

KENYA PORTS AUTHORITY

JOB OPPORTUNITY (Replacement)

Kenya Ports Authority (KPA) is a Commercial and Strategic State Corporation mandated to maintain, operate, improve and regulate all sea and inland waterway ports in Kenya. KPA aspires to position the Port of Mombasa as a competitive regional hub. The Port of Mombasa is a gateway to East and Central Africa and is one of the busiest Ports along the East African coastline. The Port provides direct connectivity to over 80 ports worldwide and is linked to a vast hinterland comprising Uganda, Rwanda, Burundi, Eastern Democratic Republic of Congo, Northern Tanzania, Southern Sudan, Somalia, and Ethiopia by road.

To enhance institutional capacity to deliver strategy, KPA is seeking to recruit highly motivated and result-oriented individuals to fill the following exciting and challenging positions.

| ARTISAN | |
|------------------------|---|
| Department – | Engineering Services/Infrastructure Development |
| Grade – | KPA9 |
| Terms of Service – | Pensionable |
| Remuneration (Kshs.) – | Basic Salary: 67,317.00 – 85,554.00 House Allowance: 26,675.00 Motor Transport Allowance: 14,000.00 |

Job Specifications

This is the entry grade for Artisans. Artisans in this cadre may be deployed to perform duties in any of the following functional areas:

A. Mechanical (Plumbers, Fitters, Welders & Fabricators)

- Assist Senior Artisans in carrying out daily safety checks on equipment.
- Assist Senior Artisans in carrying out planned and breakdown maintenance.
- Assist Senior Artisan in Recording equipment maintenance data.
- Assist Senior Artisan in undertaking housekeeping and cleaning and equipment and tools.
- Assist Senior Artisan in Recording equipment maintenance and components production data.
- Assist Senior Artisans in production of equipment components.
- Assist Senior Artisans in welding and fabrication of equipment and infrastructure components.
- Assist Senior Artisan in tracing, sorting and carrying materials from stores to working area.

B. Electrical

- Assist Senior Artisans in carrying out daily safety checks on equipment.
- Assist Senior Artisans in carrying out planned and breakdown maintenance.
- Assist Senior Artisan in Recording equipment maintenance data.
- Assist Senior Artisan in undertaking housekeeping and cleaning and equipment and tools.
- Assist Senior Artisan in Recording equipment maintenance and components production data.
- Assist Senior Artisan in tracing, sorting and carrying materials from stores to working area.

C. Painting

- Assist Senior Artisan in selecting tools and paints.
- Assist Senior Artisan in preparing work surfaces before painting.
- Assist Senior Artisan in carrying out planned maintenance.
- Assist Senior Artisan in Recording equipment maintenance data.
- Assist Senior Artisan in recording data of equipment status.
- Assist Senior Artisan in carrying out daily checks of maintenance defects in marine vessels, equipment, and civil infrastructure.
- Maintain housekeeping at the workplace and the paint material stores.
- Assist Senior Artisan in tracing, sorting and carrying materials from stores to working area.

D. Carpentry & Joinery/Aluminium

- Assist Senior Artisan in selecting tools and materials.
- Assist Senior Artisan in timber and aluminium before joinery work and painting.
- Assist Senior Artisan in carrying out planned maintenance of woodwork and aluminium.
- Assist Senior Artisan in Recording equipment maintenance data.
- Assist Senior Artisan in carrying out daily checks of maintenance defects in Marine vessels, equipment and civil infrastructure.
- Maintain good housekeeping at the workplace and the material stores.
- Assist Senior Artisan in tracing, sorting and carrying materials from stores to working area.

E. Masonry

- Assist Senior Artisan in selecting tools and materials.
- Assist Senior Artisan in materials preparation before masonry work.
- Assist Senior Artisan in carrying out planned maintenance of masonry works.
- Assist Senior Artisan in Recording equipment maintenance data.
- Assist Senior Artisan in carrying out daily checks of maintenance defects in building, civil engineering and associated infrastructure.
- Maintain good housekeeping at the workplace and the material stores.
- Assist Senior Artisan in tracing, sorting and carrying materials from stores to working area.

