

## INDENT ON JOB ADVERTISEMENT.

### SHORT VERSION

The Kenya Rural Roads Authority (KeRRA), is a State Corporation under the Ministry of Roads & Transport established under the Kenya Roads Act, 2007 and charged with the mandate to develop, manage, maintain and rehabilitate rural roads.

Pursuant to the provisions of the Act the Board of Directors invite applications from suitably qualified Kenyan Citizens who wish to be considered for the positions at Kenya Rural Roads Authority (KeRRA). The positions are as listed below; (Grade 1 & 2) three-year contract and (Grade 3) on permanent and pensionable terms of service.

S/No	Position	Grade	Reference Number	No. of vacancies	Terms of Service	Period (Years)
1.	Director General	1	KeRRA/DG/01/2025	1	Contract	3
2.	Director Internal Audit	2	KeRRA/DIA/02/2025	1	Contract	3
3.	Deputy Director – Roads	3	KeRRA/DDR/03/2025	9	Permanent & Pensionable	N/A
4.	Deputy Director - Enterprise Risk Management	3	KeRRA/DDERM/04/2025	1	Permanent & Pensionable	N/A
5.	Deputy Director - Planning	3	KeRRA/DDP/05/2025	1	Permanent & Pensionable	N/A
6.	Deputy Director – Legal Affairs	3	KeRRA/DDLA/06/2025	1	Permanent & Pensionable	N/A
7.	Deputy Director - Survey	3	KeRRA/DDS/07/2025	1	Permanent & Pensionable	N/A
8.	Deputy Director – Supply Chain Management	3	KeRRA/DDSCM/08/2025	1	Permanent & Pensionable	N/A
9.	Deputy Director – Research & Innovation	3	KeRRA/DDRI/09/2025	1	Permanent & Pensionable	N/A
10.	Deputy Director-Administration	3	KeRRA/DDA/10/2025	1	Permanent & Pensionable	N/A
<b>Total</b>				<b>18</b>		

Terms and conditions of service for the advertised positions shall apply as per the approved Human Resource Instruments of the Authority.

### **How to apply:**

Interested applicants should email their dully signed application letter, updated curriculum vitae indicating names of at least three (3) professional referees, copies of academic certificates, professional certificates and the national identity card, with the job title and job reference as the subject of the email, on or before **13<sup>th</sup> January, 2026**.

Details of the job description and requirements are provided on our website [www.kerra.go.ke](http://www.kerra.go.ke).

All applications should be submitted **ONLINE** to [managementrecruitment@kerra.go.ke](mailto:managementrecruitment@kerra.go.ke) letter indicating the specific position and reference number and should be addressed to:

**The Chairman - Board of Directors  
Kenya Rural Roads Authority,  
P.O Box 48151-00100,  
Nairobi-Kenya.**

Successful candidates **MUST** satisfy the requirements of Leadership and Integrity set out in Chapter Six (6) of the Constitution of Kenya, 2010 and shall be required to present the following documents before the offer letter.

- i. Tax Compliance Certificate from Kenya Revenue Authority (**TCC**);
- ii. Certificate of clearance from Higher Education Loans Board (HELB);
- iii. Certificate of good conduct from the Directorate of Criminal Investigations (**DCI**);
- iv. Dully filled and stamped Self-Declaration/Clearance from the Ethics and Anti-Corruption Commission (**EACC**); and
- v. Clearance certificate from approved Credit Reference Bureau (**CRB**).

Please note that **HARD COPY APPLICATIONS WILL NOT BE ACCEPTED**. Only shortlisted candidates will be contacted.

***Kenya Rural Roads Authority is an equal opportunity employer committed to diversity, gender equality and Persons with Disabilities (PWD) are encouraged to apply. Any form of canvassing will lead to automatic disqualification.***

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The Kenya Rural Roads Authority (KeRRA), is a State Corporation under the Ministry of Roads & Transport established under the Kenya Roads Act, 2007 and charged with the mandate to develop, manage, maintain and rehabilitate rural roads.

Pursuant to the provisions of the Act the Board of Directors invite applications from suitably qualified Kenyan Citizens who wish to be considered for the positions at Kenya Rural Roads Authority (KeRRA). The positions as listed below are (Grade 4-12) of permanent and pensionable terms of service.

S/No	Position	Grade	Reference Number	No. of vacancies
1.	Assistant Director - Roads	4	KeRRA/ADR/11/2025	5
2.	Assistant Director - Planning	4	KeRRA/ADP/12/2025	1
3.	Assistant Director – QA & Compliance	4	KeRRA/ADQAC/13/2025	1
4.	Assistant Director – Social Safeguards	4	KeRRA/ADSS/14/2025	1
5.	Assistant Director – Legal Affairs	4	KeRRA/ADLA/15/2025	1
6.	Assistant Director - Finance and Accounts	4	KeRRA/ADFA/16/2025	4
7.	Assistant Director - Administration	4	KeRRA/ADA/17/2025	1
8.	Assistant Director – Internal Audit	4	KeRRA/ADIA/18/2025	1
9.	Assistant Director Public Affairs & Communication	4	KeRRA/ADPAC/19/2025	1
10.	Assistant Director – Human Resource Management & Development	4	KeRRA/ADHRMD/20/2025	1
11.	Principal Legal Officer	5	KeRRA/PLO/21/2025	1
12.	Principal Engineer	5	KeRRA/PE/22/2025	25
13.	Principal ICT Officer (Network & Infrastructure)	5	KeRRA/PICTON/23/2025	1
14.	Principal ICT Officer (Database & Applications)	5	KeRRA/PICTOD/24/2025	1
15.	Principal Public Affairs and Communication	5	KeRRA/PPAC/25/2025	1
16.	Principal HRM & D	5	KeRRA/PHRMD/26/2025	1
17.	Principal Administration Officer	5	KeRRA/PAO/27/2025	1
18.	Principal Supply Chain Management Officer	5	KeRRA/PSCMO/28/2025	10
19.	Principal Sociologist	5	KeRRA/PS/29/2025	1
20.	Principal Planning Officer (ERM)	5	KeRRA/PPOERM/30/2025	1
21.	Senior Planning Officer	6	KeRRA/SPO/31/2025	3
22.	Senior Engineer	6	KeRRA/SE/32/2025	23
23.	Senior Legal Officer	6	KeRRA/SLO/33/2025	1
24.	Senior Knowledge Management Officer	6	KeRRA/SKMO/34/2025	1

S/No	Position	Grade	Reference Number	No. of vacancies
25.	Principal Library Assistant	5	KeRRA/PLA/35/2025	1
26.	Principal Accountant	5	KeRRA/PA/36/2025	5
27.	Principal Internal Auditor	5	KeRRA/PIA/37/2025	3
28.	Senior Accountant	6	KeRRA/SA/38/2025	5
29.	Senior Internal Auditor	6	KeRRA/SIA/39/2025	3
30.	Senior HRM & D Officer	6	KeRRA/SHRMD/40/2025	2
31.	Senior Environmentalist	6	KeRRA/SENV/41/2025	1
32.	Legal Officer II/I	8/7	KeRRA/LO/42/2025	2
33.	Planning Officer II/I	8/7	KeRRA/PO/43/2025	3
34.	Planning Officer II/I (ERM)	8/7	KeRRA/POERM/44/2025	1
35.	ICT Officer II/I	8/7	KeRRA/ICTO/45/2025	2
36.	HRM & D Officer	8/7	KeRRA/HRMDO/46/2025	2
37.	Engineer	7	KeRRA/E/47/2025	25
38.	Public Affairs & Communication Officer II/I	8/7	KeRRA/PACO/48/2025	3
39.	Environmentalist II/I	8/7	KeRRA/ENV/49/2025	1
40.	Sociologist II/I	8/7	KeRRA/SOCIO/50/2025	1
41.	Surveyor II/I	8/7	KeRRA/SURV/51/2025	11
42.	Assistant ICT Officer III/II	8/7	KeRRA/AICTO/52/2025	3
43.	Assistant Records & Information Management Officer III/II	9/8	KeRRA/ARIMO/53/2025	1
44.	Principal Supply chain Management Assistant	5	KeRRA/PSCMA/54/2025	1
45.	Senior Supply chain Management Assistant	6	KeRRA/SSCMA/55/2025	23
46.	Engineering Technician I	7	KeRRA/ET/56/2025	30
47.	Senior Office Administrator	6	KeRRA/SOA/57/2025	7
48.	Assistant Office Administrator	8/7	KeRRA/AOA/58/2025	5
49.	Driver III/II	11/10	KeRRA/D/59/2025	30
50.	Accountant II/I	8/7	KeRRA/A/60/2025	26
51.	Internal Auditor II/I	8/7	KeRRA/IA/61/2025	2
52.	Senior Customer Care Assistant	6	KeRRA/SCCA/62/2025	1
53.	Customer Care Assistant I	7	KeRRA/CCA/63/2025	1
54.	Legal Clerk III/II	9/8	KeRRA/LC/64/2025	1
				<b>290</b>

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## **LONG VERSION**

### **1. JOB SPECIFICATIONS FOR DIRECTOR GENERAL, KeRRA GRADE 1 (1 VACANCY)**

#### **(a) Job Purpose**

This position is anchored in the Roads Act, 2007, and is responsible to the Board of Directors for implementing the Authority's strategic goals and management of its resources; including giving direction and leadership to the achievement of KeRRA's mission, the development of its strategy and the attainment of its annual goals and objectives.

#### **(b) Job Specifications**

Duties and responsibilities at this level entail: -

- (i) Coordinating the operations and administrative functions of the Authority;
- (ii) Developing policies and programmes of the Authority;
- (iii) Managing funds and property of the Authority;
- (iv) Managing and developing staff in the Authority;
- (v) Developing operations plans and programmes for achieving the Authority's objectives;
- (vi) Co-operating with lead agencies and organizations locally and globally in the Road Sub-sector;
- (vii) Developing economic, efficient and cost-effective internal management structure;
- (viii) Providing strategic leadership and vision to the Authority by overseeing the formulation,
- (ix) implementation and review of the Strategic Plan, business plan and annual plan of the
- (x) Authority;
- (xi) Enforcing national values, values and principles of public service and leadership and integrity code of conduct in accordance with Articles 10 and 232 of the Constitution of Kenya;
- (xii) Overseeing Enterprise Risk Management, Business Continuity Plan and Disaster Recovery Plan and providing leadership in crisis management

- (xiii) Enhancing rapport between National Government, Parliament and County Government and other stakeholders on matters relating to National Secondary Trunk Roads;
- (xiv) Ensuring implementation of the policies and agreed objectives; performance targets and service standards of the Authority;
- (xv) Providing advice to the Cabinet Secretary, Principal Secretary and other stakeholders on all matters within the Authority's mandate; and
- (xvi) Performing any other duty necessary as stipulated in the Act.

**(c) Job Specifications**

**For appointment to this grade, a candidate must have: -**

- (i) At least fifteen (15) years' experience with at least ten (10) years' post-registration experience in the field of highway and road engineering;
- (ii) Has at least ten (10) years' experience in a Managerial position within the Road Sector;
- (iii) Bachelor's degree in civil engineering or its equivalent from a recognized institution;
- (iv) Master's Degree from a recognized institution;
- (v) Be registered with the Engineers Board of Kenya (EBK) as a Professional Engineer;
- (vi) Valid Annual Practicing License from the Engineers Board of Kenya (EBK);
- (vii) Membership of the Institution of Engineers of Kenya (IEK);
- (viii) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (ix) Satisfies the requirements of Chapter Six (6) of the Constitution;
- (x) Proficiency in computer applications; and
- (xi) Demonstrated a thorough understanding of policies, national goals and the constitution and be able to relate them to roads development.

**2. DIRECTOR, INTERNAL AUDIT, KeRRA GRADE 2 (1 VACANCY)**

**(a) Job Description**

**Duties and responsibilities at this level will entail: -**

- (i) Spearheading the formulation and implementation of internal audit policies, institutional strategies, frameworks and professional practices;
- (ii) Ensuring institutional compliance with internal audit statutes, government policies, applicable laws, regulations and regulatory frameworks;
- (iii) Overseeing comprehensive governance mechanism assessments, institutional accountability systems and providing executive assurance on risk management processes;
- (iv) Managing strategic risk-based audit programs, value-for-money assessments and systems audits aimed at strengthening internal control mechanisms;
- (v) Supervising organizational information system evaluations, strategic decision-making support mechanisms and effectiveness of performance management systems;
- (vi) Leading institutional budgetary performance reviews, comprehensive financial management assessments and transparency accountability mechanisms;
- (vii) Overseeing Enterprise Risk Management effectiveness, comprehensive organizational control systems and special audits/investigations;
- (viii) Managing strategic audit reporting, institutional committee presentation coordination and providing secretariat services to audit management committee;
- (ix) Supervising comprehensive audit recommendation implementation, institutional impact assessments and following up on corrective measures;
- (x) Coordinating comprehensive risk assessment processes and monitoring effectiveness of risk mitigation strategies across the institution;
- (xi) Managing quality assurance programs for audit activities and ensuring compliance with professional auditing standards and best practices;



- (xii) Spearheading the development and implementation of departmental workplans, performance management, budget preparation, procurement plans and ensuring prudent resource utilization; and
- (xiii) Mentoring, coaching and training of staff in the department.

**(b) Job Specifications**

**For appointment to this grade, an officer must have: -**

- (i) Cumulative period of fifteen (15) years relevant work experience, three (3) of which must have been in the grade of Deputy Director, Internal Audit or in an equivalent or comparable position;
- (ii) Bachelor's Degree in any of the following fields: - Finance, Accounting, Commerce (Finance/Accounting option), Business Administration (Finance option/Accounting), Business Management (Finance/Accounting option) or equivalent qualification from a recognized and accredited institution;
- (iii) Master's degree in any of the following disciplines: - Finance, Accounting, Business Administration (Finance and Accounts option), Business Management (Finance/Accounting option) or equivalent qualification from a recognized and accredited institution;
- (iv) Certified Internal Auditor (CIA) or equivalent qualification from a recognized institution;
- (v) CISA or equivalent qualification from a recognized institution where applicable;
- (vi) Member of Institute of Internal Auditors Kenya (IIA) or any other relevant professional body where applicable and in good standing;
- (vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized Institution;
- (viii) Proficiency in computer applications; and

- (ix) Demonstrated thorough understanding of national goals policies and development objectives and the ability to transform them into compliance and performance management policies and programmes.

