



# KENYA RURAL ROADS AUTHORITY

## MERU REGION

Dated: 22<sup>nd</sup> April, 2021

### VACANCY ADVERTISEMENT

#### VACANCIES

Applications are invited from qualified candidates to fill the following vacant positions at KeRRA Meru Region (**KIUTINE – KINA- GARBATULA - ROAD CONTRACT NO. RWC 274**) PROJECT) on 6 Months Contract terms.

#### **ASSISTANT RESIDENT ENGINEER (ROADS) (KeRRA GRADE 5) -1 POST- V/ No.1/RWC 274/2021**

##### **(a) Job Description**

##### **Duties and responsibilities:-**

- (i) Assisting in preparing engineering design for road works;
- (ii) Assisting in undertaking road safety audits during road development; and
- (iii) Assisting in reviewing of road engineering designs.
- (iv) Assisting in preparing materials testing and research programs;
- (v) Assisting in carrying out traffic surveys and management of traffic data;
- (vi) Assisting in collecting and collating economic, environmental and social data for road investment programmes and strategies;
- (vii) Assisting in monitoring supervision of road maintenance works;
- (viii) Undertaking public sensitization on protection of road reserves.

##### **b) Qualifications Required**

- (i) Bachelor's Degree from an institution recognized by the Commission for Higher Education in the field of Civil and Structural Technology and/or Civil Engineering
- (ii) Proficiency in computer applications;
- (iii) Registered Graduate Engineer of the Institution of Engineer of Kenya (IEK).
- (iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- (v) Minimum of 3 years in Site Supervision in road Construction.
- (vi) Fulfilled the requirements of Chapter Six of the Constitution.

#### **ASSISTANT ENGINEER (ROADS) (KeRRA GRADE 6) -1 POST- V/ No.2/RWC274/2021**

##### **(a) Job Description**

##### **Duties and responsibilities:-**

##### **Assisting the Assistant Resident Engineer in the following duties:**

- (i) Assisting in preparing engineering design for road works;
- (ii) Assisting in undertaking road safety audits during road development; and
- (iii) Assisting in reviewing of road engineering designs.
- (iv) Assisting in preparing materials testing and research programs;
- (v) Assisting in carrying out traffic surveys and management of traffic data;
- (vi) Assisting in collecting and collating economic, environmental and social data for road investment programmes and strategies;
- (vii) Assisting in monitoring supervision of road maintenance works;
- (viii) Undertaking public sensitization on protection of road reserves.

**b) Qualifications Required**

- (i) Bachelor's Degree from an institution recognized by the Commission for Higher Education in the field of Civil and Structural Technology and/or Civil Engineering
- (ii) Proficiency in computer applications;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- (iv) Minimum of 2 years in Site Supervision in road Construction.
- (v) Fulfilled the requirements of Chapter Six of the Constitution.

**ASSISTANT SURVEYOR (ROADS) KeRRA GRADE 6 -1 POST- V/ No.3/RWC274/2021****(a) Job Description****Duties and responsibilities:-**

- (i) Carrying out maintenance and services of GIS instruments;
- (ii) Undertaking topographical and cadastral mapping for roads;
- (iii) Undertake setting out for structures
- (iv) Undertaking production, collection, interpretation, maintenance and dissemination of maps;
- (v) Undertaking photographic rectification, photo-preparation and dispositive point-purging;
- (vi) Preparing reports based on survey data results; and
- (vii) Designing of user friendly interfaces.

**b) Qualifications Required:-**

- (i) Bachelor's Degree in Geo-information Systems or Surveying and Photogrammetry or an equivalent qualification from a recognized institution OR
- (ii) 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 OR
- (iii) Membership in Institution of Surveyors of Kenya (ISK), (Land Surveyors or GIS Chapter) with a post registration experience of three (3) years.
- (iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- (v) Proficiency in computer applications.
- (vi) Preparing reports based on survey data results; and
- (vii) Fulfilled the requirements of Chapter Six of the Constitution.

**LEVELLER (ROADS) KeRRA GRADE 8 -2 POSTS- V/ No.4/RWC 274/2021****(a) Job Description****Duties and responsibilities:-****Assisting the Assistant Surveyor in the following duties:-**

- (i) Undertaking topographical and cadastral mapping for roads;
- (ii) Undertake setting out for structures
- (iii) Undertaking production, collection, interpretation, maintenance and dissemination of maps;
- (iv) Undertaking photographic rectification, photo-preparation and dispositive point-purging;
- (v) Preparing reports based on survey data results; and

**b) Qualifications Required:-**

- (vi) Certificate in Land Survey and Mapping
- (vii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- (viii) Proficiency in computer applications.
- (ix) Knowledge in Cartography or Photogrammetry and Remote Sensing will be an added advantage.
- (x) Fulfilled the requirements of Chapter Six of the Constitution.

