;
- (vi) Recommending mitigation measures to address identified weaknesses where necessary;
- (vii) Ensuring that the accounting, administration and other operations comply with the Authority's Management policies;
- (viii) Overseeing the preparation and submission of audit reports to the Director General and the Board;
- (ix) Liaising with the Auditor General to ensure follow up on the process of implementation of internal and external audit recommendations;
- (x) Managing performance in the Directorate of Audit Services ;
- (xi) Training and developing of staff of the Directorate.



## **Job Specifications**

For appointment to this grade, a candidate must have:

- (i) A minimum twelve (12) years in relevant work and at least five (5) years in Senior Management role in a position in the Public Service or in the Private Sector;
- (ii) Master's Degree in any of the following fields: Finance, Accounting, Business Administration, Mathematics, Statistics or its equivalent qualification from a recognized institution;
- (iii) Bachelors Degree in any of the following fields: Finance, Accounting, Business Administration, Mathematics, Actuarial Science, Statistics, Economics, Civil Engineering, Information Technology or its equivalent qualification from a recognized institution;
- (iv) Be in possession of any of the following: Certified Public Accountants (CPA K), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Association of Certified Chartered Accountant (ACCA), Certified Fraud Examiner (CFE), Certificate in Risk and Information Systems Control (CRISC), Certification in Risk Management Assurance (CRMA) or its equivalent qualification from a recognized institution;
- (v) Full membership with ICPAK and from either IIA, ISACA, ACCA, ACFE or any other recognized professional body;
- (vi) A letter of good standing from ICPAK and from either IIA, ISACA, ACCA, ACFE or any other recognized professional body;
- (vii) Demonstrated Leadership and Management Competency including Project Management skills.
- (viii) Proven Proficiency in computer applications; and
- (ix) Fulfilled the requirements of Chapter Six of the Constitution;

**2. DEPUTY DIRECTOR, RESEARCH & INNOVATION, KeNHA GRADE 3 - (Ref. No. KeNHA/DD-R&I/017/2020)**

<b>Job Title:</b>	<b>DEPUTY DIRECTOR, RESEARCH &amp; INNOVATION</b>	<b>KeNHA GRADE 3</b>	<b>1 Position</b>
<b>Terms of Service</b>	<b>Contract</b>		
<b>Place of Work:</b>	Headquarters		
<b>Directorate:</b>	Policy Strategy & Compliance		
<b>Reporting to:</b>	Director, Policy Strategy & Compliance		
<b>Supervises:</b>	Assistant Director, Research & Innovation		

**a) Job Purpose**

The Job holder will be in charge of Research and Innovation reporting directly to the Director, Policy Strategy & Compliance and is responsible for building partnerships towards the achievement of KeNHA's Mandate and Strategic Plan, promoting Research & and building capacity towards the achievement of KeNHA's strategic objectives.

**b) Job Description**

Duties and responsibilities at this level will entail:

- (i) Formulating and implementing the Authority's Research and Innovation policies, objectives and initiatives;
- (ii) Undertaking research, planning and implementing new research strategies, programs and protocols within the Authority;
- (iii) Developing proposals based on the identified innovation strategy and working with partners to access funding and /or technical support;
- (iv) Developing research methodologies and framework to be used in research projects within the Authority;
- (v) Ensuring all the departments within the Authority adopt cost effective and modern methodologies in all areas of operations;
- (vi) Advising on new Business Development opportunities and development of corporate marketing strategic plans;
- (vii) Conducting and overseeing research projects and programs that address infrastructure needs;
- (viii) Consulting with top management on recommendations based on research findings and product performance;
- (ix) Creating linkages with Research and Learning Institutions for effective research and industry relations;
- (x) Coordinating the development of knowledge management and sharing initiatives with the Authority;
- (xi) Coordinating technical and corporate research;
- (xii) Assessing the scope of research projects and ensures they deliver value at cost;