### **3. DEPUTY DIRECTOR, ENGINEERING (ROADS) - KeRRA GRADE 3 (9 VACANCIES)**

#### **(a) Job Specifications**

**Duties and responsibilities at this level entail: -**

#### **Design Survey and Environment**

- (i) Overseeing the preparation of roadside development and control;
- (ii) Coordinating the undertaking of traffic surveys and management of traffic data;
- (iii) Ensure economic, environmental and social data for road investment programmes and strategies are collated;
- (iv) Coordinating materials testing activities including liaison with Materials Testing and Research Division (MTRD);
- (v) Ensuring training on road safety audits, accident data analysis, design reviews and implementing road accident counter-measures;
- (vi) Partnering with other agencies for improved highway emergency response;
- (vii) Ensuring public sensitization on road safety;
- (viii) Reviewing roadside development applications and field reports;
- (ix) Ensuring preliminary and detailed road and structures design are undertaken;
- (x) Ensuring development and monitoring bridge maintenance and construction programmes;
- (xi) Liaising with external financing agencies for resource mobilization; and

## **Roads Development**

- (i) Overseeing preparation of short-, medium- and long-term road works programmes;
- (ii) Coordinating preparation of engineering design and tender documentation of road works;
- (iii) Overseeing preparation of procurement plans for road work programmes;
- (iv) Liaising with external financing agencies for resource mobilization;
- (v) Reviewing of standards and specifications for road works;
- (vi) Ensuring supervision and monitoring of construction works for roads and bridges is undertaken;
- (vii) Mobilizing resources from government and development partners;
- (viii) Reviewing documents for projects to be implemented under Public Private Partnerships;
- (ix) Enhancing efficiency in utilization of financial resources for road development;
- (x) Ensuring road safety audits are undertaken during road development;
- (xi) Oversee training in road safety audits, accident data analysis, design reviews and implementing road accident counter-measures;
- (xii) Liaising with other agencies for improved highway emergency response; and

## **Road Asset Management**

- (i) Overseeing formulation, implementation and review of road asset management policies;
- (ii) Overseeing the preparation of roadside development and control;
- (iii) Coordinating and undertaking of annual road inventory and condition surveys;
- (iv) Overseeing preparation of engineering design of road maintenance works;
- (v) Coordinating compilation and analysis of annual road maintenance work programmes;
- (vi) Liaising with Kenya Roads Board and other stakeholders on management of Roads Maintenance Levy Fund (RMLF);
- (vii) Overseeing preparation of annual procurement plans;

- (viii) Coordinating operations of the Authority's Regional Offices,
- (ix) Ensuring expenditure controls and measures within the division;
- (x) Overseeing implementation of road works emergency response programmes;
- (xi) Overseeing preparation of tender documentation for road maintenance works;
- (xii) Coordinating the processing of road works tenders;
- (xiii) Ensuring implementation and conformance of road management systems and periodic reviews of the performance standards;
- (xiv) Ensuring axle load control report recommendations are acted on;
- (xv) Representing the Authority in local and regional axle load stakeholder forums;
- (xvi) Ensuring road maintenance contracts are prepared and implemented in accordance with set standards and specifications;
- (xvii) Coordinating implementation of roadside developments through institutional consultations and collaboration;
- (xviii) Managing road reserve boundary and usage through maintaining road markers system and managing roads and survey data;
- (xix) Coordinating programmes under the Roads 2000 (labour-based) maintenance strategy;
- (xx) Coordinating research and implement new innovations on maintenance in liaison with other institutions (Dou Nou technology, use of Cobblestones);
- (xxi) Coordinate development and monitoring of bridge maintenance programmes;
- (xxii) Liaising with the County Governments and other stakeholders on road development and maintenance programmes;
- (xxiii) Enhancing collaboration mechanisms with other Roads Agencies and stakeholders; and
- (xxiv) Coordinating preparation of engineering design of road maintenance works.

## **Policy, Strategy & Compliance**

- (i) Coordinating the preparation, monitoring and evaluation of the strategic plans and projects;
- (ii) Coordinating the preparation of quality assurance plans;
- (iii) Coordinating the undertaking of technical audits for works and services;
- (iv) Facilitating the preparations of quality assurance findings and recommendations;
- (v) Formulating the authority's Enterprise Risk Management policies, programmes, strategies and procedures;
- (vi) Coordinating preparation of risk assessment and classification system/criteria;
- (vii) Overseeing identification of priority areas for risk assessment and mitigation planning;
- (viii) Overseeing risk assessment processes, compilation and consolidation of periodic reports;
- (ix) Providing custody to risk methodologies and templates including risk registers, corporate risk profile, risk assessment criteria and business process documentation;
- (x) Overseeing the monitoring and evaluation of risk management function;
- (xi) Coordinating the development of Enterprise Risk Management training programmes;
- (xii) Facilitating the development of effective networks for risk management information sharing; and
- (xiii) Coordinating research, innovation and business re-engineering initiatives including enhancement of knowledge transfer.

## **Quality Assurance**

- (i) Overseeing the activities in materials testing programs;
- (ii) Spearheading training on road safety audits, accident data analysis, design reviews and implementing road accident counter -measures;
- (iii) Partnering with other agencies for improved highway emergency response;

- (iv) Overseeing public sensitization on road safety;
- (v) Overseeing preliminary and detailed road and structures design reviews
- (vi) Coordinating monitoring of bridge maintenance and construction programmes;
- (vii) Ensuring efficiency in utilization of financial resources including aid;
- (viii) Undertaking regular road safety audits during road development;
- (ix) Overseeing preparation of annual procurement plans;
- (x) Ensuring conformance of road management systems and periodic reviews of the performance standards;
- (xi) Ensuring road maintenance contracts are prepared and implemented in accordance with set standards and specifications;
- (xii) Coordinating research and implement new innovations on maintenance in liaison with other institutions (Dou Nou technology, use of Cobblestones);
- (xiii) Coordinating the preparation of quality assurance plans;
- (xiv) Coordinating the undertaking of technical audits for works and services; and
- (xv) Preparing reports on quality assurance findings and recommendations.

### **Labour Based Construction & Public Private Partnership**

- (i) Overseeing the development and monitoring of bridge construction program;
- (ii) Overseeing the preparation of tender documentation for road works and structures in liaison with relevant functional areas;
- (iii) Coordinating the monitoring and supervision of roads and structures works contracts;
- (iv) Reviewing public private partnership (PPP) documents in liaison with PPP Unit;
- (v) Coordinating programmes funded under the donor support initiative within the Roads 2000 Maintenance Strategy;
- (vi) Formulating Master Plans for development of major bridges and drainage structures;

**(b) Job Specifications**

**For appointment to this grade, an Officer must have: -**

- (i) Cumulative service period of fifteen (15) years relevant work three (3) of which should have been at the grade of Assistant Director of in a comparable position;
- (ii) Bachelor's Degree in Civil Engineering or its equivalent from a recognized institution;
- (iii) Master's Degree in any of the following discipline: Civil Engineering, Project Management, Construction Management, Public Policy, Public Administration, Business Administration, Monitoring and Evaluation, Environmental Management, or its equivalent from a recognized institution;
- (iv) Professional qualification and membership to Engineers Board of Kenya (EBK);
- (v) Valid Annual Practicing License from the Engineers Board of Kenya (EBK);
- (vi) Membership to the Institution of Engineers of Kenya (IEK);
- (vii) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (viii) Proficiency in computer applications; and
- (ix) Shown merit and ability as reflected in work performance and results.

#### **4. DEPUTY DIRECTOR RESEARCH AND INNOVATION KeRRA GRADE 3 (1 VACANCY)**

##### **Job Specifications**

##### **Duties and responsibilities at this level entail: -**

- (i) Develop and implement KeRRA's Research and Innovation Strategy in line with the Authority's Strategic Plan, the Kenya Roads Act, 2007, and national development priorities.
- (ii) Identify priority research areas related to rural roads, including design standards, materials, construction methods, maintenance strategies, climate resilience, and road safety.
- (iii) Plan, coordinate, and supervise applied research studies, pilot projects, and innovation initiatives within KeRRA.
- (iv) Ensure that research methodologies meet engineering standards, environmental and social safeguards, and ethical requirements.
- (v) Promote innovation in road construction and maintenance, including labour-based methods, use of local materials, green technologies, and climate-smart solutions.
- (vi) Facilitate integration of research findings and innovations into road design manuals, guidelines, specifications, and operational procedures.
- (vii) Establish and manage research databases, repositories, and knowledge management systems.
- (viii) Oversee documentation, publication, and dissemination of research outputs, technical reports, and best-practice guidelines.
- (ix) Coordinate partnerships and collaborations with universities, research institutions, government agencies, development partners, and industry stakeholders.
- (x) Represent KeRRA in research forums, technical committees, and innovation platforms at national and international levels.



- (xi) Identify and mobilize funding for research and innovation activities, including preparation of concept notes and grant proposals.
- (xii) Manage research and innovation budgets in compliance with the Public Finance Management Act, 2012, and donor requirements.
- (xiii) Monitor and evaluate the performance, outcomes, and impact of research and innovation initiatives.
- (xiv) Document lessons learned and ensure feedback into planning, design, and implementation of rural road programmes.
- (xv) Prepare periodic progress, performance, and impact reports for senior management, the Board, and oversight institutions.
- (xvi) Ensure compliance with KeRRA policies, public sector regulations, data protection laws, and intellectual property requirements.
- (xvii) Establish quality assurance mechanisms for research outputs and innovation processes.
- (xviii) Build internal capacity through training, mentorship, and technical support in research and innovation.
- (xix) Supervise, mentor, and appraise research and innovation staff.
- (xx) Provide technical and strategic advice to senior management on research-based solutions and innovation adoption.
- (xxi) Support policy development, strategic planning, and sector reforms within the rural roads subsector.
- (xxii) Identify and manage risks related to research, innovation, partnerships, and technology adoption.

**(b) Job Specifications**

**For appointment to this grade, an Officer must have: -**

- (i) Cumulative service period of fifteen (15) years relevant work three (3) of which should have been at the grade of Assistant Director of in a comparable position;
- (ii) Bachelor's Degree in Civil Engineering or its equivalent from a recognized institution;
- (iii) Master's Degree in any of the following discipline: Civil Engineering, Project Management, Construction Management, Public Policy, Public Administration, Business Administration, Monitoring and Evaluation, Environmental Management, or its equivalent from a recognized institution;
- (iv) Professional qualification and membership to Engineers Board of Kenya (EBK);
- (v) Valid Annual Practicing License from the Engineers Board of Kenya (EBK);
- (vi) Membership to the Institution of Engineers of Kenya (IEK);
- (vii) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (viii) Proficiency in computer applications; and
- (ix) Shown merit and ability as reflected in work performance and results.

## **5. DEPUTY DIRECTOR ENTERPRISE RISK MANAGEMENT KeRRA GRADE 3 (1 VACANCY)**

### **(a) Job Specifications**

An Officer at this level will be deployed to any of the following functional areas: -

**Duties and responsibilities at this level entail: -**

#### **Enterprise Risk Management**

- (xxiii) Coordinating enterprise risk management (ERM) activities;
- (xxiv) Monitoring risk exposure and advise management;

- (xxv) Facilitating identification and evaluation of risks in liaison with business units;
- (xxvi) Coaching management in responding to risks;
- (xxvii) Consolidating reporting on risks;
- (xxviii) Developing risk management strategy for Board approval;
- (xxix) Developing, maintaining and coordinating implementation of the Authority Risk Management Policy and Framework;
- (xxx) Sensitizing and training all staff within the Authority on risk management; and
- (xxxi) Coordinating and developing disaster recovery and business continuity management strategies.

**(b) Job specifications**

**For appointment to this grade, an Officer must have: -**

- (i) Cumulative service period of fifteen (15) years relevant work experience three (3) years of which should have been at the grade of Assistant Director, Planning or in a comparable position;
- (ii) Bachelor's degree in any of the following fields: Finance, Accounting, Business Administration, Mathematics, Actuarial Science, Statistics, Economics, Project Management, Monitoring and Evaluation, or any other equivalent qualification from a recognized institution;
- (iii) Master's Degree in any of the following fields: Finance, Accounting, Business Administration, Risk Management, Mathematics, Statistics, Economics, Actuarial Science, Project Management, Strategic Management, Monitoring and Evaluation, or equivalent qualification from a recognized institution;
- (iv) Be in possession of any of the following: - CPA (K), ACCA, CRMA, CRA, CIA or CFE or (certified in Risk Information and control CRISC) or other relevant and equivalent professional qualification from a recognized institution;
- (v) Membership to a relevant professional body and in good standing where applicable;
- (vi) Leadership Course lasting not less than four (4) weeks from a recognized institution;

- (vii) Proficiency in computer applications; and
- (viii) Shown merit and ability as reflected in work performance and results.

## **6. DEPUTY DIRECTOR POLICY STRATEGY AND ECONOMIC PLANNING, KeRRA GRADE 3 (1 VACANCY)**

### **(c) Job Specifications**

An Officer at this level will be deployed to any of the following functional areas: -

**Duties and responsibilities at this level entail: -**

#### **Policy, Strategy and Economic Planning**

- (i) Reviewing of the Authority's Strategic Plan;
- (ii) Coordinating economic studies as part of the road design and tender documentation process;
- (iii) Conducting economic reviews of the road projects;
- (iv) Providing technical and advisory support to road sector stakeholders;
- (v) Building capacity for economic analysis related to transport;
- (vi) Formulating policies, strategies, procedures and systems for identifying alternative sources of revenue in the Authority;
- (vii) Reviewing potential business proposals and making recommendations for investment;
- (viii) Negotiating for contracts for alternative revenue sources;
- (ix) Coordinating the development and implementation of local and international resource mobilization strategies;
- (x) Coordinating facilitation and identification of funding bases and fundraising partners;
- (xi) Coordinating and leading implementation of income generation activities;
- (xii) Identifying the right business strategy mix for resource mobilization; and
- (xiii) Preparing Terms of Reference for Economic Surveys and facilitating implementation of related recommendations;

- (xiv) Establishing and maintaining linkages with consultants and other Stakeholders on economic matters;
- (xv) Preparing annual plans for the Authority and realigning it to the budget;
- (xvi) Conducting economic analysis of investments, programmes and projects;
- (xvii) Coordinating the implementation of the Authority's plans and performance contract;
- (xviii) Preparing of annual work programmes and budgets for road planning and development; and
- (xix) Providing technical and advisory support to road sector stakeholders

**(i) Job specifications**

**For appointment to this grade, an Officer must have: -**

- (i) Cumulative service period of fifteen (15) years relevant work experience three (3) years of which should have been at the grade of Assistant Director, Planning or in a comparable position;
- (ii) Bachelor's degree in Economics, Statistics, Project Management, Monitoring and Evaluation or its equivalent from a university recognized in Kenya;
- (iii) Master's Degree in Economics, Statistics, Project Management, Strategic Management, Monitoring and Evaluation or equivalent qualification from an institution recognized in Kenya;
- (iv) Membership to a relevant professional body / institution;
- (v) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
- (vi) Proficiency in computer applications.
- (vii) Demonstrated professional competence and ability to work performance and results.

