



KENYA URBAN ROADS AUTHORITY

Efficient and safe urban roads

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VACANT POSITIONS EXTERNAL JOB ADVERTISEMENT

The Kenya Urban Roads Authority (KURA) is a State Corporation under the Ministry of Transport, Infrastructure, Housing & Urban Development with the core mandate of management, development, rehabilitation and maintenance of National Urban Trunk Roads. The Agency wishes to competitively fill the vacant positions listed below with qualified Kenyans as follows:

1) MANAGER ROADS - REF: KURA/MNT/MR/17/2 - JG 8 – (1 POST)

The incumbent will be responsible for entire roads project life cycle to include design, construction, and maintenance and project completion.

Key responsibilities

- a) Be responsible for the Road Project cycle which includes planning, design, construction and maintenance.
- b) The person shall be responsible for all the resources within his/her section which includes funds, equipment and human capital.
- c) Monitor and coordinate field operations to ensure compliance with the set standards and specifications.
- d) The person may be designated as a Regional Manager in any of the Authority's regional offices.
- e) The person may be designated as a Project Manager in any of the Authority's special projects.
- f) Ensuring review of development plans for compliance with adopted road engineering standards and good engineering practices.
- g) Responsible for implementation of the policies of the Authority.
- h) Preparing annual work programs, budgets and procurement plans.
- i) Supervision of road works and services.
- j) Carrying out of general administration
- k) Performance of any other duties as assigned by the General Manager (Maintenance)

Qualifications and Competencies.

- a) Degree in Civil Engineering or its equivalent from a recognized institution.
- b) Registered Engineer with the Engineers Board of Kenya.
- c) Working ICT knowledge for road management systems.
- d) Be a member of Institution of Engineers of Kenya (IEK).
- e) Experience in Labour Based Works.
- f) Seven (7) years post registration experience and three (3) years in a Senior Management position with relevant experience and responsibility.

- g) Demonstrable knowledge in planning, design, construction and maintenance of roads.
- h) Demonstrable knowledge of public procurement systems and processes as used by the Government of Kenya, multilateral and bilateral development partners.
- i) Strong interpersonal relations and communication skills.
- j) Demonstrated ability to build cohesive teams and achieve set targets through team work.

2) CHIEF PROCUREMENT OFFICER- REF: KURA/PROC/CPO/17/1- JG 7 – 1 POST

Key Responsibilities

- a) To lead, coordinate and help develop consolidated annual procurement plan
- b) Responsible for following the policies and procedures as defined in the Authority policy guidelines
- c) Supervising, scheduling the work, professionally developing, and evaluating the performance of the procurement officers. Reviewing the performance objectives established by the professionals under his/her supervision.
- d) Ensuring the smooth functioning of the department as a synergetic, service-oriented team, in meeting the many and varying needs of the Authority's internal and external customers.
- e) Responsible for preparing contracts and purchase orders within the guidelines of the applicable laws, procedures and policies in place.
- f) With approval of the Head of Procurement, responsible for consulting with the Authority's legal officer or other approved legal counsel regarding the legality of proposed procurement contracts.
- g) Responsible for providing administrative support for all procurements and maintaining the official contract files
- h) Responsible for ensuring purchasing orders and/or contracts are authorized in accordance with the approval matrix in place.
- i) Participating fully in the opening, evaluation, negotiations and contract management.
- j) Reviewing and approving the various procurement reports prepared by procurement officers including quarterly and annual reports.
- k) Developing and maintaining positive relationships with both existing and new suppliers and contractors
- l) To take an active lead in introduction, development and implementation of procurement best practices
- m) Manage staff within Procurement Department.

QUALIFICATIONS

- a) Bachelor's degree in supplies management or in business related field with post graduate diploma in purchasing & supplies management from a recognized institution.
- b) At least seven (7) years' experience in procurement three (3) years of which must have been in a senior position.
- c) Current member of the Kenya Institute of Supplies Management (KISM)/CIPS.

- d) Ability to work under pressure with minimum supervision.
- e) Good analytical, communication and interpersonal skills.
- f) Working knowledge in Public Procurement and Disposal procedures as contained in the Public Procurement and Disposal Act 2015 and its regulations as well as development partners guidelines.
- g) Should at least possess Professional qualification CIPS Level 6 or equivalent
- h) Should have a valid practicing License.

3) CHIEF SURVEYOR - REF: KURA/D&C/CS/17/7 - JG 7 – (1 POST)

Key Responsibilities

- a) Assist in the preparation of survey annual work plans;
- b) Assist in provision of survey data during feasibility studies and preliminary and final design;
- c) Identify survey requirements and standards for specific areas;
- d) Prepare survey specification and terms of reference for survey works to be contracted out;
- e) Supervise survey consultants engaged by the Authority; and
- f) Supervise civil works during construction.