## **WORKS INSPECTOR (KeRRA GRADE 8) 3 POSTS - V/ No.5/RWC 274/2021**

### **(a) Job Description**

#### **Duties and responsibilities:-**

- (i) Supervising all roads construction and maintenance works;
- (ii) Preparing and maintaining site records and other road work records;
- (iii) Preparing roadwork programmes in liaison with the supervisor;
- (iv) Selecting and locating suitable materials for Road works;
- (v) Assisting in collecting data on road inventory;
- (vi) Ensuring that all site records are prepared on time and submitted as required; and,
- (vii) Advising on priorities for maintenance programmes.

### **b) Qualifications Required:-**

- (i) Diploma from a recognized institution in the disciplines of Building or Civil Engineering, Construction Management,
- (ii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
- (i) Proficiency in computer applications
- (ii) Possess a commitment to client and project owner satisfaction and a desire to develop and maintain positive and productive working relations with co-workers, construction contractors, subcontractors, clients and owner representatives
- (iii) Minimum of 3 years in Site Supervision in road Construction.
- (iv) Fulfilling the requirements of Chapter Six of the Constitution

## **PROJECT ADMINISTRATOR, (KeRRA GRADE 7) 1 POST- V/ No.6/RWC 274/2021**

### **(a) Job Description**

#### **Duties and responsibilities will entail:**

- (i) Coordinating the preparation of terms of reference for outsourced services;
- (ii) Supervising the implementation of outsourced services;
- (iii) Coordinating identification of Project's needs for equipment, security and cleanliness;
- (iv) Coordinating renewals of general insurance covers for vehicles, buildings and equipment;
- (v) Ensuring efficient provision of transport, security and cleaning services in the Project
- (vi) Safeguarding the Project's assets including office premises, vehicle, office equipment and furniture through maintaining accurate and up to date records;
- (vii) Facilitating Board and staff functions;
- (viii) Facilitating travel clearance, visas and other necessary travel documents for Project Staff on official duties;
- (ix) Identifying assets for requisition, repair, maintenance and disposal;
- (x) Forecast administrative staff needs for the Project
- (xi) Monitoring budget expenditure and provide guidance to Administration Section on financial discrepancies;
- (xii) Ensuring prompt payment of administrative expenses;
- (xiii) Coordinating provision of efficient records management and information services to the Authority; and
- (xiv) Coordinating the preparation of periodic progress reports.

### **b) Qualifications Required**

- (i) Served for a minimum period of five (5) years relevant work experience with at least three (3) years in a Project Management
- (ii) Bachelor's degree in Social Sciences from a recognized Institution;
- (iii) Relevant professional qualification and membership

- (iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Proficiency in computer applications;
- (vi) Fulfilled the requirements of Chapter Six of the Constitution;
- (vii) Demonstrated outstanding professional competence in administration work as reflected in work performance and results;

### **LABORATORY TECHNICIAN (KeRRA GRADE 8) 2 POST- V/ No.7/RWC 274/2021**

#### **(a) Job Description**

##### **Duties and responsibilities:-**

- (i) Perform various materials testing duties on concrete, soils, aggregates, and asphalt materials within the field or the QT lab
- (ii) Thoroughly maintain documentation of testing activities through use of QT's computerized data collection and reporting tools
- (iii) Effectively communicate with the Resident Engineer regarding test results and project status
- (iv) Research and understand project requirements

##### **b) Qualifications Required:-**

- (i) Certificate in Material technology or an equivalent qualification from a recognized institution
- (ii) At least three (3) years of experience performing field or laboratory materials sampling and testing on major heavy civil construction projects, including roadways, bridges, utilities, drainage systems, airports, rail systems, dams or similar public works and/or commercial type facilities
- (iii) Possess one or more technical certifications from MOTHUD
- (iv) Possess a commitment to client and project owner satisfaction and a desire to develop and maintain positive and productive working relations with co-workers, construction contractors, subcontractors, clients and owner representatives
- (v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
- (vi) Conversant with material testing standard specifications
- (vii) Proficiency in computer applications.
- (viii) Fulfilled the requirements of Chapter Six of the Constitution.