**7. DEPUTY DIRECTOR LEGAL SERVICES - KeRRA GRADE 3 (1 VACANCY)**

**(a) Job Specifications**

**Duties and responsibilities will entail: -**

- (i) Coordinating and overseeing the activities of the directorate;

- (ii) In liaison with the Corporation Secretary and Director, Legal Affairs, assist in the provision of Board Secretarial services to the Board;
- (iii) Assisting in advising on Corporate Governance within the organization;
- (iv) Providing legal advice to the Authority;
- (v) Advising on statutory compliance;
- (vi) Advising on legal matters within the Authority;
- (vii) Managing the litigation function of the Authority;
- (viii) Providing Legal/Legislative drafting;
- (ix) In liaison with the Corporation Secretary and Director, Legal Affairs, ensure capacity building of staff within the directorate;
- (x) Managing the receipt of court processes on behalf of the Authority;
- (xi) Assisting to develop preventive legal strategies for management of disputes;
- (xii) Providing the legal support in preparation of legal documents, contracts, leases and other related documents;
- (xiii) Assisting in the custodial function of key legal documents within the Authority; and
- (xiv) Managing the Case Management System;

**(b) Job specifications**

**For appointment to this grade an Officer must have: -**

- (i) Cumulative service period of fifteen (15) years relevant work experience three (3) of which should have been at the grade of Assistant Director, Legal Services or in a comparable position;
- (ii) Bachelor of Laws Degree or its equivalent qualification from a recognized institution;
- (iii) Masters Degree in Law or equivalent qualification from a recognized institution;
- (iv) Postgraduate Diploma in Legal Studies from the Council of Legal Education; or its equivalent qualification from a recognized institution;

- (v) Admission as an Advocate of the High Court of Kenya;
- (vi) A valid Practicing Certificate from Law Society of Kenya;
- (vii) Membership to the Law Society of Kenya (LSK) and in good standing;
- (viii) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (ix) Proficiency in computer applications; and
- (x) Shown merit and ability as reflected in work performance and results.

## **8. DEPUTY DIRECTOR LAND SURVEY, KeRRA GRADE 3 (1 VACANCY)**

### **(a) Job Specifications**

#### **Duties and responsibilities at this level will entail:**

- (i) Coordinating the development and review of policies, plans and strategies on surveying, GIS and mapping;
- (ii) Overseeing surveying and maintenance of road reserve boundaries;
- (iii) Coordinating publication of plans, maps and charts;
- (iv) Providing guidance on specifications, standardization and certification of survey equipment;
- (v) Overseeing monitoring and evaluating the survey and mapping activities;
- (vi) Overseeing preparation and submission of technical and administrative reports of the department;
- (vii) Coordinating, supervising, mentoring and training of departmental staff;
- (viii) Providing guidance on specifications, standardization and certification of survey equipment used for road projects;
- (ix) Monitoring and evaluating the integrity of survey work done for road works;
- (x) Aid in protection of road reserves through acquisition of title for Authority road corridors;

- (xi) Aid in protection of road camps, material sites and offices through acquisition of titles;
- (xii) Preparation of board papers on survey and mapping pertaining to the Authority;
- (xiii) Liaison with other government agencies on matters survey and mapping;
- (xiv) Planning and Overseeing performance contracting for departmental targets;
- (xv) Planning for land acquisition of new road corridors for the authority;
- (xvi) Coordinating final survey for acquired road reserves;
- (xvii) Preparation of RFP documents for survey, mapping and demarcation consultancy;
- (xviii) Preparation of procurement plan of the department;
- (xix) Preparation of relevant survey documents for use by the legal department;
- (xx) Preparation and control of the survey departmental budget;
- (xxi) Evaluating performance of the departmental staff;
- (xxii) Overseeing angular observation tasks, trigonometric heighting, triangulation, computations using resection solution, twin station problems and re-establishment of lost trig points by the staff;
- (xxiii) Custody of as built drawings, gazette notices, scans of as built drawings;
- (xxiv) Verifying cadastral, adjudication, photo control and engineering surveys;
- (xxv) Map new and existing road corridors for design and road realignments;
- (xxvi) Acquisition of land for road expansion by use of the mapped corridors;
- (xxvii) Responding to stakeholders on road reserve width and alignment;
- (xxviii) Responding to inquiries on road reserve encroachment;
- (xxix) Reviewing land acquisition drawings for KeRRA road reserves;
- (xxx) Reviewing land acquisitions awards and schedules for acquired road reserves; and
- (xxxi) Preparation of terms of Reference for survey, mapping and demarcation consultancies.



**(b) Job specifications**

**For appointment to this grade, an officer must have: -**

- (i) Cumulative service period of fifteen (15) years' relevant work experience three (3) of which should have been at the grade of Assistant Director, Land Survey or in a comparable position;
- (ii) Bachelor's degree in any of the following disciplines: - Land Surveying, Geospatial Engineering; Geomatic Engineering; Geomatic Engineering and Geospatial Information Systems; Technology in Survey or equivalent qualification from a recognized institution; Have a Bachelor's Degree in Surveying and Photogrammetry or an equivalent qualification from a university recognised in Kenya;
- (iii) Master's Degree in a relevant field from a university recognized in Kenya;
- (iv) Full membership of the Institution of Surveyors of Kenya (ISK), (Geospatial Discipline)
- (v) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Proficiency in computer applications; and
- (vii) Shown merit and ability as reflected in work performance and results.

**9. DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT KeRRA GRADE 3 (1 VACANCY)**

**(a) Job Specifications**

**Duties and responsibilities:**

- (i) Overseeing the formulation and development of policies, plans and strategies in the areas of supply chain;
- (ii) Spearheading the planning and coordinating of Procurement and Supply management activities in areas of procurement, disposal of stores and assets in line with Public Procurement and Asset Disposal Act 2015;

- (iii) Championing value-for-money and model cost effective measurement techniques for assessing output quality delivered by supply chain;
- (iv) Managing and overseeing implementation of procurement policies, plans and strategies of KeRRA;
- (v) Ensuring procurement and disposal functions are in compliance with statutory provisions;
- (vi) Overseeing preparation and submission of timely procurement statutory reports including performance reporting;
- (vii) Spearheading capacity building for Constituency Roads Committees and the Special Groups.
- (viii) Overseeing the implementation of the annual procurement plan of goods, works and Services and inventory management.
- (ix) Advising the Director General/Accounting Officer on all matters relating to Procurement of Goods, Works and Services.
- (x) Implementing the decisions of the Accounting Officer and Co-coordinating internal monitoring and evaluation of the procurement and supply chain function.
- (xi) Monitoring contract execution by user departments.
- (xii) Recommending for consideration the negotiation of a procurement by the evaluation committee where negotiations are allowed by the Act and Regulations and participate in negotiations.
- (xiii) Maintaining a sound supply chain policy that ensures acquisition of goods, works and services are executed in line with the Procurement Regulations.
- (xiv) Formulating and updating a procurement manual to guide procurements within the Authority

**(b) Job specifications**

**For appointment to this grade, an officer must have:**

- (i) Cumulative service period of fifteen (15) years relevant work experience three (3) of which should have been in the grade of Assistant Director, Supply Chain Management or in a comparable position;
- (ii) Bachelor's degree in any of the following disciplines: Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Management, Procurement, Commerce (Supplies Management Option) Business Administration (Supplies Management option), or an equivalent qualification from a recognized institution;
- (iii) Master's Degree in Procurement, Purchasing and Supplies Management, Business Administration, Commerce, Logistics or its equivalent qualification from a recognized institution;
- (iv) Member of Kenya Institute of Supplies Management or CIPS or CSCP and in good standing;
- (v) A valid practicing license from Kenya Institute of Supply Management;
- (vi) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (vii) Proficiency in computer applications; and
- (viii) Shown merit and ability as reflected in work performance and results.

**10. ASSISTANT DIRECTOR (ROADS), KeRRA GRADE 4 (5 VACANCIES)**

**(a) Job Specifications**

**Design Survey and Environment**

- (i) Coordinating road investment programmes for road networks;
- (ii) Coordinating traffic surveys and management of traffic data;

- (iii) Collecting, collating and analyzing economic, environmental and social data for road investment programmes and strategies;
- (iv) Coordinating training in road safety audits, accident data analysis, design review and implementation of road accident counter-measures;
- (v) Undertaking public sensitization on road safety;
- (vi) Coordinating preparation of engineering design and design review of road works and structures;
- (vii) Coordinating materials testing and programs;

### **Roads Development**

- (i) Coordinating preparation of short-, medium- and long-term road works programs;
- (ii) Coordinating public private partnership programs;
- (iii) Coordinating development and monitoring bridge construction program;
- (iv) Coordinating preparation of tender documentation for road works in liaison with relevant functional areas;
- (v) Ensuring preparation of procurement plans for road work programmes;
- (vi) Liaising with external financing agencies for resource mobilization;
- (vii) Reviewing standards and specifications for road works;
- (viii) Coordinating supervision of roads and structures works contracts;
- (ix) Reviewing documents of projects being initiated under Public Private Partnerships;

### **Road Asset Management**

- (i) Coordinating the formulation of road asset management policies;
- (ii) Coordinating of annual road inventory and condition surveys;
- (iii) Coordinating compilation and analysis of annual road maintenance work programmes;
- (iv) Liaising with Kenya Roads Board (KRB) and other stakeholders on management of Road Maintenance Levy Fund (RMLF);
- (v) Ensuring the preparation of annual procurement plans in liaison with relevant stakeholders;
- (vi) Coordinating the operations of the Authority Regional Offices;

- (vii) Ensuring expenditure controls and measures within the unit;
- (viii) Coordinating road works emergency response programmes;
- (ix) Ensuring preparation of tender documentation for road maintenance works;
- (x) Ensuring supervision of road maintenance works;
- (xi) Ensuring implementation and conformance to road management systems and periodic reviews of the performance standards;
- (xii) Undertaking recommendations of axle load control reports;
- (xiii) Representing the Authority's in local and regional axle load stakeholder forums;
- (xiv) Ensuring road maintenance contracts are implemented in accordance with set standards and specifications;
- (xv) Coordinating roadside developments through institutional consultations and collaboration;
- (xvi) Managing road reserve boundary and survey data;
- (xvii) Undertaking public sensitization on protection of road reserves.
- (xviii) Ensuring preparation of engineering design of road maintenance works;
- (xix) Liaise with the County Governments and other stakeholders on road development and maintenance programmes;
- (xx) Ensuring continued collaboration mechanisms with other Roads Authorities and stakeholders; and
- (xxi) Ensure development of bridge maintenance program.

### **Policy, Strategy & Compliance**

- (i) Ensuring the preparation, monitoring and evaluating of performance contracts and strategic plans;
- (ii) Coordinating research, innovation and business re-engineering initiatives including enhancement of knowledge transfer;
- (iii) Coordinating the preparation of the road sector investment programs for road networks and performance contracts;
- (iv) Implementing and monitoring of ISO Quality Management System;
- (v) Ensuring the preparation of quality assurance plans;

- (vi) Preparing reports on quality assurance findings and recommendations;
- (vii) Coordinating preparation of business process reengineering systems
- (viii) Coordinating technical audits for works and services;
- (ix) Coordinating preparation of risk assessment and classification system/criteria;
- (x) Ensuring the preparation of risk assessment reports;
- (xi) Coordinating compiling of Enterprise Risk Management reports;
- (xii) Ensure development of Enterprise Risk Management training programs; and
- (xiii) Facilitating development of effective networks for risk management information sharing.

### **Quality Assurance**

- (i) Providing training in road safety audits, accident data analysis, design review and implementation of road accident counter-measures;
- (ii) Undertaking public sensitization on road safety;
- (iii) Coordinating design review of road works and structures;
- (iv) Coordinating materials testing and programs;
- (v) Monitoring bridge construction program;
- (vi) Ensuring expenditure controls and measures within the Authority;
- (vii) Monitoring supervision of road maintenance works;
- (viii) Ensuring conformance to road management systems and periodic reviews of the performance standards;
- (ix) Ensuring road maintenance contracts are prepared and implemented in accordance with set standards and specifications;
- (x) Coordinate bridge maintenance program.
- (xi) Implementing and monitoring of ISO Quality Management System;
- (xii) Overseeing the preparation of quality assurance plans;
- (xiii) Coordinating the undertaking of technical audits for works and services; and
- (xiv) Preparing reports on quality assurance findings and recommendations.

**(b) Job specifications**

**For appointment to this grade, an Officer must have: -**

- (i) Cumulative service period of twelve (12) years relevant work experience three (3) of which should have been at the grade of Principal Engineer (Roads) or in a comparable position;
- (ii) Bachelor's Degree in Civil Engineering or its equivalent from a recognized institution;
- (iii) Master's Degree in any of the following discipline: Civil Engineering, Project Management, Construction Management, Public Policy, Public Administration, Business Administration, Monitoring and Evaluation, Environmental Management, or its equivalent from a recognized institution;
- (iv) Professional qualification and membership to Engineers Board of Kenya (EBK);
- (v) Valid Annual Practicing License from the Engineers Board of Kenya (EBK);
- (vi) Membership to the Institution of Engineers of Kenya (IEK);
- (vii) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (viii) Proficiency in computer applications; and
- (ix) Shown merit and ability as reflected in work performance and results.

**11. ASSISTANT DIRECTOR POLICY STRATEGY AND ECONOMIC PLANNING,  
KeRRA GRADE 4 (1 VACANCY)**

**(a) Job Specifications**

An Officer at this level will be deployed to any of the following functional areas: -

- (i) Policy, Strategy and Economic Planning;
- (ii) Monitoring and Evaluation;

**Duties and responsibilities at this level entail: -**

**Policy, Strategy and Economic Planning**

- (i) Formulating, developing and coordinating annual plans, strategic plans, business proposals, performance contract and road investment plans for the Authority;
- (ii) Coordinating economic analysis of investments, programmes and projects;
- (iii) Analysing economic trends and advise on road transport issues related to the economy;
- (iv) Coordinating pre-feasibility studies, feasibility studies, value for money, cost-benefit and socio-economic analysis of planned road projects;
- (v) Monitoring, evaluating, auditing and reviewing the implementation of the Authority's plans, programmes and projects to enhance operational efficiency;
- (vi) Benchmarking KeRRA activities with similar Agencies;
- (vii) Collecting, collating and analysing economic data and prepare reports;
- (viii) Implementing the Authority's plans and performance contract;
- (ix) Undertaking economic studies as part of the road design and tender documentation process;
- (x) Making inferences from economic reviews of road projects;
- (xi) Providing guidance and advisory support to road sector stakeholders;
- (xii) Preparing and Testing the Terms of Reference for Economic Surveys and facilitating implementation of related recommendations;
- (xiii) Establishing and maintaining linkages with consultants and other Stakeholders on economic matters; and
- (xiv) Facilitating the preparation of annual work programmes and budgets for road planning and development.