Qualifications and Competencies

Appointment to the position will be made from persons who have:

- a) Hold a Bachelor Degree in Surveying and photogrammetry or equivalent qualification from a recognized university;
- b) Have satisfactorily served in the grade of Senior Surveyor in the Authority or a comparable position with similar responsibilities in like organizations for at least 3 years;
- c) Are Full members of Institution of Surveyors of Kenya (ISK);
- d) Are conversant with modern survey equipment (GPS, Total Station, etc.); and
- e) Are competent in Computer Aided Design (CAD), GIS and Image Processing Software;
- f) Good communication skills as well as interpersonal skills; and Ability to manage staff and provide good leadership.

4) SENIOR ACCOUNTANT - REF: KURA/F&A/SA/17/9- JG 6 – (1 POST)

Key Responsibilities

Reporting to the Manager Finance, the incumbent will;

- a) Maintain of up-to-date books of accounts;
- b) Coordinate responses to audit queries;
- c) Support treasury management;
- d) Process payments and other disbursements;
- e) Undertake project accounting
- f) Carry out bank reconciliations;
- g) Undertake working capital/liquidity management;

- h) Undertake payment of statutory deductions and returns (e.g. NSSF, NHIF, PAYE, Withholding tax, etc.)
- i) Prepare accurate and timely financial statements and reports;
- j) Ensure safe custody of the Authority's accountable documents; and
- k) Perform any other lawful duties as may be assigned from time to time.

Qualifications and Competencies

Appointment to the position will be made from persons who:

- a) Hold Bachelor of Commerce degree or Business Administration or its equivalent from a recognized university;
- b) Have full accounting qualifications (CA, ACCA, CPA or an equivalent qualification);
- c) Are members of Institute of Certified Public Accountants of Kenya (ICPAK) or a recognized relevant professional;
- d) Have working knowledge of computerized accounting system;
- e) Have satisfactorily served as Accountant 1 in the Authority or a comparable position with similar responsibilities in like organizations for a minimum period of three (3) years;
- f) Have high degree of integrity and dependability; and
- g) Have strong interpersonal relations, analytical and communication skills.

5) SENIOR SURVEYOR – REF. KURA/D&C/SS/17/1 – JG 6 (1 POST)

Key Responsibilities

Reporting to the Chief Surveyor, the incumbent will;

- a) Prepare survey annual work plans;
- b) Provide survey data during feasibility studies and final design;
- c) Identify road reserves and map roads in the assigned region;
- d) Identify survey requirements and standards for specific areas;
- e) Prepare survey specification and Terms of Reference for survey works to be contracted out;
- f) Supervise survey consultants engage by the Authority;
- g) Supervise civil works during construction; and
- h) Perform any other lawful duties as may be assigned from time to time.

Qualifications and Competencies

Appointment to the position will be made from persons who:

- a) Hold a Bachelor's Degree in surveying and photogrammetry or equivalent from a recognized University;
- b) Are members of the Institute of Surveyors of Kenya
- c) Have satisfactorily served in the grade of Surveyor in the Authority or a comparable position with similar responsibilities in like organizations for at least 3 years;
- d) Are conversant with modern survey equipment (GPS, Total Station, etc.); and
- e) Are competent in Computer Aided Design (CAD), GIS and Image Processing Software.

6) SENIOR ENVIRONMENTALIST - REF: KURA/P&E/SE/17/3 - JG 6 – (1 POST)

Reporting to the Chief Environmentalist, the Senior Environmentalist shall provide advisory and technical support to ensure that the operations, programs, projects and activities of the Authority adhere with the relevant legal and regulatory framework on environmental management.

Key Responsibilities

- a) Implementation of law and policies of the Authority relating to the environment matters;
- b) Ensuring adherence to environment laws by all parties involved in road construction;
- c) Support in monitoring emerging regulatory and legislative policy changes and/or initiatives and facilitating incorporation and implementation of relevant strategies within the Authority's activities;
- d) Assisting in solving environmental issues affecting the general public and/or developers, landowners, and interest groups;
- e) Assisting in ensuring overall environmental compliance of all of the Authority's activities;
- f) Undertaking environmental and social impact studies independently as part of the road design and preparation of appropriate environmental assessment Reports;
- g) Undertaking assessment, monitoring and evaluation of ongoing projects;
- h) Preparing periodic reports for the section; and
- i) Performance of any other lawful duties as may be assigned from time to time.

Qualifications and Competencies.

Appointment to the position will be made from persons who:

- a) Hold a Bachelor's Degree in Environmental Studies or equivalent qualification from a recognized Institution, a relevant Master's Degree will be an added advantage;
- b) Have been registered, licensed and practiced as an EIA/EA Lead Expert for at least six (6) years;
- c) Have experience in undertaking Environmental Impact Assessment, Environmental Audits, Environmental Monitoring of Road Infrastructure projects for at least three (3) years
- d) Have good communication and interpersonal skills; and
- e) Have excellent ICT knowledge and skills.