- (xiii) Spearheading innovation in the Authority and promoting the adaptation of new methods and products relevant to the Authority's mandate in all departments;
- (xiv) Initiate and evaluating the implementation of Research and Innovation across the Authority;
- (xv) Ensuring proper management of Human, Financial and Material resources assigned to the department;
- (xvi) Developing and implementing departmental plans, policies, norms and procedures;
- (xvii) Creating functional strategies, specific objectives, develop budgets, policies and procedures for the department to support the functional infrastructure.
- (xviii) Managing performance in the Research Department;
- (xix) Managing innovation projects and hubs;
- (xx) Leading specific projects in material testing and used of innovative technologies in road works;
- (xxi) Training and developing of staff of the Department.

**c) Job Specifications**

For appointment to this grade, a candidate must have:

- (i) At least twelve (12) years relevant work experience either in public or private sector, five (5) of which should in senior management position;
- (ii) Master's degree in any of the following fields: Commerce, Economics, Statistics, Applied Mathematics, Civil Engineering, Business Administration, Risk Management, Finance or its equivalent qualification from a recognized institution;
- (iii) Bachelor's degree in any of the following fields: Commerce, Economics, Statistics, Applied Mathematics, Civil Engineering, Business Administration, Risk Management, Finance or its equivalent qualification from a recognized institution;
- (iv) Member to a relevant professional body in good standing;
- (v) Demonstrated Leadership and Management Competency including Project Management skills.
- (vi) Proven Proficiency in computer applications; and
- (vii) Fulfilled the requirements of Chapter Six of the Constitution;



**3. DEPUTY DIRECTOR, CORPORATE COMMUNICATIONS, KeNHA GRADE 3 -  
(Ref. No. KeNHA/DD-CC/018/2020)**

<b>Job Title:</b>	<b>DEPUTY DIRECTOR, CORPORATE COMMUNICATIONS</b>	<b>KeNHA GRADE 3</b>	<b>1 Position</b>
<b>Terms of Service</b>	<b>Contract</b>		
<b>Place of Work:</b>	Headquarters		
<b>Directorate:</b>	Policy Strategy & Compliance		
<b>Reporting to:</b>	Director, Policy Strategy & Compliance		
<b>Supervises:</b>	Assistant Director, Corporate Communications		

**a) Job Purpose**

The Job holder will be in charge of the Corporate Communications department overseeing corporate communications, media management strategies and management of the Authority's brand and image.

**b) Job Description**

Duties and responsibilities at this level will entail:

- (i) formulating corporate affairs and communication policies, strategies, procedures and systems;
- (ii) coordinating all corporate and related events in the Authority;
- (iii) overseeing the implementation of the Authority's corporate communications strategy;
- (iv) planning and conducting programs designed to create and maintain a positive corporate image;
- (v) planning and directing the communication strategies and policies;
- (vi) coordinating the production of in-house publications;
- (vii) facilitating the review and implementation of internal communications strategies;
- (viii) supervising the publications of Authority's communications materials;
- (ix) managing corporate communications and media relations as;
- (x) managing Corporate Social Responsibility Programmes;
- (xi) managing stakeholders relationships;
- (xii) coordinating service delivery surveys;
- (xiii) coordinating integrity assurance programmes;
- (xiv) Managing performance in Corporate Communications Department ;
- (xv) Training and developing of staff of the Department.

**c) Job Specifications**

For appointment to this grade, a candidate must have:

- (i) A minimum of ten (10) years relevant work experience and at least five (5) years in a supervisory role in the Public Service or in the Private Sector;
- (ii) Masters 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) Fellow membership from Public Relations Society of Kenya;
- (v) Demonstrated Leadership and Management Competency including Project Management skills.
- (vi) Proven Proficiency in computer applications including knowledge in desktop publishing; and
- (vii) Fulfilled the requirements of Chapter Six of the Constitution;

**4. ASSISTANT DIRECTOR, SOCIAL SAFEGUARDS KeNHA GRADE 4- (Ref. No. KeNHA/AD-SS/019/2020)**

<b>Job Title:</b>	<b>ASSIATANT 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>	Headquarters		
<b>Directorate:</b>	Highway Planning & Design		
<b>Reporting to:</b>	Deputy Director, Environmental & Social Safeguards		
<b>Supervises:</b>	Senior Sociologists		

**a) Job Purpose**

The job holder will be responsible for implementation of social strategies; and social Impact Studies.