**Monitoring and Evaluation**

- (i) Formulating and coordinating the Authority's monitoring and evaluation strategies, policies, programmes and framework;
- (ii) Coordinating the preparation of the Authority's Monitoring and Evaluation Plans, guidelines and development of Project Implementation & Post completion Indicators and Monitoring & Evaluation reports for Senior Management and Board of Directors;



- (iii) Reviewing of periodic reports on all project activities;
- (iv) Facilitating building capacity for monitoring and evaluation at the Authority;
- (v) Facilitating establishment of linkages with consultants and other stakeholders on monitoring and evaluation for the Authority's mutual benefit;
- (vi) Developing and reviewing monitoring, inspection and evaluation procedures and impact indicators for the project success;
- (vii) Coordinating the evaluation of Road construction, rehabilitation & Maintenance Projects, Authority's strategic plans and performance contracts;
- (viii) Coordinating the preparation of annual work plans, programmes and budgets for road planning and development as well as realigning the plans to the budget;
- (ix) Monitoring all project activities, expenditures and progress towards achieving the project output;
- (x) Coordinating the monitoring and evaluation on sustainability of the project's results and preparing reports on the findings and lessons learned from project innovations;
- (xi) Facilitating the preparation of reports quarterly, half-yearly and annual progress on all project activities to the Board of Directors and Senior Management;
- (xii) Coordinating the preparation of terms of reference for monitoring and evaluation and facilitating implementation of related recommendations;
- (xiii) Facilitating carrying out of economic feasibility studies to determine project viability for future investment;
- (xiv) Coordinating post project implementation appraisals of completed projects and preparing management reports thereof;
- (xv) Conducting project economic and financial appraisals to determine risks and the economic viability of road projects; and
- (xvi) Facilitating economic analysis of investments, programmes and projects and preparing development and investment plans thereof

**(b) Job specifications**

**For appointment to this grade, an Officer must have: -**

- (i) A minimum of twelve (12) years relevant work experience three (3) years of which should have been at Principal Officer or its equivalent.
- (ii) Bachelor's degree in Economics, Statistics, Project Management, Monitoring and Evaluation or its equivalent from a university recognized in Kenya;
- (iii) Master's Degree in Economics, Statistics, Project Management, Strategic Management, Monitoring and Evaluation or equivalent qualification from an institution recognized in Kenya;
- (iv) Membership to a relevant professional body / institution;
- (v) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
- (vi) Proficiency in computer applications; and
- (vii) Demonstrated professional competence and ability to work performance and results.

**12. ASSISTANT DIRECTOR, SOCIAL SAFEGUARDS, KeRRA GRADE 4 (1 VACANCY)**

**(a) Job Specifications**

Duties and responsibilities at this level will entail: -

- (i) Coordinating all social issues including resettlement, gender as well as vulnerable and marginalized groups and address any emerging challenges;
- (ii) Overseeing stakeholder engagement activities to ensure full consultation and participation in line with the Constitution of Kenya, 2010, donor safeguard policies and international best practices as appropriate;
- (iii) Overseeing all project-related Grievance Redress Mechanism (GRM), both during its establishment and implementation and oversee the grievance redress mechanisms to ensure any issues are resolved in a timely manner;
- (iv) Monitoring, assessing and evaluating the impact of road development activities on the communities and advising on corrective measures where appropriate;

- (v) Overseeing the development and review of social instruments, checklists, guidelines and tools relevant to the implementation of social safeguards;
- (vi) Overseeing compliance by all Contractors with good social practices adopted by the Project (including stakeholder consultation, beneficiary feedback, gender sensitivity, etc.), and ensure that social risks that relate to child protection, labour and working conditions for workers are properly managed; carry out supervision and/or inspections of sites where works are taking place to verify the compliance levels;
- (vii) Promoting and contributing to strengthening social aspects such as gender, child protection, HIV/AIDs, social inclusion, resettlement and labour issues;
- (viii) Guiding the Project Implementation Teams on major or sensitive matters relating to social impacts and risks during project implementation; and
- (ix) Coordinating review of safeguards instruments (e.g., Social Impact Assessment/SIA, Environmental and Social Impact Assessment/ESIA, Environmental and Social Management Plan/ESMP, Resettlement Action Plan/RAP, Vulnerable and Marginalized Groups Plan/VMGP) and ensure all safeguards issues are accurately addressed.

**(b) Job specifications**

For appointment to this grade, an officer must have: -

- (i) Cumulative service period of twelve (12) years relevant work experience three (3) of which should have been at the grade of Principal Sociologist or in a comparable position;
- (ii) Bachelor's Degrees in any of the following disciplines: Sociology, Anthropology, Social Work, Development Studies, Community Development or its equivalent qualification from a recognized institution;
- (iii) Master's Degree in any of the following disciplines: Sociology, Anthropology, Social Work, Development Studies, Community Development or its equivalent qualification from a recognized institution;
- (iv) Membership with the Kenya Institute of Social Work or any other relevant professional body/institution;
- (v) Leadership course lasting not less than four (4) weeks from a recognized institution; ;

- (vi) Proficiency in computer applications; and
- (vii) Shown merit and ability as reflected in work performance and results.

### **13. ASSISTANT DIRECTOR LEGAL SERVICES - KeRRA GRADE 4 (1 VACANCY)**

#### **(a) Job Specifications**

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

- (i) Assisting to coordinate the activities of the directorate;
- (ii) Providing legal advice to the Authority;
- (iii) Oversee receipt of court processes on behalf of the Authority;
- (iv) Supervising the Authority's litigation function;
- (v) Assisting in ensuring legal and regulatory compliance;
- (vi) Reviewing, advising, and making recommendations on new legislation, subsidiary legislation, rules and regulations;
- (vii) Supervising the undertaking of research and reviews of existing laws that impact on the Authority's core functions;
- (viii) Drafting and reviewing contracts, leases and other conveyance documents;
- (ix) Monitoring legal and regulatory compliance;
- (x) Providing necessary support in the Board Secretarial function;
- (xi) Undertaking training of staff and external stakeholders with regards to national values and the principles of governance;
- (xii) Overseeing the proper storage of key legal documents in line with the department's custodial function;
- (xiii) Overseeing the Case Management System; and
- (xiv) Participating in contract management;

#### **(b) Job specifications**

**For appointment to this grade an Officer must have:**

- (i) Cumulative service period of twelve (12) years relevant work experience three (3) of which should have been at the grade of Principal Legal Officer or in a comparable position;
- (ii) Bachelor of Laws Degree or its equivalent qualification from a recognized institution;
- (iii) Masters Degree in Law or equivalent qualification from a recognized institution;
- (i) Postgraduate Diploma in Legal Studies from the Council of Legal Education (CLE); or its equivalent qualification from a recognized institution;
- (iv) Admitted as an Advocate of the High Court of Kenya;
- (v) A valid Practicing Certificate from Law Society of Kenya;
- (vi) Member of the Law Society of Kenya;
- (vii) Leadership course lasting not less than four (4) weeks from a recognized institution; and
- (viii) Proficiency in computer applications; and
- (ix) Shown merit and ability as reflected in work performance and results.

#### **14. DEPUTY DIRECTOR, ADMINISTRATION, KeRRA GRADE 3 (1 VACANCY)**

##### **(a) Job Specification**

##### **Duties and responsibilities at this level will entail:**

- (i) Coordinating implementation of administrative policies and programmes;
- (ii) Overseeing the maintenance of office equipment and furniture
- (iii) Coordinating identification of office equipment and furniture requirements for the Authority;
- (iv) Managing service contracts and service level agreements for outsourced services;
- (v) Coordinating the acquisition and allocation of furniture and equipment;
- (vi) Allocating duties and supervising staff to ensure delivery of planned targets;
- (vii) Conducting staff performance appraisal in the section;
- (viii) Generating administrative reports on repairs and maintenance; and
- (ix) Coordinating the renewal of property insurance policies.
- (x) Overseeing allocation of office accommodation and space for staff;

- (xi) Supervising staff through duty allocation and monitoring for effective performance;
- (xii) Generating administrative reports on furniture and equipment; and
- (xiii) Overseeing the preparation of administration plans, budgets and work plans;
- (xiv) Manage office services and provision of administrative services across directorates;
- (xv) Ensuring safe custody of the Authority's assets and records;
- (xvi) Managing outsourced administration services;
- (xvii) Ensuring implementation and observance of government policies and guidelines relating to administrative services.

**(b) Job specifications**

**For appointment to this grade, an officer must have:**

- (i) Cumulative service period of fifteen (15) years relevant work experience three (3) of which should have been at the grade of Assistant Director, Administration or in a comparable position;
- (ii) Bachelor's degree in any of the following disciplines: - Public Administration, Business Administration, Social Sciences or equivalent qualification from a recognized institution.
- (iii) Master's degree in any of the following disciplines: - Public Administration, Business Administration, Social Sciences or equivalent qualification from a recognized institution.
- (iv) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (v) Membership to a relevant professional body and in good standing where applicable;
- (vi) Proficiency in computer application and;
- (vii) Shown merit and ability as reflected in work performance and results.

**15. ASSISTANT DIRECTOR ADMINISTRATION, KeRRA GRADE 4 (1 VACANCY)**

**a) Job Description**

Duties and responsibilities at this level will entail:

- (i) formulating and reviewing administrative policies, strategies, procedures and systems;

- (ii) managing service contracts and service level agreements for outsourced services;
- (iii) forecasting Authority's needs for equipment, security and cleaning services;
- (iv) overseeing the process of acquiring new service providers related to all outsourced services falling under administration section;
- (v) coordinating renewal of general insurance covers for vehicles, buildings and equipment;
- (vi) ensuring efficient provision of transport, security and cleaning services in the Authority;
- (vii) safeguarding the Authority's assets;
- (viii) facilitating Board and staff functions;
- (ix) facilitating travel clearance, visas and other necessary travel documents for the Board of Directors and all staff travelling out of the country on official duties;
- (x) Initiating the identification and acquisition of the Authority's assets for repair, maintenance and disposal;
- (xi) developing budget plans for Administration section;
- (xii) overseeing the provision of efficient records management and information services in the Authority; and
- (xiii) coordinating the preparation of periodic progress reports.

**b) Job Specifications**

**For appointment to this grade, an officer must have:**

- (i) Cumulative service period of twelve (12) years relevant work experience three (3) of which should have been in the grade of Principal Administration Officer or in a comparable position;
- (ii) Bachelor's degree in any of the following disciplines: - Public/Business Administration, Transport and Logistics Management, Logistics & Supply Chain Management, Political Science, Sociology or its equivalent qualification from a recognized institution
- (iii) Master's Degree in any of the following disciplines: - Public/Business Administration, Human Resource Management, Strategic Management, or its equivalent qualification from a recognized institution;
- (iv) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (v) Membership to a relevant professional body and in good standing where applicable;
- (vi) Proficiency in computer applications and;
- (vii) Shown merit and ability as reflected in work performance and results.

**16. PRINCIPAL ACCOUNTANT, KeRRA GRADE 5 (5 VACANCIES)**

**(a) Job Specifications**

**Duties and responsibilities at this level will entail: -**

- (i) Ensuring timely preparation of budgets as per the laws and regulations as well as ensuring proper budgetary control and monitoring;
- (ii) Verifying vouchers and payment support documents in accordance with laid down rules and regulations;
- (iii) Maintaining primary records such as cashbooks, ledgers, vote books and registers;
- (iv) Ensuring safe custody of the Authority's Financial records and assets under him/her;
- (v) Ensuring provision of accurate, timely, reliable financial information as well as timely submission of Monthly, Quarterly and Annual financial reports;
- (vi) Ensuring maintenance of an up-to-date asset register for the Authority;



- (vii) Timely submission of Bank reconciliations;
- (viii) Managing tax compliance, reporting, and filing for the Authority;
- (ix) Working capital and liquidity management, ensuring security of cheques and cheque books;
- (x) Ensure compliance to IAS, IPSAS, Kenyan laws and regulations and KeRRA's financial policies and procedures;
- (xi) Verifying payments to suppliers, service providers, consultants and contractors in line with policies, procedures, contractual provisions and applicable laws and regulations
- (xii) Ensuring timely Processing and review of the payroll and the related statutory deductions
- (xiii) Facilitating both the internal and external audits by providing all the required information and documentation within the stipulated timelines
- (xiv) Act as a signatory to the Authority's bank accounts at the regional level.
- (xv) Accounting for all funds disbursed to the region(s);
- (xvi) Guide and advise on financial matters at the region.
- (xvii) Guide, train and supervise the staff below them;

#### **(b) Person Specifications**

**For appointment to this grade, an officer must have:**

- (i) Cumulative service period of nine (9) year's relevant work experience three (3) of which should have been at the grade of Senior Accountant or in a comparable position;
- (ii) Bachelor's degree in Commerce (Accounting or Finance option) or its equivalent from a university recognized University;
- (iii) Passed Part III of the Certified Public Accountants (CPA) Examination or any other equivalent professional qualification;
- (iv) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or any other equivalent professional body and in good standing;
- (v) Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Proficiency in Computer applications; and
- (vii) Shown merit and ability as reflected in work performance and results.

## **17. SENIOR ACCOUNTANT, KeRRA GRADE 6 (5 VACANCIES)**

### **(a) Job Specifications**

**Duties and responsibilities at this level will entail: -**

- (i) Ensuring timely preparation of budgets as per the laws and regulations as well as ensuring proper budgetary control and monitoring;
- (ii) Verifying vouchers and payment support documents in accordance with laid down rules and regulations;
- (iii) Processing payments to suppliers, service providers, consultants and contractors in line with policies, procedures, contractual provisions and applicable laws and regulation;
- (iv) Maintaining primary records such as cashbooks, ledgers, vote books and registers;
- (v) Ensuring safe custody of the Authority's Financial records and assets under him/her;
- (vi) Timely preparation of Monthly, Quarterly and Annual financial reports;
- (vii) Ensuring maintenance of an up-to-date asset register for the Authority.
- (viii) Balancing and reconciling cash books on daily basis;
- (ix) Facilitating for withdrawal of cash for office use and ensuring safety of the same at all times;
- (x) Preparation of Bank reconciliations;
- (xi) Managing tax compliance, reporting, and filing for the Authority; and
- (xii) Ensure compliance to IAS, IPSAS, Kenyan laws and regulations and KeRRA's financial policies and procedures.