### **LAB ATTENDANT (KeRRA GRADE 9) 5 POSTS- V/ No.4/RWC 274/2021**

#### **(a) Job Description**

##### **Duties and responsibilities:-**

##### **Assisting the Lab Technician in Carrying Out the following duties:-**

- (i) Perform various materials testing duties on concrete, soils, aggregates, and asphalt materials within the field or the QT lab
- (ii) Thoroughly maintain documentation of testing activities through use of QT's computerized data collection and reporting tools
- (iii) Effectively communicate with the Resident Engineer regarding test results and project status
- (iv) Research and understand project requirements

##### **b) Qualifications Required:-**

- (i) Certificate in Material technology or an equivalent qualification from a recognized institution
- (ii) At least two (2) years of experience performing field or laboratory materials sampling and testing on major heavy civil construction projects, including roadways, bridges, utilities, drainage systems, airports, rail systems, dams or similar public works and/or commercial type facilities
- (iii) Possess one or more technical certifications from MOTHUD

- (iv) Possess a commitment to client and project owner satisfaction and a desire to develop and maintain positive and productive working relations with co-workers, construction contractors, subcontractors, clients and owner representatives
- (v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
- (vi) Conversant with material testing standard specifications
- (vii) Proficiency in computer applications.
- (viii) Fulfilled the requirements of Chapter Six of the Constitution.

**SECRETARY- (KeRRA GRADE 9) 1 POST- V/ No.8/RWC 274/2021**

**(a) Job Description**

**Duties and responsibilities:-**

- (i) Operating office equipment;
- (ii) Ensuring good office layout;
- (iii) Attending to visitors/clients;
- (iv) Handling telephone calls;
- (v) Ensuring security of office premises, office records, equipment and documents
- (vi) Preparing responses to simple routine correspondence.
- (vii) Planning and scheduling of meetings;
- (viii) Preparing and responding to routine correspondence.
- (ix) Management of e-office;
- (x) Management of office protocol;
- (xi) Any other duties assigned from time to time

**b) Qualifications Required:-**

- (i) The following qualifications from the Kenya National Examinations Council:
- (ii) Typewriting III (50 w.p.m.)/Computerized Document Processing III
- (iii) Shorthand II (80 w.p.m.)
- (iv) Business English III/Communications II
- (v) Office Practice II
- (vi) Secretarial Duties II
- (vii) Commerce II
- (viii) Office Management III/Office Administration and Management III
- (ix) Certificate in Computer Applications (Windows, Ms-Word, Ms Power Point Ms- Excel, Ms-Access and Internet) from a recognized institution.
- (x) Minimum of three (3) years' experience
- (xi) Fulfilled the requirements of Chapter Six of the Constitution.

**OFFICE ASSISTANT/CLEANER- (KeRRA GRADE 10) 1 POST- V/ No.9/RWC 274/2021**

**(a) Job Description**

**Duties and responsibilities:-**

- i) Maintaining general cleanliness;
- ii) Preparing and serving tea;
- iii) Delivering mail and postage;
- iv) Filing documents;
- v) Moving or carrying office equipment, furniture and ensuring orderly arrangement.
- vi) Participating in conducting periodic and annual stock taking.
- vii) Any other duties that may be assigned from time to time

**b) Skills and Experience Needed**

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus) or its equivalent qualification.
- (ii) A reasonable level of fitness.
- (iii) Punctual, reliable and trustworthy
- (iv) Shown merit and ability as reflected in work performance and results.
- (v) Awareness of health and safety procedures
- (vi) Proficiency in computer applications will be an added advantage
- (vii) Fulfilled the requirements of Chapter six (6) of the Constitution;

**CHIANMAN -1 POST- (KeRRA GRADE 10) 5 POSTS - V/ No.10/RWC 274/2021****(a) Job Description****Duties and responsibilities:-****Assisting the Leveller in the following duties:-**

- (i) Undertaking topographical and cadastral mapping for roads;
- (ii) Undertake setting out for structures
- (iii) Undertaking production, collection, interpretation, maintenance and dissemination of maps;
- (iv) Undertaking photographic rectification, photo-preparation and dispositive point-purging;
- (v) Preparing reports based on survey data results; and
- (vi) Designing of user friendly interfaces.

**b) Skills and Experience Needed**

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its equivalent qualification.
- (ii) Minimum of two (2) years' experience.
- (iii) A reasonable level of fitness.
- (iv) Punctual, reliable and trustworthy
- (v) Shown merit and ability as reflected in work performance and results.
- (vi) Awareness of health and safety procedures
- (vii) Proficiency in computer applications will be an added advantage
- (viii) Fulfilled the requirements of Chapter six (6) of the Constitution

*Applications in hard copies should be sent to the undersigned to be received on or before*

**TUESDAY 11<sup>TH</sup> MAY, 2021**

The Resident Engineer  
Kenya Rural Roads Authority- Meru Region  
Kiutine – Kinna – Garbatulla Project  
P.O. Box 442 – 60200  
**MERU, Kenya**

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