**a) 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.

**b) 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) Demonstrated Management Competency including Project Management skills;
- (vi) Proven Proficiency in Computer applications; and
- (vii) Fulfilled the requirements of Chapter Six of the Constitution;

**5. ASSISTANT DIRECTOR, AUDIT SERVICES KeNHA GRADE 4 - (Ref. No. KeNHA/AD-AUDIT/020/2020)**

<b>Job Title:</b>	<b>ASSISTANT DIRECTOR, AUDIT 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>	Audit Services		
<b>Reporting to:</b>	Deputy Director, Audit Services		
<b>Supervises:</b>	Senior Internal Auditor		

**a) Job Purpose**

The job holder will be responsible for implementation of internal audit programmes and controls in order to manage key risks in the Authority and preparation of periodic audit reports

**b) Job Description**

Duties and responsibilities at this level will entail:

- (i) developing a comprehensive programme of engagement coverage for assigned areas;
- (ii) ensuring conformity to acceptable standards, plans, budgets and schedules;
- (iii) assisting in the preparation of specific audit assignment plans and programmes;
- (iv) performing audit tests on the internal controls in accounting, administrative and operational procedures;
- (v) ensuring that the audit findings are properly documented;
- (vi) preparing draft audit reports detailing audit findings;
- (vii) leading specific audit teams; and
- (viii) preparing periodic audit reports.

**c) Job Specifications**

For appointment to this grade, a candidate must have:

- (i) A minimum eight (8) years in relevant work and at least three (3) years in a supervisory role in comparable position in the Public Service or in the Private Sector;
- (ii) Master's Degree in any of the following fields: Finance, Accounting, Business Administration, Mathematics, Statistics or its equivalent qualification from a recognized institution;
- (iii) Bachelors Degree in any of the following fields: Finance, Accounting, Business Administration, Mathematics, Actuarial Science, Statistics, Economics, Civil Engineering, Information Technology or its equivalent qualification from a recognized institution;

- (iv) Be in possession of any of the following Certified Public Accountants (CPA K), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Association of Certified Chartered Accountant (ACCA), Certified Fraud Examiner (CFE), Certificate in Risk and Information Systems Control (CRISC), Certification in Risk Management Assurance (CRMA) or its equivalent qualification from a recognized institution;
- (v) Full membership with ICPAK and either IIA, ISACA, ACCA, ACFE or any other recognized professional body;
- (vi) A letter of good standing from with ICPAK and either IIA, ISACA, ACCA, ACFE or any other recognized professional body;
- (vii) Demonstrated Management Competency including Project Management skills;
- (viii) Proven Proficiency in computer applications; and
- (ix) Fulfilled the requirements of Chapter Six of the Constitution;

**6. ASSISTANT DIRECTOR, LEGAL SERVICES KeNHA GRADE 4 - (Ref. No. KeNHA/AD-LEGAL/021/2020)**

<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 Practicing Certificate from the Law Society of Kenya;
- (vii) Certificate of good standing from the Law Society of Kenya;
- (viii) Demonstrated Management Competency including Project Management skills;
- (ix) Proven Proficiency in computer applications; and
- (x) Fulfilled the requirements of Chapter Six of the Constitution;

## 7. SENIOR INTERNAL AUDITOR KeNHA GRADE 5- (Ref. No. KeNHA/SIA/022/2020)

<b>Job Title:</b>	<b>SENIOR INTERNAL AUDITOR</b>	<b>KeNHA GRADE 5</b>	<b>3 Positions</b>
<b>Terms of Service</b>	<b>Permanent &amp; Pensionable</b>		
<b>Place of Work:</b>	Headquarters		
<b>Directorate:</b>	Audit Services		
<b>Reporting to:</b>	Assistant Director, Audit Services		
<b>Supervises:</b>	Internal Auditor		

### a) Job Purpose

The job will be responsible for undertaking Risk Based Audits, conducting reviews, making recommendations and follow up to determine extent of implementation of the recommendations.