Person Specifications

For appointment to this grade, a person must have:

- KCSE or Its Equivalent.
- Proficiency in Computer applications.
- Government Trade Test III OR equivalent from a recognized institution/
- Proficiency in seafarer or being in possession of Discharge Book where necessary..
- Fulfilling the requirements of Chapter 6 of the Constitution.
- Age limit – 30 years and below.

| TECHNICIAN | |
|------------------------|---|
| Department – | Engineering Services/Infrastructure Development |
| Grade – | KPA8 |
| Terms of Service – | Pensionable |
| Remuneration (Kshs.) – | Basic Salary: 76,156.00 – 108,767.00 House Allowance: 32,750.00, Motor Transport Allowance: 17,000.00 |

Job Specifications

This is the entry grade for Technicians. Technicians in this cadre may be deployed to perform duties in any of the following functional areas:

A. Mechanical

- Assist the Senior Technician in implementing maintenance programmes and keeping records of maintenance jobs undertaken.
- Assist the Senior Technician during emergency repairs of the infrastructure /marine crafts /equipment – whichever is applicable.
- Make regular reports on jobs executed.
- Assist the Senior Technician in carrying out checks on tools and make inventory of required tools for various tasks.

B. Electrical

- Assist the Senior Technician in inspecting Electrical Installation /marine crafts /equipment within assigned areas
- Assist the Senior Technician during preventive maintenance of electrical equipment to ensure it is well scheduled, carried out and documented.
- Assist the Senior Technician in overall power supply and distribution matters to company premises, housing estates and substations.
- Assist the Senior Technician during emergency repairs of electrical installations /marine crafts /equipment.
- Assist Senior Technician in ensuring safe use of all electrical equipment and availability of necessary accessories.

C. Civil

- Assist the Senior Technician in preparing specifications for materials used in civil engineering, building and permanent way works.
- Assist the Senior Technician in carrying out building, civil engineering and permanent way works as and when required.
- Assist Technician in carrying out inspection of civil materials.

D. Projects

- Assist the Senior Technician in collecting data for design projects.
- Assist the Senior Technician in preparing daily site records and weekly project status reports.
- Assist the Senior Technician in ensuring safe use of all site construction equipment and availability of necessary accessories.

E. Instrumentation & Control (I&C)

- Assist the Senior Technician in carrying out repairs on equipment both in the field and in the workshop.
- Assist the Senior Technician in carrying out routine and planned maintenance work.
- Assist the Senior Technician in writing regular maintenance reports of assigned duties.

F. Shift

- Implements KPA Electrical/Mechanical/Ferry Shift Cycle arrangement.
- Ensure all the electrical faults are correctly recorded in SAP.
- Prepare the daily reports on breakdowns and fault occurrences in a timely manner.
- Maintain accurate monitoring of power supply stability.
- Allocate duties and supervise shift staff.
- Liaise with the other Station Controllers on safe running of the Power System.
- Communicate with KPLC.
- Plan, monitor and evaluate the performance of staff against set targets and objectives and implement development action plans aimed at building the capacity of individuals and multi-disciplinary teams.
- Man the vessels during operational hours and ensure compliance with Marine Safety guidelines and protocols.

Person Specifications

- KCSE or its equivalent
- Diploma in Mechanical, Mechatronics, Civil, Permanent Ways, Building & Construction, Electrical, Electronics and Marine Engineering or its recognized equivalent.
- Proficiency in Computer applications.
- Fulfilling the requirements of Chapter Six of the Constitution of Kenya.

| ASSISTANT FERRY MASTER | |
|------------------------|---|
| Department – | Ferry Services |
| Grade – | KPA7 |
| Terms of Service – | Pensionable |
| Remuneration (Kshs.) – | Basic Salary: 100,660.00 – 132,290.00 House Allowance: 42,000.00 Motor Transport Allowance: 25,000.00 |

Job Specifications

- Overall command of the vessel and in charge of the crew onboard.
- Safety of crew, passengers, and cargo onboard during carriage and vessel while underway, anchorage and secured at the ramp.
- Observing Navigation safety.
- Attending to maritime distress calls within reach.
- Ascertaining the soundness of the ferry through pre sea checks before putting into service.
- Steering vessel during berthing/un-berthing or mooring/unmooring.
- Updating ships logbook and Maintaining Radio watch.
- Disseminating directions and instructions during emergencies.
- Disseminating relevant safety information, instructions and guidelines to ferry users onboard through the Public Address System.
- Conducting familiarization on vessel operations and equipment to new crew.
- Attending emergencies as the lead person and conducting periodic emergency drills.
- Ensuring cleanliness of the vessel and preservation of marine environment.
- In charge of ferry bunkering operations and Observing vessel traffic on the channel.
- Coordinating ferry movement with other operators as team players in enhancing smooth traffic flow.