7) SENIOR SOCIOLOGIST - REF: KURA/P&E/SS/17/5 – JG 6 (1 POST)

Key Responsibilities

Reporting to the Chief Sociologist, the incumbent will:-

- a) Undertake social impact studies independently as part of the road design and tender documentation process and preparation of appropriate social management plans;
- b) Design, implement and track progress on social performance systems with a view to ensuring compliance with Authority's standards;
- c) Conduct social reviews of the Authority's projects and oversee implementation of agreed upon social aspects within the Authority project portfolio;

- d) Provide technical and advisory support to the Authority and road sector stakeholders towards achieving positive and sustainable development outcomes including mobilization of support from donor funded programs;
- e) Prepare Resettlement Action Plans (RAPs) and provide technical advice in their implementation;
- f) Facilitate the investigation, verification and timely closure of complaints using the appropriate Grievance Redress Mechanism;
- g) Review relevant Authority contracts to ensure provisions related to social provisions have been incorporated;
- h) Advise and recommend scenarios that will optimize on community benefits on the basis of assessments and surveys;
- i) Prepare terms of reference for the social surveys and facilitate implementation of related recommendations;
- j) Liaise with relevant staff/communication specialists and other stakeholders in the dissemination of public information relating to the Authority's road projects;
- k) Establish linkages with consultants and other stakeholders on social matters for mutual benefit of the Authority;
- l) Coordinate implementation of HIV/AIDS interventions to ensure appropriate mainstreaming of HIV/AIDS into roads projects;
- m) Undertake road project social impact assessments;
- n) Coordinate gender mainstreaming in road design and implementation; and
- o) Perform any other duties as may be assigned from time to time.

Qualifications and Competencies.

Appointment to the position will be made from persons who:

- a) Possess a Bachelor's degree in Social Sciences or equivalent degree from a recognized University; a Master's Degree in any Social Science would be an added advantage;
- b) Have experience and solid understanding of best practice/standards in the area of involuntary resettlement and physical displacement – including various donor safeguards;
- c) Have demonstrated experience in preparation and implementation of Resettlement Action Plans [RAP];
- d) Have experience in undertaking stakeholder engagement;
- e) Have experience in undertaking Social Impact Studies;
- f) Have minimum six (6) years overall experience, three [3] of which should be in the area of infrastructure projects;
- g) Previous work experience in HIV/AIDS interventions, Donor Funded Projects, environmental & social impact assessment will be an added advantage;
- h) Good interpersonal, communication and computer skills; and
- i) Assertive and team player.

8) SOCIOLOGIST ~ REF: KURA/P&E/SOC/17/6 ~ JG 5 – (1 POST)

Key Responsibilities

Reporting to the Senior Sociologist, the incumbent will;

- a) Prepare and implement Resettlement Action Plans (RAPs) and provide technical advice regarding their implementation;

- b) Facilitate the investigation, verification and timely closure of complaints using the appropriate Grievance Redress Mechanism;
- c) Deal with all social issues arising from the communities during and post construction and other stakeholder matters affecting the Authority;
- d) Conduct social reviews of projects and supervises new portfolio;
- e) Collect data and information on social issues;
- f) Review road contracts and ensures social provisions are incorporated;
- g) Undertake social surveys;
- h) Establish linkages with consultants/stakeholders on social matters;
- i) Coordinate implementation of HIV/AIDS interventions in road works;
- j) Assess and evaluate ongoing projects;
- k) Assess the level of awareness on major social issues affecting the public as a result of road infrastructure;
- l) Facilitate Gender Mainstreaming in road projects;
- m) Facilitate Social Impact Studies on new road designs;
- n) Monitor and evaluate road works and ensure social concerns are properly addressed;
- o) Perform any other lawful duty as may be assigned from time to time.

Qualifications and Competencies.

Appointment to the position will be made from persons who have:

- a) A Bachelor's Degree in Social Sciences or equivalent degree from a recognized University;
- b) Demonstrated experience in preparation and implementation of Resettlement Action Plans [RAP];
- c) Experience and solid understanding of best practice/standards in the area of involuntary resettlement and physical displacement – including various donor safeguards.
- d) Experience in planning, organizing and undertaking Stakeholder Engagement processes;
- e) Minimum of five (5) years overall experience, three [3] of which should be in the area of infrastructure projects;
- f) Previous work experience in HIV/AIDS interventions, Donor Funded Projects, environmental & social impact assessment will be an added advantage;
- g) Good interpersonal, communication and computer skills; and
- h) Assertive and team player.