### **(b) Person Specifications**

**For appointment to this grade, an officer must have: -**

- (i) Cumulative service period of Six years (6) years' relevant work experience three (3) of which should have been at the grade of Accountant I or in a comparable position;
- (ii) Bachelor's degree in Commerce (Accounting or Finance option) or its equivalent from a university recognized in Kenya;

- (iii) Passed Part III of the Certified Public Accountants (CPA) Examination or any other equivalent professional qualification;
- (iv) Registered with ICPAK or any other equivalent professional body and in good standing;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results.

## **18. ASSISTANT DIRECTOR FINANCE AND ACCOUNTS, KeRRA GRADE 4 (4 VACANCIES)**

### **(a) Job Specifications**

**Duties and responsibilities at this level will entail: -**

- (i) Supporting the Authority's strategic planning and budget process through participation in deliberations and presentation of essential institutional data;
- (ii) Interpreting financial policies for sound accounting principles, practices and control and management of corporate tax, vat and other statutory deductions;
- (iii) Participating in the development of financial and treasury policies and systems;
- (iv) Assisting in the establishment of policies and procedures for receipt and disbursement of funds;
- (v) Ensuring maintenance of an up to date asset register for the Authority;
- (vi) Analyzing and Proposing investment options for Funds not for immediate use in approved short-term Government securities;
- (vii) Managing tax compliance, reporting, and filing for the Authority;
- (viii) Verifying payments to suppliers, service providers, consultants and contractors in line with policies, procedures, contractual provisions and applicable laws and regulations;
- (ix) Ensuring timely Processing and review of the payroll and the related statutory deductions;
- (x) Facilitating both the internal and external audits by providing all the required information and documentation within the stipulated timelines;
- (xi) Ensuring timely and proper bank reconciliations;
- (xii) Interpreting regulations of the authority pertaining to financial control and management;
- (xiii) Coordinating preparation of budgets based on work plans;

- (xiv) Ensuring provision of accurate, timely, reliable financial information as well as timely submission of annual financial statements of accounts; and
- (xv) Guide, train and supervise the staff below them.

**(b) Person Specifications**

**For appointment to this grade, an officer must have:**

- (i) Cumulative service period of twelve (12) year's relevant work experience three (3) of which should have been at the grade of Principal Accountant or in a comparable position;
- (ii) Bachelor's degree in Commerce (Accounting or Finance option) or its equivalent from a university recognized in Kenya;
- (iii) Master's degree in Commerce, Accounting, Business Administration, Finance or equivalent qualification from an institution recognized in Kenya;
- (iv) Certified Public Accountant (CPA-K) or equivalent qualifications;
- (v) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or any other equivalent professional body and in good standing;
- (vi) Leadership Course lasting not less than four (4) weeks from a recognized institution
- (vii) Proficiency in Computer applications; and
- (viii) Shown merit and ability as reflected in work performance and results.

**19. ASSISTANT DIRECTOR, PUBLIC AFFAIRS & COMMUNICATION, KeRRA  
GRADE 4 (1 VACANCY)**

**(a) Job Description**

**Duties and responsibilities at this level will entail:**

- (i) Contributing to the development of appropriate activities, programs and strategies on communication;
- (ii) Planning and executing the Authority's participation in strategic corporate events;
- (iii) Developing and reviewing communication, branding and messaging for strategic and mass dissemination
- (iv) Preparing and producing statutory reports and other publications;
- (v) Developing, editing and disseminating media materials for the Authority;
- (vi) Establishing and maintaining strategic relationships with media practitioners to enhance goodwill and positive coverage for the Authority;
- (vii) Creating and delivering media management strategies for corporate matters;
- (viii) Preparing information materials for and organizing press conferences and high-level media engagement opportunities for the Authority
- (ix) Reviewing the Corporate Brand Identity Manual and overseeing its strategic implementation
- (x) Identifying and recommending strategic branding and publicity opportunities
- (xi) Coordination of the Authority's Access to Information Officers;
- (xii) Coordination of engagement and reporting to identified key stakeholders.
- (xiii) Identifying and implementing stakeholder management strategies including analyzing stakeholder feedback, and overseeing strategic improvements
- (xiv) Reviewing of media monitoring reports and analysis for strategic planning
- (xv) Establishing and maintaining strategic relationships with media houses to enhance goodwill and positive coverage for the Authority;
- (xvi) Reviewing, editing and overseeing website and social media content;
- (xvii) Preparing, editing and producing, speeches, reports and other publications;
- (xviii) Identification of reputation risks, controls and gaps in the Authority;

- (xix) Develop and plan crisis management responses in line with Authority corporate guidelines;
- (xx) Monitoring of strategic indices and measures of performance such as customer satisfaction, brand strength and presence and preparation of periodic reports and analysis of outputs;
- (xxi) Developing lobbying and advocacy strategies for the Authority as shall be required; and
- (xxii) Ensuring implementation of service delivery.

**(b) Job Specifications**

**For appointment to this grade, an officer must have:**

- (i) Cumulative service period of twelve (12) years relevant work experience three (3) of which should have been at the grade of Principal Corporate Communication Officer or in a comparable position;
- (ii) Bachelor's degree in Public Relations, Journalism, Communication or its equivalent from a recognized institution;
- (iii) Master's Degree in Communication, Public Relations, Journalism or equivalent qualification from a recognized institution;
- (iv) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (v) Membership to a relevant professional body in good standing where applicable;
- (vi) Proficiency in computer applications; and
- (vii) Shown merit and ability as reflected in work performance and results.

**20. ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT, KeRRA GRADE 4 (1 VACANCY)**

**a) Job Specifications**

**Duties and Responsibilities at this level entail:**

- (i) Coordinating, formulation and implementation of HR strategies, policies rules, regulations, and systems for the Authority;
- (ii) Facilitating human resource planning, forecasting and development;
- (iii) Coordinating the Identification, designing and implementation of training programs based on identified needs;
- (iv) Analyzing the utilization of human resources in the Authority and advising on proper deployment;
- (v) Providing guidance on development and updating of the human resource database;
- (vi) Undertaking evaluation on the effectiveness of training and development programmes;
- (vii) Administering staff performance appraisal system;
- (viii) Coordinating the development and review of career guidelines including job descriptions and specifications;
- (ix) Initiating and coordinating the implementation of workplace programs in tandem with emerging human resource trends;
- (x) Managing employee relations programmes and ensuring staff discipline is maintained;
- (xi) Coordinating matters relating to staff welfare;
- (xii) Managing human resource information systems;
- (xiii) Ensuring compliance with statutory obligations related to human resource and development;
- (xiv) Supervising, appraising, training and developing human resource staff; and
- (xv) Coordinating the preparation of budgets, workplans and procurement plans related to the department.

**b) Job specifications**

**For appointment to this grade, an officer must have:**

- (i) Cumulative service period of twelve (12) years relevant work experience three (3) of which should have been in the grade of Principal Human Resource Management and Development Officer or in a comparable position;

- (ii) Bachelor's Degree in Human Resource Management or equivalent qualification from a recognized institution;

**OR**

- Bachelor's degree in any of the following fields; Public Administration, Sociology, Business Administration or its equivalent qualification from a recognized institution plus s Diploma in Human Resource Management from a recognized institution;
- (iii) Master's Degree in any of the following disciplines: Human Resource Management, Business Administration (Human Resource) or equivalent qualification from a recognized institution;
  - (iv) Certified Human Resource Professional (CHRP) Course from a recognized institution;
  - (v) Membership to the Institute of Human Resource Management (IHRM) and in good standing;
  - (vi) Current and valid practicing certificate from the Institute of Human Resource Management and be in good standing;
  - (vii) Leadership Course lasting not less than four (4) weeks a recognized institution;
  - (viii) Proficiency in computer applications and;
  - (ix) Shown merit and ability as reflected in work performance and results.

## **21. PRINCIPAL LEGAL OFFICER – KeRRA GRADE 5 (1 VACANCY)**

### **(a) Job Specifications**

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

- (i) Undertake Legal research;
- (ii) Aattending court;
- (iii) Preparing documents such as legal opinions and legal pleadings;
- (iv) Assisting in ensuring legal and regulatory compliance;
- (v) Undertaking research and reviews existing laws that impact on the Authority's core functions;
- (vi) Drafting of contracts, leases and other conveyance documents;



- (vii) Assisting in undertaking training of staff and external stakeholders with regards to national values and the principles of governance; and
- (viii) Ensuring the proper storage of key legal documents in line with the department's custodial function.

**(b) Job specifications**

**For appointment to this grade an Officer must have:**

- (ii) Cumulative service period of nine (9) years relevant work experience three (3) of which should have been at the grade of Senior Legal Officer or in a comparable position;
- (iii) Bachelor of Laws Degree or its equivalent qualification from a recognized institution;
- (iv) Postgraduate Diploma in Legal Studies from the Council of Legal Education (CLE); or its equivalent qualification from a recognized institution;
- (v) Admitted as an Advocate of the High Court of Kenya;
- (vi) A valid Practicing Certificate from Law Society of Kenya;
- (vii) Member of the Law Society of Kenya;
- (viii) Management course lasting not less than four (4) weeks from a recognized institution;
- (ix) Proficiency in computer applications; and
- (x) Shown merit and ability as reflected in work performance and results.

**22. PRINCIPAL ENGINEER (ROADS), KeRRA GRADE 5 (25 VACANCIES)**

**(a) Job Specifications**

**Duties and responsibilities will entail:**

**Design Survey and Environment**

- (i) Coordinating road investment programmes for road networks;
- (ii) Coordinating traffic surveys and management of traffic data;
- (iii) Collecting and collating economic, environmental and social data for road investment programmes and strategies;

- (iv) Providing training in road safety audits, accident data analysis, design review and implementation of road accident counter-measures;
- (v) Undertaking public sensitization on road safety;
- (vi) Preparing engineering design and design review of road works and structures;
- (vii) Preparing road asset database;
- (viii) Coordinating materials testing and programs;

### **Roads Development**

- (i) Preparing short-, medium- and long-term road works programs;
- (ii) Developing and monitoring road construction program;
- (iii) Preparing tender documentation for road works in liaison with relevant functional areas;
- (iv) Preparation and finalization of road works and stand-alone tenders;
- (v) Preparing procurement plans for road work programmes;
- (vi) Monitoring and supervising road works contracts;
- (vii) Ensuring efficiency in utilization of financial resources; and

### **Road Asset Management**

- (i) Formulating and implementing road asset management policies;
- (ii) Conducting annual road inventory and condition surveys;
- (iii) Compiling and analyzing annual road maintenance work programmes;
- (iv) Liaising with Kenya Roads Board (KRB) and other stakeholders on management of Road Maintenance Levy Fund (RMLF);
- (v) Preparing annual procurement plans;
- (vi) Coordinating the operations of the Authority Regional Offices;
- (vii) Implementing road works emergency response programmes;
- (viii) Preparing tender documentation for road works in liaison with relevant functional areas;
- (ix) Monitoring and supervision of road maintenance works;
- (x) Ensuring implementation and conformance to road management systems and periodic reviews of the performance standards;

- (xi) Undertaking activities of axle load control and preparing reports on axle load control programmes;
- (xii) Representing the Authority in local and regional axle load stakeholder forums;
- (xiii) Ensuring road maintenance contracts are prepared and implemented in accordance with set standards and specifications;
- (xiv) Managing road reserve boundary and usage;
- (xv) Managing roads and survey data; and
- (xvi) Coordinating public sensitization on protection of road reserves.
- (xvii) Ensuring preparation of engineering design of road maintenance works;
- (xviii) Liaising with the County Governments and other stakeholders on road development and maintenance programmes;
- (xix) Enhancing collaboration mechanisms with other Roads Authorities and stakeholders; and
- (xx) Developing and monitoring bridge maintenance programmes.

### **Policy, Strategy & Compliance**

- (i) Coordinating the preparation, monitoring and evaluating of performance contracts, strategic plans and projects;
- (ii) Undertaking research, innovation and business re-engineering initiatives including enhancement of knowledge transfer;
- (iii) Coordinating the preparation of the road sector investment programs for road networks and performance contracts;
- (iv) Implementing and monitoring of ISO Quality Management System;
- (v) Coordinating the preparation of quality assurance plans;
- (vi) Preparing the business process re-engineering systems;
- (vii) Undertaking technical audits for works and services;
- (viii) Preparing reports on quality assurance findings and recommendations;
- (ix) Coordinating preparation of risk assessment and classification system/criteria and programs;
- (x) Compiling and consolidating risk management periodic reports;
- (xi) Undertaking Enterprise Risk Management training programs; and
- (xii) Developing effective networks for risk management information sharing.

### **Quality Assurance**

- (i) Undertaking materials testing;
- (ii) Conducting design reviews;
- (iii) Undertaking road safety audits during road development;
- (iv) Monitoring bridge construction programmes
- (v) Analyzing annual road maintenance work programmes;
- (vi) Monitoring supervision of road maintenance works;
- (vii) Monitoring bridge maintenance programmes;
- (viii) Undertaking research, innovation and business re-engineering activities including dissemination of knowledge to respective users;
- (ix) Preparing, monitoring and evaluating strategic plans and projects, road sector investment programs for road networks and performance contracts;
- (x) Monitoring implementation of ISO, business process reengineering reports and Quality Assurance plans;
- (xi) Coordinating technical audits for works and services; and
- (xii) Preparing reports on quality assurance findings and recommendations.

### **(b) Job specifications**

**For appointment to this grade, an Officer must have: -**

- (i) Cumulative service period of nine (9) years relevant work experience with at least three (3) of which should have been at the grade of Senior Engineer (Roads) or in a comparable position;
- (ii) Bachelor's Degree in Civil Engineering or its equivalent from a recognized institution;
- (iii) Professional qualification and membership to Engineers Board of Kenya (EBK);
- (iv) Valid Annual Practicing License from the Engineers Board of Kenya (EBK);
- (v) Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Proficiency in computer applications; and
- (vii) Shown merit and ability as reflected in work performance and results.