Person Specifications

- KCSE Certificate or its equivalent.
- Diploma in Nautical Studies or related field from a recognized University.
- Minimum four (4) years relevant working experience.
- Master Port Operation Certificate of Competency.
- Certificate of Competency (COC) Master Mariner is an added advantage.
- Certificate in Customer relations training as added advantage.
- Certificate in Safety training.
- Global Maritime Distress and Safety System (GMDSS) Radio Certificate.
- Valid Medical certificate as prescribed by the Regulatory Agency (KMA).
- Relevant Standard Training for Certification and Watch keeping (STCW).
- Fulfilling the requirements of chapter six of the Constitution of Kenya

KENYA PORTS AUTHORITY

JOB OPPORTUNITY (Replacement)

| COXSWAIN II | |
|------------------------|--|
| Department – | Ferry Services |
| Grade – | KPA8 |
| Terms of Service – | Pensionable |
| Remuneration (Kshs.) – | Basic Salary: 76,156.00 – 108,767.00 House Allowance: 32,750.00 Motor Transport Allowance: 17,000.00 |

Job Specifications

Responsible for carrying out efficient operations of Harbour Pilot Boats in line with the provisions of International Safety Management (ISM) CODE, applicable International Maritime Conventions, National Legislations.

A. Seaman (Tug mate)

- Undertake timely and efficient provision of harbour crafts services as set in individual performance target.
- Undertake bunkering operations for Harbour crafts and ensure bunkering procedures are adhered to.
- Execute maintenance plans and schedules for Harbour craft in liaison with Marine Engineering department.

B. Coxswain II-Craft

- Undertake timely and efficient provision of harbour Pilot/mooring Boats services as set in individual performance target.
- Undertake bunkering operations for Harbour Pilot/mooring Boats and ensure bunkering procedures are adhered to.
- Execute maintenance plans and schedules for Harbour Pilot /mooring Boats in liaison with Marine Engineering department.

C. Mooring Assistant

- Supervision of mooring gang to avoid marine delays and accidents/incidents in line with the provisions of Safety Management System and set performance targets.
- Supervise mooring gang with an aim of enhancing safety and avoidance of marine delays in line with the provision of International Safety Management (ISM) Code and set performance targets.
- Coordinate communication between mooring gang and the pilot on board the vessel for safe operations and avoidance of marine delay.
- Supervise mooring gang for timely execution of shifting/Hauling of ships as planned.
- Coordinate mooring boat operations for safety of crew and the boat.
- Coordinate with the pilot on board the vessel to ensure that the vessel is berthed in the planned position.
- Ensure Compliance with staff regulations, Harbour Regulations 1970, Circulars and Notices issued from time to time.

Person Specifications

- KCSE certificate or its equivalent.
- Three (3) years' Experience as Sailor I or in relevant field.
- STCW 95 mandatory certificates Coxswain certificate.
- Fulfil the requirements of Chapter 6 of the Constitution.

| LABORATORY TECHNOLOGIST | |
|-------------------------|---|
| Department – | Medical Services |
| Grade – | KPA7 |
| Terms of Service – | Pensionable |
| Remuneration (Kshs.) – | Basic Salary: 100,660.00 – 132,290.00 House Allowance: 42,000.00 Motor Transport Allowance: 25,000.00 |

Job Specification

- Ensure proper handling of laboratory records to keep confidentiality of data as per the legal requirements.
- Execute the Pre-Analytical, Analytical and Post analytical processes of the laboratory investigations and related duties in KPA clinics document and post results on SAP or hard copy.
- Supervise direct reports and perform on Job Training.
- Participates in Internal Quality Control (IQC) and External Quality Control (EQC).
- Sterilize glassware /Equipment/specimen bottles and other apparatus for microbiological use.
- Prepares routine laboratory reagents and culture media for the isolation of organisms.
- Ensure specimens are put and stored in their correct specimen containers and conditions.
- Implements storage of specimens in their correct containers and conditions.
- Ensures continuous enforcement of occupational health safety and environment policies at workplace.
- Sterilize specimen bottles and other apparatus for microbiological use.
- Participate in proper disposal of laboratory waste and chemicals as per the NEMA and MSDs in order to create a safe working environment.

Person Specification

- KCSE or its equivalent.
- Diploma in Medical Laboratory Sciences from a recognized Institution.
- Registered member of Kenya Medical Laboratory Technicians and Technologists Board.
- ICT Skills.
- Demonstrated high degree of professional competency, administrative capabilities and initiative in the general organization and management of Laboratory Services and a good understanding of Health Care Management.
- 3 years' experience at Clinical Laboratory Technologist II in a reputable organization.
- Compliance with Chapter 6 of the constitution of Kenya -Ethics and integrity.
- Uphold Chapter 4 of the constitution of Kenya.
- Uphold CAP 253A of 1999 -KMLTT Act.

| PHARMACEUTICAL TECHNOLOGIST | |
|-----------------------------|---|
| Department – | Medical Services |
| Grade – | KPA7 |
| Terms of Service – | Pensionable |
| Remuneration (Kshs.) – | Basic Salary: 100,660.00 – 132,290.00 House Allowance: 42,000.00 Motor Transport Allowance: 25,000.00 |

Offers quality pharmaceutical services in the areas of dispensing, patient counselling in medicine use and manufacturing.