9) ENVIRONMENTALIST - REF: KURA/P&E/ENV/17/4 – JG 5 – 1 POST

Reporting to the Senior Environmentalist, the incumbent shall assist in ensuring that the operations, programs, projects and activities of the Authority adhere to all relevant legal and regulatory frameworks on environmental management.

Key Responsibilities

- a) Facilitate Environmental Impact Studies of roadworks and other projects;
- b) Implement laws and policies of the Authority relating to environmental matters;
- c) Assist in solving environmental issues affecting the general public and/or developers, landowners, and interest groups;
- d) Assist in ensuring overall environmental compliance of all of the Authority's activities;

- e) Assist in undertaking assessment, monitoring and evaluation of ongoing projects;
- f) Collect and analyze data and information on environmental issues;
- g) Sensitize the community and other stakeholders on environmental issues;
- h) Assist in preparing periodic reports for the section; and
- i) Perform any other lawful duties as may be assigned from time to time.

Qualifications and Competencies.

Appointment to the position will be made from persons who:

- a) Hold a Bachelor’s Degree in Environmental Science, Environmental Planning and Management, Environmental Studies or a related academic qualification;
- b) Should be Registered, Licensed and Practiced as an EIA/EA Associate Expert for at least 5 years;
- c) Should have participated in conducting Environmental Impact Assessment, Environmental Audits, Environmental Monitoring of Road Infrastructure projects for at least 3 Years
- d) Should have good communication and interpersonal skills; and Have good ICT knowledge and skills.

10) SENIOR SURVEY ASSISTANT - REF: KURA/D&C/SAS/P&P/17/2 – JG 4 [1 POST]

Key Responsibilities

Reporting to the Senior Land Surveyor, the Senior Survey Assistant shall assist in carrying out large area cadastral, geodetic and mapping control surveys and:

- a) Assist in the preparation of survey annual work plans;
- b) Assist in provision of survey data during feasibility studies and preliminary and final design;
- c) Identify survey requirements and standards for specific areas;
- d) Prepare survey specification and terms of reference for survey works to be contracted out;
- e) Supervise survey consultants engaged by the Authority
- f) Supervise civil works during construction
- g) Undertake survey work and related computations and adjustments including triangulation;
- h) Undertake traversing and topographic survey;
- i) Identify and establish road corridor;
- j) Conduct geodetic leveling;
- k) Observe level lines for civil works and maintain geodetic instruments; and
- l) Perform any other duties as assigned by the Senior Land Surveyor.

Qualifications and Competencies

Appointments to the position will be made from persons who:

- a) Have Diploma in Land Survey or its equivalent qualification from a recognized institution;
- b) Are proficient in Computer applications/Microsoft Office Suite applications;
- c) Are conversant with modern survey equipment (GPS, Total Station, etc.);
- d) Are competent in Computer Aided Design (CAD), GIS and Image Processing Software;
- e) Are self-driven, innovative and creative and resilience;

- f) Have integrity, honesty and respect for others;
- g) Are team players, have excellent communication skills; and
- h) Have problem solving, negotiation and analytical skills.
- i) Have three (3) years working experience.

11) ASSISTANT ICT OFFICER (AICTO) - REF: KURA/F&A/AICTO/17/10 - JG 4 - (3 POSTS)

Key Responsibilities

Reporting to the Senior ICT Officer, the incumbent will;

- a) Train ICT users;
- b) Trouble shoot ICT systems within the Authority
- c) Repair and maintain ICT equipment
- d) Receive, install and certify ICT equipment;
- e) Configure new ICT equipment; and
- f) Perform any other lawful duties as may be assigned from time to time

Qualifications and Competencies

Appointment to the position will be made from persons who:

- a) Have a mean grade C (plain) in the Kenya Certificate of Secondary Education or its equivalent;
- b) Have Diploma in Computer Science or Information Technology or its equivalent from a recognized University;
- c) Have strong interpersonal, negotiation and communication skills; and
- d) Have high degree of integrity and dependability.

Shortlisted candidates will be expected to fulfil the requirements of Chapter Six (6) of the Constitution. Specifically, they must obtain and present during the interview, copies of clearance certificates from the following institutions/organizations;

- a) Kenya Revenue Authority;
- b) Higher Education Loans Board;
- c) Ethics and Anti-Corruption Commission;
- d) Criminal Investigations Department;
- e) Credit Reference Bureau.

Interested candidates who meet the minimum qualifications should submit applications together with their updated CVs including details of their day time contacts, names and contacts of three referees, while at the same time attaching copies of all certificates and testimonials to be hand delivered or mailed so as to reach the Director General at the address below not later than **7th April, 2017**. All envelopes/applications should have the respective job reference number clearly marked. Only short listed candidates will be contacted.

The Kenya Urban Roads Authority is an Equal Opportunity Employer. Women, Youth and Persons Living with Disabilities are encouraged to apply.

**The Director General
Kenya Urban Roads Authority (KURA)
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