**23. PRINCIPAL ICT OFFICER (NETWORK & INFRASTRUCTURE) KeRRA GRADE 5  
(1 VACANCY)**

**(a) Job Specifications:**

**Duties and responsibilities will entail:**

- (i) Recommend direction for network design based on traffic requirements and technological evolution;
- (ii) Document procedures for installation, use, maintenance, troubleshooting, and management of KeRRA's network;
- (iii) Establish and deploy IT service management;
- (iv) Design and implement an effective and functional incidence reporting and logging system;
- (v) Carry out a detailed network assessment identifying various connectivity options within the market;
- (vi) Deploy and manage bandwidth monitoring tools;
- (vii) Deploy and manage MPLS and QoS network services;
- (viii) Deploy and manage network connection at Head office & all KeRRA's regional officers;
- (ix) Provision and deploy server and data center requirements within the shortest time possible; and
- (x) Implement of Network, Server & workstation security including firewalls and patch management.

**(b) Job specifications**

**For appointment to this grade an Officer must have: -**

- (i) Cumulative service period of nine (9) years relevant work experience three (3) of which should have been at the grade of Senior ICT Officer or in a comparable position;
- (ii) Bachelor's Degree in computer science/engineering, IT or its equivalent from a recognized institution;
- (iii) At least three professional qualifications in networking technologies evidenced by any of the following certification; Cisco CCNA, CompTIA Network+, CompTIA Server+, CCNP, CEH,

VMware VCP-NV, CISA Microsoft 365, VMware VCTA, VCAP or any other related certification.

- (iv) Management course lasting not less than four (4) weeks from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

## **24. PRINCIPAL ICT OFFICER (DATABASE & APPLICATION) KeRRA GRADE 5 (1 VACANCY)**

### **(a) Job Specifications**

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

- (i) Allocate system storage and planning future storage requirements for the database system;
- (ii) Modify the database structure, as necessary, from information given by application developers;
- (iii) Create and retire/remove database users;
- (iv) Maintain Database security;
- (v) Establish and provision redundant data center facility;
- (vi) Ensuring compliance with database vendor license agreement;
- (vii) Participate in product testing and end user acceptance testing;
- (viii) Study and assess performance of all enterprise business process and identify opportunities for efficiency improvement using automation;
- (ix) Deploy and manage virtualized and cloud-based server requirements;
- (x) Ensure timely backup and recovery of enterprise data; and
- (xi) Support and administer all data center activities and operations.

### **(b) Job specifications**

#### **For appointment to this grade an Officer must have: -**

- (i) Cumulative service period of nine (9) years relevant work experience three (3) of which should have been at the grade of Senior ICT Officer or in a comparable position;

- (ii) Bachelor's Degree in computer science/engineering, IT, Business Information Technology or its equivalent from a recognized institution;
- (iii) At least three professional qualifications including CompTIA Data+, Azure Database Administrator, Azure Data Scientist, SQL, Oracle OCA, OCP, MySQL, Microsoft 365, Dynamics 365, VMware VCTA, VCAP or any other relevant certification
- (iv) Professional association membership to recognized ICT related professional bodies e.g. ISACA, (ISC)2 etc.;
- (v) Management course lasting not less than four (4) weeks from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results.

## **25. PRINCIPAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER, KeRRA GRADE 5 (1 VACANCY)**

### **a) Job Specifications**

#### **Duties and Responsibilities at this level entail:**

- (i) Implementing the human resource strategies, policies, procedures and systems;
- (ii) Supervising Human Resource and Development activities in respective areas of jurisdiction;
- (iii) Participating in recruitment and selection;
- (iv) Supervising induction and on boarding programmes in the Authority;
- (v) Analyzing the utilization of human resources in the Authority and advising on proper deployment;
- (vi) Managing the payroll;
- (vii) Identifying, designing and implementing training programs based on identified needs;
- (viii) Coordinating and ensuring regular updates of the Human Resource Information System;
- (ix) Participating in the review of Career Guidelines for the Authority Staff;
- (x) Participating in job evaluation exercises relating to the Authority;
- (xi) Carrying out mentoring, coaching and counseling programmes;
- (xii) Identifying and implementing training programs;
- (xiii) Preparing and submitting statutory deductions;

- (xiv) Preparing and progress reports; and
- (xv) Reconciling staff complement and establishment.

**b) Job specifications**

**For appointment to this grade, an officer must have:**

- (i) Cumulative service period of nine (9) years relevant work experience three (3) of which should have been at the grade of Senior Human Resource Management and Development Officer or in a comparable position;
- (ii) Bachelor's Degree in Human Resource Management or equivalent qualification from a recognized institution;

**OR**

- Bachelor's degree in any of the following fields; Public Administration, Sociology, Business Administration or its equivalent qualification from a recognized institution plus s Diploma in Human Resource Management from a recognized institution;
- (iii) Certified Human Resource Professional (CHRP) Course from a recognized institution;
  - (iv) Membership to the Institute of Human Resource Management (IHRM) and in good standing;
  - (v) Management Course lasting not less than four (4) weeks from a recognized institution;
  - (vi) Proficiency in computer applications; and
  - (vii) Shown merit and ability as reflected in work performance and results.

**26. PRINCIPAL ADMINISTRATION OFFICER, KeRRA GRADE 5 (1 VACANCY)**

**(a) Job Specification**

**Duties and responsibilities at this level will entail:**

- (i) Coordinate the maintenance of office equipment and furniture;
- (ii) Facilitating the collation of requirements for furniture and equipment from staff;
- (iii) Facilitating the acquisition and allocation of furniture and equipment;



- (iv) Allocating duties and supervising staff to ensure delivery of planned targets;
- (v) Conducting staff performance appraisal in the section;
- (vi) Generating administrative reports on repairs and maintenance;
- (vii) Facilitating renewal of property insurance policies.
- (viii) Overseeing allocation of office accommodation and space for staff;
- (ix) Coordinating the maintenance of housing Inventory; and
- (x) Maintaining and updating furniture and office equipment inventory.

**(b) Job specification**

**For appointment to this grade an officer must have:**

- (i) Cumulative service period of nine (9) years relevant work experience three (3) of which should have been at the grade of Senior Administration Officer or in a comparable position;
- (ii) Bachelor's degree in any of the following disciplines: Public Administration, Business Administration, Social Sciences or equivalent qualification from a recognized Institution.
- (iii) Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Membership to a relevant professional body and in good standing where applicable;
- (v) Proficiency in computer applications and
- (vi) Shown merit and ability as reflected in work performance and results;

**27. PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER, KeRRA GRADE 5 (10 VACANCIES)**

**(a) Job Descriptions**

**Job Descriptions at this level will entail:**

- (i) monitoring the implementation of supply chain management policies, guidelines and procedures;
- (ii) carrying out internal monitoring and evaluation of stores usage;
- (iii) assessing the performance of suppliers and contractors;

- (iv) inventory and stock control;
- (v) preparing Board of Survey meetings for disposal of stores;
- (vi) opening, evaluation and recommending awarding of tenders;
- (vii) following up payment of suppliers of goods and services;
- (viii) coordinating disposal of stores and equipment; and
- (ix) conducting procurement market research.

**(b) Job Specifications**

**For appointment to this Grade an officer must have: -**

- (i) Cumulative service period of nine (9) years relevant work experience three (3) of which should have been in the grade of Senior Supply Chain Management Officer or equivalent;
- (ii) Bachelor's degree in any of the following disciplines: Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Management, Procurement, Commerce (Supplies Management Option) Business Administration (Supplies Management option), or an equivalent qualification from a recognized institution;
- (iii) Management Course lasting not less than Four (4) weeks from a recognized Institution;
- (iv) Membership of Kenya Institute of Supply Management (KISM) and in good standing;
- (v) Proficiency in computer application; and
- (vi) Shown merit and ability as reflected in work performance and results.

**28. PRINCIPAL SOCIOLOGIST, KeRRA GRADE 5 (1 VACANCY)**

**(a) Job Specifications**

**Duties and responsibilities at this level will entail: -**

- (i) Overseeing implementation of all social issues including resettlement, gender as well as vulnerable and marginalized groups and any emerging challenges;

- (ii) Coordinating and implement stakeholder engagement activities to ensure full consultation and participation in line with the Constitution of Kenya, 2010, Development Partners safeguard policies and international best practices as appropriate;
- (iii) Coordinating establishment and implementation of project-related Grievance Redress Mechanism (GRM);
- (iv) Monitoring, assess, evaluate the impact of road development activities on the communities and advising on corrective measures where appropriate;
- (v) Coordinating the development and review of social instruments, checklists, guidelines and tools relevant to the implementation of social safeguards;
- (vi) Contributing to strengthening social aspects such as gender, child protection, HIV/AIDs, social inclusion, resettlement and labour issues in KeRRA projects;
- (vii) Supporting the Project Implementation Teams on major or sensitive matters relating to social impacts and risks during project implementation; and
- (viii) Reviewing safeguards instruments (e.g., Social Impact Assessment/SIA, Environmental and Social Impact Assessment/ESIA, Environmental and Social Management Plan/ESMP, Resettlement Action Plan/RAP, Vulnerable and Marginalized Groups Plan/VMGP) and ensure all safeguards issues are accurately addressed.

**(b) Job specifications**

**For appointment to this grade, an officer must have: -**

- (i) Cumulative service period of nine (9) years relevant work experience three (3) of which should have been at the grade of Senior Sociologist or in a comparable position;
- (ii) Bachelor's Degrees in any of the following disciplines: Sociology, Anthropology, Social Work, Development Studies, Community Development or its equivalent qualification from a recognized institution;
- (iii) Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Membership with the Kenya Institute of Social Work or any other relevant professional body/institution;

- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results.

## **29. PRINCIPAL OFFICER, ENTERPRISE RISK MANAGEMENT KeRRA GRADE 5 ( 1 VACANCY)**

### **(a) Job Specifications**

An Officer at this level will be deployed to any of the following functional areas: -

#### **Duties and responsibilities at this level entail: -**

##### **Enterprise Risk Management**

- (i) Monitoring the Risk and Control Self Assessments to ensure that all functional units have reviewed and updated their risk registers on annual basis;
- (ii) Preparing annual risk management plan and strategy for the Authority;
- (iii) Performing root cause analysis on identified risk events and recommending appropriate mitigation measures;
- (iv) Performing risk evaluation;
- (v) Initiating and monitoring risk assessments for all ongoing and new projects;
- (vi) Aggregating and analyzing risk events reported by the respective departments / sections into the agreed risk categories;
- (vii) Analyzing identified risk events and recommending remedial measures;
- (viii) Assisting in the identification of key risks and recommending mitigating controls in the Authority;
- (ix) Liaising with risk owners in developing attestation questions and service level agreements with regard to key controls;
- (x) Monitoring the implementation of action plans;
- (xi) Following up on overdue control improvement actions in liaison with the departmental/sectional Risk Champions;

- (xii) Evaluating action taken on Key Risk Indicators reported as high and medium and issuing a report on the same; and
- (xiii) Monitoring and evaluating recording of risk incidences.

**(b) Job specifications**

**For appointment to this grade, an Officer must have: -**

- (i) Cumulative service period of nine (9) years relevant work experience three (3) years of which should have been at the grade of Senior Planning Officer or in a comparable position;
- (ii) Bachelor's degree in any of the following fields: Finance, Accounting, Business Administration, Mathematics, Actuarial Science, Statistics, Economics, Project Management, Monitoring and Evaluation, or any other equivalent qualification from a recognized institution;
- (iii) Be in possession of any of the following: - CPA (K), ACCA, CRMA, CRA, CIA or CFE or (certified in Risk Information and control CRISC) or other relevant and equivalent professional qualification from a recognized institution;
- (iv) Membership to a relevant professional body and in good standing where applicable;
- (v) Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Proficiency in computer applications; and
- (vii) Shown merit and ability as reflected in work performance and results.

**30. SENIOR PLANNING OFFICER, KeRRA GRADE 6 (3 VACANCIES)**

**(a) Job Specifications**

An Officer at this level will be deployed to any of the following functional areas: -

- (i) Policy, Strategy and Economic Planning;
- (ii) Monitoring and Evaluation;

## **Duties and responsibilities at this level entail: -**

### **Policy, Strategy and Economic Planning**

- (i) Collating data related to implementation of the Authority's Strategic Plan;
- (ii) conducting economic studies as part of the road design and tender documentation process;
- (iii) Undertaking economic reviews of the road projects;
- (iv) Preparing terms of reference for economic surveys and facilitating implementation of related recommendations;
- (v) Liaising with Consultants and other Stakeholders on economic matters;
- (vi) Undertaking preparation of annual plans for the Authority and realigning it to the budget;
- (vii) Undertaking economic analysis of investments, programmes and projects;
- (viii) Monitoring the implementation of the Authority's plans and performance contract; and
- (ix) Undertaking the preparation of annual work programmes and budgets for road planning and development.

### **Monitoring and Evaluation**

- (i) Developing and reviewing monitoring, inspection and evaluation procedures;
- (ii) Developing monitoring and impact indicators for the project success;
- (iii) Monitoring and evaluating road construction, rehabilitation & Maintenance Projects, Authority's strategic plans and performance contracts;
- (iv) Collating annual work plans, programmes and budgets for road planning and development as well as realigning the plans to the budget;
- (v) Monitoring all project activities, expenditures and progress towards achieving the project output;
- (vi) Preparing reports on the findings and lessons learned from project innovations;
- (vii) Monitoring the sustainability of the project's results and preparing reports on the findings and lessons learned from project innovations;
- (viii) Preparing reports quarterly, half-yearly and annual progress on all project activities to the Board of Directors and Senior Management;
- (ix) Preparing relevant reports for monthly & annual project reviews and site visits undertaken in liaison with the Resident Engineer;

- (x) Preparation of terms of reference for monitoring and evaluation and facilitating implementation of related recommendations;
- (xi) Carrying out economic feasibility studies to determine project viability for future investment;
- (xii) Undertaking post project implementation appraisals of completed projects and Preparing management reports thereof;
- (xiii) Conducting project economic and financial appraisals to determine risks and the economic viability of road projects; and

Undertaking economic analysis of investments, programmes and projects and Preparing development and investment plans thereof

**(b) Job specifications**

**For appointment to this grade, an officer must have: -**

- (i) A minimum of six (6) years relevant work experience three (3) years of which should have been at Economist I/Statistician I or its equivalent.
- (ii) Bachelor's degree in Economics, Statistics, Project Management, Monitoring and Evaluation or its equivalent from a university recognized in Kenya;
- (iii) Be a member of a relevant professional body / institution;
- (iv) Proficiency in computer applications;
- (v) Demonstrated professional competence and ability to work performance and results.