### b) Job Description

Duties and responsibilities at this level will entail: -

- (i) Developing of risk based audit plans, programmes and schedules;
- (ii) Conducting preliminary reviews of the areas to be audited;
- (iii) Examining and evaluating the Authority's internal controls to ascertain their adequacy and make recommendations for improvement; and
- (iv) Following up audits to determine the extent of implementation of audit recommendations;

### c) Job Specifications

For appointment to this grade, a candidate must have:

- (i) A minimum period five (5) years in (i) comparable position in the Public Service or in the Private Sector.
- (ii) Bachelor's Degree in any of the following fields: Finance, Accounting, Business Administration, Mathematics, Actuarial Science, Statistics, Economics, Civil Engineering, Information Technology or its equivalent qualification from a recognized institution;
- (iii) Be in possession of any of the following Certified Public Accountants (CPA K), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Association of Certified Chartered Accountant (ACCA), Certified Fraud Examiner (CFE), Certificate in Risk and Information Systems Control (CRISC), Certification in Risk Management Assurance (CRMA) or its equivalent qualification from a recognized institution;
- (iv) Full membership with ICPAK and either IIA, ISACA, ACCA, ACFE or any other recognized professional body;



- (v) A letter of good standing from with ICPAK and either IIA, ISACA, ACCA, ACFE or any other recognized professional body;
- (vi) Demonstrated supervisory competency and Project Management skills;
- (vii) Proven Proficiency in Computer applications; and
- (viii) Fulfilled the requirements of Chapter Six of the Constitution;

**8. SENIOR KNOWLEDGE MANAGEMENT OFFICER KeNHA GRADE 5- (Ref. No. KeNHA/SKMO/023/2020)**

<b>Job Title:</b>	<b>SENIOR KNOWLEDGE MANAGEMENT OFFICER</b>	<b>KeNHA GRADE 5</b>	<b>1 Position</b>
<b>Terms of Service</b>	<b>Permanent &amp; Pensionable</b>		
<b>Place of Work:</b>	<b>Headquarters</b>		
<b>Directorate:</b>	<b>Corporate Services</b>		
<b>Reporting to:</b>	<b>Deputy Director, Administrative Services</b>		
<b>Supervises:</b>	<b>Knowledge Management Officer</b>		

**a) Job Purpose**

The job holder shall be responsible for identifying knowledge management gaps in the Authority including the capabilities currently in place to enable knowledge to flow including creation, storage and sharing. The job will entail surveying, assessing, identifying and documenting data needs and gaps in the Authority.

**b) Job Description**

Duties and responsibilities at this level entail: -

- i) Determining the functional department and strategic data needs that inform KeNHA's knowledge;
- ii) Determining data, information and knowledge that is critical to KeNHA's business process or focus;
- iii) Determining where the data, information and knowledge resides;
- iv) Establishing knowledge flows between people and systems for business continuity ;
- v) Documenting knowledge gaps to help inform policy and resource allocation;
- vi) Identifying the various forms of both formal and informal data and information generated in the organization that should form the basis of institutional knowledge;
- vii) Monitoring, reviewing and evaluating all systems and procedures associated with the Authority's library;
- viii) Review repositories and location of documented and undocumented data, information and knowledge including records, procedure manuals, templates, memos and instructions;
- ix) Identifying and map knowledge management, creation, capturing, sharing, harvesting and storage gaps in the organizations;

- ii) Identifying any blockages and impediments to knowledge flows across the organization;

**c) Job Specification**

For appointment to this grade, a candidate must have;