Job Specifications

- Dispensing.
- Medication Use Counseling.
- Record keeping.
- Medicines billing.

- Mix and reconstitution of injectable medicine.
- Extemporaneous preparation and Compounding.
- Participate in stocktaking.
- Monitor and maintain temperatures for cold chain items.

Person Specifications

- K.C.S.E certificate or it recognized equivalent.
- Diploma in Pharmaceutical Technology from a recognized Institution.
- Registered with Pharmacy & Poisons Board.
- Current Practicing License by Pharmacy & Poisons Board.
- Member of the Kenya Pharmaceutical Association.
- ICT Skills.
- 5 years' experience in similar role in a reputable organization.
- Professional ethics and values.
- Compliance with Chapter 6 of the constitution of Kenya -Ethics and integrity.

| PHARMACY ATTENDANT | |
|------------------------|---|
| Department – | Medical Services |
| Grade – | KPA9 |
| Terms of Service – | Pensionable |
| Remuneration (Kshs.) – | Basic Salary: 67,317.00 – 85,554.00 House Allowance: 26,675.00 Motor Transport Allowance: 14,000.00 |

Job Specifications

The job holder assists in provision of quality pharmaceutical care and services in the Authority.

- Clean the dispensing area and ensure drugs are arranged appropriately and maintains high standards of cleanliness in the pharmacy section.
- Organize the pharmacy shelves and counter to facilitate easy location of drugs and flow of work.
- Assist the pharmaceutical Technologist in listing drugs requiring replenishment from the pharmacy sub-store or from the main drug store.
- Carrying of drugs from the main store to the pharmacy.
- Assist in pre-packing of drugs.
- Assist in compounding drugs for local application in accordance to the required standards.
- Assist in preventing drug misuse.
- Assist in pharmacovigilance.

Person Specifications

- KCSE certificate or its equivalent.
- Certificate in Pharmacy from a recognized institution (added advantage).
- ICT Skills.
- Professional ethics and values.
- Compliance with Chapter 6 of the constitution of Kenya -Ethics and integrity.

| GRADUATE TRAINEES | |
|------------------------|--|
| Grade – | KPA8 |
| Terms of Service – | Pensionable |
| Remuneration (Kshs.) – | Basic Salary: 76,156.00 – 108,767.00 House Allowance: 32,750.00 Motor Transport Allowance: 17,000.00 |

Applications are invited from qualified young graduates under the age of **thirty (30) years** with a minimum of a Bachelors degree in social sciences, Finance, Engineering, ICT or any other relevant field from a recognized University.

| ADMINISTRATIVE ASSISTANT | |
|--------------------------|---|
| Grade – | KPA9 |
| Terms of Service – | Pensionable |
| Remuneration (Kshs.) – | Basic Salary: 67,317.00 – 85,554.00 House Allowance: 26,675.00 Motor Transport Allowance: 14,000.00 |

Applicants are invited from qualified individuals with a minimum of a Diploma in Business Administration, Finance, Commerce, ICT, Human Resource management or any other relevant field from a recognized institution.

Successful candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 including:

- Certificate of good conduct from the Directorate of Criminal Investigations
- Clearance certificate from the Higher Educations Loans Board
- Tax Compliance Certificate from the Kenya Revenue Authority
- Clearance from the Ethics & Anti-Corruption Commission; and
- Report from an approved Credit Reference Bureau.
- Compliance with chapter six of the Constitution of Kenya Ethics & Integrity

How to apply

Interested applicants are requested to submit their applications strictly via the Authority's online Careers Portal by visiting the Kenya Ports Authority Website (<https://www.kpa.co.ke>) > **Careers > Careers Portal**. At the Careers Portal, click on the link to the relevant job and fill the prescribed form before submitting the application. Link to Careers portal provided below:

<https://www.kpa.co.ke/SitePages/Careers.aspx>

Email or hard copy applications will not be accepted. Only those applications submitted through the e-recruitment portal will be considered. To be considered, your application must be received not later than **20th December 2025**.

Kenya Ports Authority is an Equal Opportunity Employer (EOE) and committed to diversity and gender equality. Canvassing will lead to automatic disqualification.