**31. SENIOR INTERNAL AUDITOR, KeRRA GRADE 6 (3 VACANCIES)**

**(a) Job Descriptions**

**Duties and responsibilities at this level will entail: -**

- (i) Analyzing the adequacy of internal policies, procedures, and processes to ensure necessary and sufficient internal controls are in place;

- (ii) Developing and reviewing internal audit guidelines, processes, and procedures;
- (iii) Carrying out internal audits;
- (iv) Implementing internal audit mechanisms;
- (v) Ascertaining the Authority complies with the relevant statutes, policies, administrative government circulars and guidelines;
- (vi) Identifying and profiling risks inherent in operations, processes, and procedures;
- (vii) Executing audit activities to ensure reliability and integrity of information and effective use of KERRA's resources and compliance with contracts, standards, and policies;
- (viii) Preparing reports on audit findings and making appropriate recommendations to the internal audit committee;
- (ix) Managing risk-based, value-for-money and special audits across multiple departments;
- (x) Coordinating review of budgetary performance and financial management systems;
- (xi) Coordinating compliance audits and ensuring adherence to statutory requirements;
- (xii) Managing preparation of comprehensive audit reports for committee and management consumption;
- (xiii) Coordinating governance mechanism reviews and transparency assessments; and
- (xiv) Carrying out monitoring and evaluation of audit recommendation implementation.

**(b) Job Specifications**

**For appointment to this grade, an officer must have: -**

- (i) Cumulative period of six (6) years' relevant work experience three (3) of which should have been in the grade Internal Auditor I or in a comparable position;



- (ii) Bachelor's Degree in any of the following fields: - Finance, Accounting, Commerce (Finance/Accounting Option), Business Administration (Finance Option/Accounting), Business Management (Finance/Accounting Option) or equivalent qualification from a recognized and accredited institution;
- (iii) Certified Public Accountants (CPA-K) or equivalent qualification from a recognized and accredited institution;
- (iv) Certified Internal Auditor (CIA);
- (v) CISA or equivalent qualification from a recognized institution where applicable;
- (vi) Member of Institute of Internal Auditors Kenya (IIA) or any other relevant professional body where applicable and in good standing;
- (vii) Proficiency in computer applications; and
- (viii) Shown merit and ability as reflected in work performance and results.

## **32. PRINCIPAL INTERNAL AUDITOR, KeRRA GRADE 5 (5 VACANCIES)**

### **(a) Job Descriptions**

Duties and responsibilities at this level will entail: -

- (i) Developing and reviewing internal audit policies, strategies, guidelines, processes and advanced auditing procedures;
- (ii) Undertaking various internal audits including risk-based, compliance, systems and specialized investigations across the Authority;
- (iii) Ascertaining Authority's compliance with relevant internal audit statutes, policies, administrative government circulars, guidelines and regulatory requirements;
- (iv) Analyzing adequacy of internal policies, procedures and processes to ensure comprehensive internal controls and organizational system effectiveness;

- (v) Implementing internal audit mechanisms and coordinating strategic audit recommendation implementation and impact assessment;
- (vi) Identifying and profiling various risks inherent in audit assignments and leading Enterprise Risk Management (ERM) framework reviews;
- (vii) Establishing comprehensive asset management, protection frameworks and advanced information system reliability assessment mechanisms;
- (viii) Preparing detailed, and cross-referenced work papers to evidence audit work done and ensure compliance with professional practice standards;
- (ix) Developing audit reporting mechanisms and preparing comprehensive reports on audit findings with appropriate recommendations;
- (x) Presenting audit reports and findings to internal audit committee and management for strategic decision-making;
- (xi) Executing audit activities to ensure reliability and integrity of information, effective resource utilization and compliance with contracts and standards; and
- (xii) Carrying out special audit assignments as required and following up on audit reviews to ensure corrective action implementation.

**(b) Job Specifications**

For appointment to this grade, an officer must have: -

- (i) Cumulative period of nine (9) years' relevant work experience three (3) of which should have been at Senior Internal Auditor or in a comparable position;
- (ii) Bachelor's Degree in any of the following fields: - Finance, Accounting, Commerce (Finance/ Accounting option), Business Administration (Finance option/Accounting), Business Management (Finance/Accounting option) or equivalent qualification from a recognized and accredited institution;
- (ii) Certified Public Accountants (CPA-K) or equivalent qualification from a recognized and accredited institution;
- (iii) Certified Internal Auditor (CIA) or equivalent qualification from a recognized institution;

- (iv) CISA or equivalent qualification from a recognized institution where applicable;
- (i) Member of Institute of Internal Auditors Kenya (IIA) or any other relevant professional body where applicable and in good standing;
- (ii) Certificate in Management Course lasting not less than Four (4) weeks from a recognized Institution;
- (iii) Proficiency in computer applications; and
- (iv) Shown merit and ability as reflected in work performance and results.

### **33. SENIOR ENGINEER (ROADS), KeRRA GRADE 6 (23 VACANCIES)**

#### **(a) Job Specifications**

Duties and responsibilities at this level entail: -

#### **Design, Survey and Environment**

- (i) Preparing of roadside development and control;
- (ii) Preparing, monitoring and evaluating strategic plans;
- (iii) Preparing of preliminary and detailed engineering designs for roads and major structures including design reviews;
- (iv) Carrying out traffic surveys and management of traffic data;
- (v) Planning and implementing of roadside developments through institutional consultations and collaboration;
- (vi) Collecting and collating economic, environmental and social data for road investment programmes and strategies;
- (vii) Providing training on road safety audits, accident data analysis, design review and implementation of road accident counter -measures;
- (viii) Undertaking public sensitization on road safety;
- (ix) Preparing road assets database;
- (x) Developing and monitoring bridge maintenance and construction programmes;
- (xi) Carrying out and supervising materials testing programmes;

## **Roads Development**

- (i) Preparing of short-, medium- and long-term road works programmes;
- (ii) Assist in preparation of Public Private Partnership documentations;
- (iii) Preparing tender documentation for road works and stand-alone major drainage structures in liaison with relevant functional areas;
- (iv) Preparing of procurement plans for road work programmes;
- (v) Reviewing standards and specifications for road works;
- (vi) Supervising of roads and bridges works contracts;
- (vii) Undertaking regular road safety audits during road development, and
- (viii) Developing and monitoring bridge construction programmes.

## **Road Asset Management**

- (i) Implementing road asset Management policies;
- (ii) Undertaking annual road inventory and condition surveys;
- (iii) Compiling and analyzing annual road maintenance work programmes;
- (iv) Liaising with Kenya Roads Board and other stakeholders on management of Road Maintenance Levy Fund (RMLF);
- (v) Implementing road works emergency response programmes;
- (vi) Preparing tender documentation for road works in liaison with relevant functional areas;
- (vii) Monitoring and Supervising Road maintenance programs;
- (viii) Undertaking road assets protection and surveillance;
- (ix) Implementing and conformance of road management systems and periodic reviews of the performance standards;
- (x) Ensuring road maintenance contracts are prepared and implemented in accordance with set standards and specifications;
- (xi) Undertaking public sensitization on protection of road reserves;
- (xii) Developing and monitoring bridge maintenance programmes;
- (xiii) Preparation of engineering design of road maintenance works
- (xiv) Undertaking activities of axle load control and preparing reports on axle load control programmes; and

- (xv) Representing the Authority in local and regional axle load stakeholder forums.

### **Policy, Strategy & Compliance**

- (i) Preparing road investment programmes for road networks;
- (ii) Preparing, monitoring and evaluating strategic plans and projects, road sector investment programs for road networks and performance contracts;
- (iii) Monitoring implementation of ISO, business process reengineering reports and quality assurance plans;
- (iv) Undertaking technical audits for works and services;
- (v) Preparing reports on quality assurance findings and recommendations;
- (vi) Coordinating preparation of risk assessment and classification system/criteria;
- (vii) Compiling and consolidating risk management/assessment reports;
- (viii) Developing Enterprise Risk Management training programmes;
- (ix) Facilitating development of effective networks for Enterprise Risk Management information sharing; and
- (x) Undertaking research, innovation and business re-engineering activities including dissemination of knowledge to respective users.

### **Quality Assurance**

- (i) Undertaking materials testing;
- (ii) Conducting design reviews;
- (iii) Undertaking road safety audits during road development;
- (iv) Monitoring bridge construction programmes
- (v) Analyzing annual road maintenance work programmes;
- (vi) Monitoring supervision of road maintenance works;
- (vii) Monitoring bridge maintenance programmes;
- (viii) Undertaking research, innovation and business re-engineering activities including dissemination of knowledge to respective users;
- (ix) Preparing, monitoring and evaluating strategic plans and projects, road sector investment programs for road networks and performance contracts;

- (x) Monitoring implementation of ISO, business process reengineering reports and Quality Assurance plans;
- (xi) Coordinating technical audits for works and services; and
- (xii) Preparing reports on quality assurance findings and recommendations.

**(b) Job specifications**

**For appointment to this grade, an officer must have: -**

- (i) Cumulative service period of six (6) years relevant work experience three (3) of which should have been at the grade of Engineer (Roads) or in a comparable position;
- (ii) Bachelor's Degree in Civil Engineering or its equivalent from a recognized institution;
- (iii) Professional qualification and membership to Engineers Board of Kenya (EBK);
- (iv) Valid Annual Practicing License from the Engineers Board of Kenya (EBK);
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results.

**34. SENIOR LEGAL OFFICER - KeRRA GRADE 6 (1 VACANCY)**

**(a) Job Specifications**

**Duties and responsibilities will entail:**

- (i) Undertaking Legal research;
- (ii) Attending court;
- (iii) Preparing documents such as legal opinions and legal pleadings;
- (iv) Assisting in ensuring legal and regulatory compliance;
- (v) Undertaking research and reviews existing laws that impact on the
- (vi) Authority's core functions;
- (vii) Drafting of contracts, leases and other conveyance documents; and
- (viii) Assisting in undertaking training of staff and external stakeholders with regards to national values and the principles of governance;
- (ix) Ensuring the proper storage of key legal documents in line with the department's custodial function;
- (x) Assisting in overseeing the Case Management System; and

**(b) Job specifications**

**For appointment to this grade an Officer must have:**

- (i) Cumulative service period of six (6) years relevant work experience three (3) of which should have been at the grade of Legal Officer I or in a comparable position;
- (ii) Bachelor of Laws Degree or its equivalent from a recognized institution;
- (i) Postgraduate Diploma in Legal Studies from the Council of Legal Education (CLE); or its equivalent qualification from a recognized institution;
- (iii) Admitted as an Advocate of the High Court of Kenya;
- (iv) A valid Practicing Certificate from Law Society of Kenya;
- (v) Member of the Law Society of Kenya;
- (vi) Proficiency in computer applications; and
- (vii) Shown merit and ability as reflected in work performance and results.

**35. SENIOR KNOWLEDGE MANAGEMENT OFFICER, KERRA GRADE 6 (1 VACANCY)**

**a) Job specification**

An officer at this grade can be deployed in knowledge codification, knowledge transfer and sharing and knowledge synthesis and translation.

**In Knowledge Codification, duties and responsibilities will entail:**

- (i) Implementing Knowledge Management strategies, standards, guidelines and procedures;
- (ii) Fostering identification and curation external knowledge relevant to KERRA;
- (iii) Optimizing functionalities for how knowledge is organized and made easily accessible;
- (iv) Strengthening and maintaining the repository of knowledge products produced by KERRA;
- (v) Undertaking mapping of KERRA existing knowledge as well as periodic updating of existing knowledge;
- (vi) Establishing and maintaining an inventory of the Authority's knowledge;
- (vii) Establishing and maintaining expertise directories; and
- (viii) Documenting key lessons learnt and good practices for reporting and organizational learning.

**In Knowledge Transfer and Sharing duties and responsibilities will entail:**

- (i) Implementing Knowledge transfer and sharing, strategies, standards, guidelines and procedures;
- (ii) Coordinating and managing the uploading of content for the KERRA knowledge management webpage, SharePoint intranet as well as social media platforms;
- (iii) Supporting Knowledge dissemination to policy makers and other stakeholders;
- (iv) Creating linkages to different communities of practice and knowledge brokers;
- (v) Supporting organization of fora and platforms for knowledge sharing and transfer including talks, publications, press releases, information leaflets and website;
- (vi) Coordinating knowledge management champions in Directorates and Departments;
- (vii) Supporting integration of knowledge translation in all stages of knowledge creation and knowledge-to-action-processes;
- (viii) Supporting in evaluation of reduction in knowledge-to-action gaps in collaboration with other relevant functional area;
- (ix) Developing reports for methodology research to advance translation research methods;
- (x) Disseminating of best practices and lessons learnt; and
- (xi) Supporting publication committee on review of manuscript prior to publication and in editorial review for internal publication.

**In Knowledge Synthesis and Translation duties and responsibilities will entail:**

- (i) Implementing Knowledge synthesis and translation policies, strategies, standards, guidelines and procedures;
- (ii) Supporting evidence synthesis through policy impact analysis, meta-analysis, systematic, scoping and rapid reviews for evidence-based decision making;
- (iii) Supporting identification of knowledge gaps to guide research and innovation;
- (iv) Supporting development of abstracts, publications, evidence and policy briefs;
- (v) Designing and implementing technological platforms for knowledge networks with external parties; and
- (vi) Supporting Ministry responsible for roads and other relevant stakeholders in developing practice guidelines.



**b) Job specifications**

**For appointment to this grade, an officer must have: -**

- (i) Cumulative service period of six (6) years relevant work experience, three (3) years of which should have been as **Knowledge Management Officer I** or in a comparable position.
- (ii) Bachelor's Degree in any of the following disciplines: - Information Science, Archives and Information Studies, Civil Engineering and Social Sciences or related field from a recognized institution;
- (iii) Certificate in knowledge management related course from a recognized institution where applicable;
- (iv) Membership to a relevant professional and in good standing where applicable;
- (v) Proficiency in computer application skills; and
- (vi) Shown merit and ability as reflected in work performance and results.

**36. PRINCIPAL LIBRARY ASSISTANT, KERRA GRADE 5 (1 VACANCY)**

**a) Job Specifications**

**Duties and responsibilities at this level will entail:**

- (i) Providing advice to staff and students on library facilities;
- (ii) Coordinating circulation services;
- (iii) Registering Library users and compiling user statistics;
- (iv) Collating user requests;
- (v) Binding of library materials;
- (vi) Digitizing information resources;
- (vii) Coordinating, controlling and tracking of serials;
- (viii) Coordinating Cataloging and classifying information resources;

- (ix) Generating reports from the database;
- (x) Providing Indexing and abstracting of information resources.
- (xi) Supporting preparation of budget proposals and reports for the library services;

**b) Job specifications**

**For appointment to this grade, an officer must have:**

- (i) At least twelve (12) years relevant work experience, three (3) years of which should have been as Senior Library Assistant or in a comparable position;
- (ii) Diploma in any of the following disciplines: Library, Information Studies or relevant equivalent qualifications from a recognized institution;
- (iii) Proficiency in computer application skills;
- (iv) Supervisory course lasting not less than two (2) weeks from a recognized Institution; and
- (v) Demonstrated professional competency and ability in work performance and results.