- (i) A minimum of five (5) years relevant work experience in a position in Public Service or Private Sector;
- (ii) Bachelors degree in any of the following disciplines: - Library Studies, Information Science or its equivalent qualification from a recognized institution;
- (iii) Full membership from Kenya Library Association (KLA) or any other relevant body;
- (iv) A letter of good standing from the relevant professional body;
- (v) Demonstrated supervisory competency and Project Management skills;
- (vi) Proven Proficiency in Computer applications; and
- (vii)Fulfilled the requirements of Chapter Six of the Constitution;

## 9. INTERNAL AUDITOR KeNHA GRADE 6- (Ref. No. KeNHA/IA/024/2020)

<b>Job Title:</b>	<b>INTERNAL AUDITOR</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>	Headquarters		
<b>Directorate:</b>	Audit Services		
<b>Reporting to:</b>	Senior Internal Auditor		
<b>Supervises:</b>			

### 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 will entail: -

- (i) preparing draft audit test procedures, draft notifications and request for information memos.
- (ii) carrying out audit tests on internal controls in accounting, administration and operational procedures;
- (iii) ensuring that the audit working paper files are complete and well referenced.
- (iv) preparing draft audit reports;
- (v) preparing draft risk based audit plans, programmes and schedules; and
- (vi) examining and evaluating the Authority's internal controls to ascertain their adequacy and make recommendations for improvement

### c) Job Specifications

For appointment to this grade, a candidate must have:

- (i) Bachelor's Degree in any of the following fields: Finance, Accounting, Business Administration, Mathematics, Actuarial Science, Statistics, Economics, Civil Engineering, Information Technology or its equivalent qualification from a recognized institution;
- (ii) Certified Public Accountant Part II or ACCA;
- (x) Demonstrated Leadership and Management Competency including Project Management skills.
- (xi) Proven Proficiency in computer applications; and
- (xii) Fulfilled the requirements of Chapter Six of the Constitution;

## 10. SECURITY OFFICER KeNHA GRADE 6- (Ref. No. KeNHA/SEC. O/025/2020)

<b>Job Title:</b>	<b>SECURITY 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>	Headquarters		
<b>Directorate:</b>	Corporate Services		
<b>Reporting to:</b>	Senior Administration Officer		
<b>Supervises:</b>	Security personnel		

### a) **Job Purpose**

The Job holder will be responsible for the safety and security of staff and the property of the Authority in Barabara Plaza and coordinating the services of the deployed security personnel from the National Police Service.

### b) **Job Description**

Duties and responsibilities at this level will entail;

- (i) Coordinating all related security issues at KeNHA;
- (ii) Supervising the outsourced security staff from National Police Service, National Youth service or any other security service provider;
- (iii) Supervising the outsourced security staff from National Police Service, National Youth service or any other security service provider;
- (iv) Monitoring, identifying and advising of any security gaps in the Authority
- (v) Preparing and submitting security intelligence reports to the DD/Administration.
- (vi) Coordinating staff in the event of emergency;
- (vii) Maintaining control of firearms and ammunition left at the Authority's armory;
- (viii) Compiling and managing security related records and stores;
- (ix) Supervising interviews and interrogation of suspects;
- (x) Ensuring that all cases reported are properly recorded and investigated;
- (xi) Pursuing the occurrence Book and pursuing any recorded cases;
- (xii) Maintaining inventory of lost and found property;
- (xiii) Maintaining awareness and alertness for on suspicious activities and potential threats.

### c) **Job Specifications**

A minimum of five (5) years relevant work experience in a position in Public Service or Private Sector;

- (i) Bachelor's Degree in Criminology, Police Science, Security Management and police Work or equivalent qualification from a recognized institution ;

- (ii) Trained Government Security Officer from any disciplined service and having served in the rank of Inspector and above.
- (iii) Proven Proficiency in Computer applications and ;
- (iv) Fulfilled the requirements of Chapter Six of the Constitution;