**37. SENIOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER,  
KeRRA GRADE 6 (2 VACANCIES)**

**a) Job Specifications**

**Duties and Responsibilities at this level entail:**

- (i) Implementing human resource strategies, policies, procedures and systems;
- (ii) Conducting recruitment and selection;
- (iii) Conducting induction and on-boarding programmes in the Authority;
- (iv) Processing and verifying payroll data;
- (v) Updating the Human Resource Information System;

- (vi) Assisting in reviewing Career Guidelines;
- (vii) Carrying out mentoring, coaching and counselling programmes for Authority's staff;
- (viii) Identifying and implementing training and development programmes;
- (ix) Preparing human resource progress reports;
- (x) Reconciling of staff complement control and establishment;
- (xi) Preparing human resource management and development agenda for relevant committees;
- (xii) Carrying out issues of staff welfare; and
- (xiii) Supervising and verifying processing of pension claims.

**b) Job specifications**

**For appointment to this grade, an officer must have:**

- (i) Cumulative service period of Six (6) years relevant work experience three (3) of which should have been at the grade of Human Resource Management and Development Officer I or in a comparable position;
- (ii) Bachelor's Degree in Human Resource Management or equivalent qualification from a recognized institution;

**OR**

- Bachelor's degree in any of the following fields; Public Administration, Sociology, Business Administration or its equivalent qualification from a recognized institution plus s Diploma in Human Resource Management from a recognized institution;
- (iii) Certified Human Resource Professional (CHRP) Course from a recognized institution;
  - (iv) Membership to the Institute of Human Resource Management (IHRM) and in good standing;
  - (v) Proficiency in computer applications; and
  - (vi) Shown merit and ability as reflected in work performance and results.

### **38. SENIOR ENVIRONMENTALIST, KeRRA GRADE 6 (1 VACANCY)**

#### **(a) Job Specifications**

##### **Duties and responsibilities at this level will entail: -**

- (i) Undertaking environmental monitoring and evaluation of project activities against environmental regulations and standards;
- (ii) Assisting in implementation of environmental and social strategies and action plans that ensure sustainable roads development;
- (iii) Assisting in coordinating Environmental and Social Impact Assessment Studies for new projects;
- (iv) Monitoring closely the performance of environmental activities and document all changes (both qualitatively and quantitatively) in line with the Authority's M&E framework and guidelines;
- (v) Coordinating the planning, collection, collating and analyzing environmental research data and disclosure of findings;
- (vi) Developing and delivering a series of regular spot checks to ensure that proposed mitigation measures are properly implemented in line with the guidelines;
- (vii) Providing support to project development initiatives in the Authority and ensuring environmental and social development issues are addressed;
- (viii) Undertaking all activities involved in environmental sustainability as assigned.

#### **(b) Job specifications**

##### **For appointment to this grade, an officer must have: -**

- (i) Cumulative service period of six (6) years relevant work experience three (3) years of which should have been at the grade of Environmentalist I or in a comparable position;
- (ii) Bachelor's Degree in any of the following disciplines: Environmental Studies, Environmental Science, Environmental Planning & Management, Environmental Health, Environmental & Biosystems Engineering, Environmental Conservation & Natural Resources Management, or equivalent qualification from a recognized institution;
- (iii) Registration with NEMA as a Lead Expert;
- (iv) Valid Annual Practicing License from NEMA;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results.

### **39. LEGAL OFFICER II - KeRRA GRADE 8 (2 VACANCIES)**

#### **(a) Job Specifications**

This is the entry and training grade for this cadre for Bachelor's Degree holders. An officer at this level will work under the supervision of a designated officer.

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

- (i) Undertaking legal research;
- (ii) Attending court;
- (iii) Preparing documents such as legal opinions and legal pleadings;
- (iv) Ensuring proper filing of legal documents;
- (v) Assisting in ensuring legal and regulatory compliance;
- (vi) Assisting in the compilation of the national values and the principles of governance report;
- (vii) Assisting in ensuring the proper storage of key legal documents in line with the department's custodial function;
- (viii) Assisting in drafting of contracts, leases and other documents; and
- (ix) Keying into the Case Management System.

#### **(b) Job specifications**

#### **For appointment to this grade a candidate must have:**

- (i) Bachelor of Laws Degree from a university recognized in Kenya;
- (ii) Postgraduate Diploma in Legal Studies from the Council of Legal Education(CLE); or its equivalent qualification from a recognized institution;
- (ii) Admitted as an Advocate of the High Court of Kenya;
- (iii) Member of the Law Society of Kenya; and

- (iv) Proficiency in computer applications.

#### **40. PLANNING OFFICER II, KeRRA GRADE 8 (3 VACANCIES)**

##### **(a) Job Specifications**

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a designated officer. An Officer at this level will be deployed to any of the following functional areas: -

- (i) Policy, Strategy and Economic Planning;
- (ii) Monitoring and Evaluation;

**Duties and responsibilities at this level entail: -**

##### **Policy, Strategy and Economic Planning**

- (i) Collecting and collating statistical data on the planned programmes and projects;
- (ii) Assisting in analyzing traffic data required in designing roads for development;
- (iii) Participating in preparing annual work programmes and budgets for road planning and development;
- (iv) Collecting and preparing economic data and information on road network;
- (v) Assisting in preparation and reviewing the Authority's Strategic Plans;
- (vi) Preparing and presenting periodic reports as required; and
- (vii) Compiling data for economic analysis of investment programmes and projects.

##### **Monitoring and Evaluation**

- (i) Assisting in preparing annual work plans, programs and budgets for road planning and development as well as realigning the plans to the budget;
- (ii) Assisting in developing and monitoring impact indicators for the project success;
- (iii) Monitoring the sustainability of the project's results;

- (iv) Preparing report quarterly, half-yearly and annual progress on all project activities to the Board of Directors and Senior Management;
- (v) Preparing relevant reports for monthly & annual project reviews and site visits undertaken in liaison with Resident Engineers;
- (vi) Collecting data on project economic and financial appraisals to determine risks and the economic viability of road projects; and
- (vii) Participating in preparation of programmes and budgets for road planning and development.

**(b) 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, Project Management, Monitoring and Evaluation, or any other equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

**41. INTERNAL AUDITOR II, KeRRA GRADE 8 (2 VACANCIES)**

This will be the entry and training grade into this cadre. An officer at this level will be under the guidance of a designated officer.

**(a) Job Descriptions**

**Duties and responsibilities at this level will entail: -**

- (i) Supporting the implementation of internal audit policies, procedures and basic auditing standards;
- (ii) Assisting in conducting risk-based, compliance and systems audits under supervision;
- (iii) Assisting in verify the existence of Authority assets and checking basic safeguards for protection;

- (iv) Supporting the review of accounting reports for correctness and accuracy;
- (v) Assisting in ensuring Authority's compliance with internal policies and government guidelines;
- (vi) Contributing to the preparation of audit reports and documentation of findings;
- (vii) Supporting monitoring and evaluation of internal controls on financial systems;
- (viii) Assisting in evaluating adequacy of information available for management decision-making;
- (ix) Participating in assess basic governance mechanisms and transparency processes;
- (x) Supporting implementation of internal audit recommendations and corrective actions; and
- (xi) Assisting in providing secretariat services to audit committees.

**(b) Job Specifications**

**For appointment to this grade, a candidate must have: -**

- (i) Bachelor's Degree in any of the following fields: - Finance, Accounting, Commerce (Finance/Accounting option), Business Administration (Finance option/Accounting), Business Management (Finance/Accounting option) or any other relevant qualification from a recognized institution;
- (ii) Certified Public Accountants Part II or equivalent qualification from a recognized and accredited institution; and
- (iii) Proficiency in computer applications.

**42. ICT OFFICER II KeRRA GRADE 8 (2 VACANCIES)**

**(a) Job Specifications:**

This is the entry and training grade for this cadre for Bachelor's Degree holders. An officer at this level will work under the guidance of a designated Officer.

**Duties and responsibilities will entail assisting in: -**

- (i) Writing and test simple computer programs according to instructions and specifications;



- (ii) Providing first line support to staff on systems deployed by the Authority including networks, ERP, websites;
- (iii) Manage inventory of ICT assets in the regions. Updated inventory of assets shall be shared with the Principal ICTO Network and Infrastructure annually by the end of a Financial Year;
- (iv) Maintaining up to date equipment register;
- (v) Verifying, enhance and test simple computer programs according to instructions and specifications;
- (vi) Installation and configuration computer systems;
- (vii) Providing user support;
- (viii) Repairing and maintaining ICT equipment and associated peripherals;
- (ix) Monitoring the performance of ICT equipment;
- (x) Providing user support for applications & systems;
- (xi) Maintenance of an up-to-date ICT equipment and issuance register;
- (xii) Maintenance of Local Area Network (LAN) components;
- (xiii) Providing support to users to enable effective and efficient use of ICT facilities;
- (xiv) Maintaining the Authority's website;
- (xv) Providing expertise on procurement of ICT assets when called upon. and;
- (xvi) Documentation and implementation of an annual maintenance plan for all ICT assets in their purview.

**(b) Job specifications**

**For appointment to this grade, a candidate must have: -**

- (i) Bachelor's Degree in computer science/engineering, IT, Programming, Software Engineering, Business Information Technology, Statistics or its equivalent from a recognized institution;

### **43. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER II, KeRRA GRADE 8 (2 VACANCIES)**

This is the entry and training grade for this cadre for Bachelor's Degree holders. An officer at this level will work under the guidance of a designated Officer.

#### **a) Job Specifications**

**Duties and responsibilities at this level entail:**

- (i) Implementing human resource management policies, laws, regulations, procedures and systems;
- (ii) Drafting and verification of routine correspondences;
- (iii) Processing of salaries, allowances, benefits and final dues;
- (iv) Verifying the payroll;
- (v) Collating and analysing training applications;
- (vi) Processing employee recruitment, promotion and exit documents;
- (vii) Processing of leave applications, sick sheets and sick offs;
- (viii) Updating of Staff Medical details, National Hospital Insurance Fund (NHIF) and National Social Security Fund (NSSF) records;
- (ix) Maintaining complement control;
- (x) Updating human resource database;
- (xi) Collating data on work environment and employees' satisfaction surveys; and
- (xii) Preparing periodic progress reports.

#### **b) Job specifications**

**For appointment to this grade, a candidate must have: -**

- (i) Bachelor's Degree in Human Resource Management or equivalent qualification from a recognized institution;

**OR**

- Bachelor's degree in any of the following fields; Public Administration, Sociology, Business Administration or its equivalent qualification from a recognized institution plus s Diploma in Human Resource Management from a recognized institution; and
- (ii) Proficiency in computer applications.

#### **44. ENGINEER (ROADS), KeRRA GRADE 7 (25 VACANCIES)**

This will be the entry and training grade for this cadre for Bachelor's Degree holders. An officer at this level will work under supervision of a designated Officer.

##### **(a) Job Specifications**

**Duties and responsibilities at this level entail: -**

##### **Design Survey and Environment**

- (i) Preparing road investment programs for road networks;
- (ii) Assisting in preparing materials testing;
- (iii) Carrying out traffic surveys and management of traffic data;
- (iv) Preparing engineering design of road works and design reviews;
- (v) Training in designing of major drainage structures and road works;
- (vi) Training in tender documentation; and
- (vii) Preparing records for road assets database.

##### **Roads Development**

- (i) Preparing short term road works programmes;
- (ii) Preparing engineering design of road works and drainage structures;
- (iii) Assisting in preparing procurement plans for road work programmes;
- (iv) Training in tender documentation; and

- (v) Participating in road safety audits during road development.

### **Road Asset Management**

- (i) Participating in formulation of Road Asset Management policies;
- (ii) Undertaking annual road inventory and condition surveys;
- (iii) Participating in preparation of engineering design of road maintenance works;
- (iv) Assisting in compiling annual road maintenance work programmes;
- (v) Training in tender documentation for road works and stand-alone drainage structures;
- (vi) Assisting in monitoring supervision of road maintenance works;
- (vii) Participating in the preparation of tender specifications; and
- (viii) Training on axle load control activities and programmes.

### **Policy, Strategy & Compliance**

- (i) Implementing the Authority's strategic plan, service charters and master plans;
- (ii) Ensuring projects implementation are aligned to mid-term expenditure framework;
- (iii) Participating in the preparation of progress reports on the implementation of the Authority's projects and programmes;
- (iv) Compiling statistical data;
- (v) Undertaking feasibility studies on the Authority's delivery projects;
- (vi) Participating in the formulation of standard operating procedures for the Authority;
- (vii) Participating in Monitoring and evaluating Performance contracts, projects and programmes undertaken by the Authority and prepare periodic reports.

### **Quality Assurance**

- (i) Preparing for material testing;
- (ii) Designing reviews;
- (iii) Undertaking road safety audits during road development;
- (iv) Monitoring bridge construction programmes
- (v) Analyzing annual road maintenance work programmes;

- (vi) Monitoring supervision of road maintenance works;
- (vii) Monitoring bridge maintenance programmes;
- (viii) Undertaking research, innovation and business re-engineering activities including dissemination of knowledge to respective users;
- (ix) Preparing, monitoring and evaluating strategic plans and projects, road sector investment programs for road networks and performance contracts;
- (x) Monitoring implementation of iso, business process reengineering reports and quality assurance plans;
- (xi) Undertaking technical audits for works and services; and
- (xii) Preparing reports on quality assurance findings and recommendations.

**(b) Job specifications**

For appointment to this grade, a candidate must have: -

- (i) Bachelor's Degree in Civil Engineering or its equivalent from a recognized institution;
- (ii) Registered Graduate Engineer of the Engineers Board of Kenya (EBK); and
- (iii) Proficiency in computer applications.

**45. PUBLIC AFFAIRS & COMMUNICATION OFFICER II - KeRRA GRADE 8 (3 VACANCIES)**

**(a) Job Specification**

This will be the entry and training grade for this cadre for Bachelor's Degree holders. An officer at this level will work under supervision of a designated Officer.

**Duties and responsibilities at this level will entail: -**

- (i) Reviewing of print, electronic and social media to prepare press briefs and appropriate responses;
- (ii) Recording and editing photographic images of the Authority's activities;
- (iii) Recording and editing videos of the Authority's activities;
- (iv) Scripting for documentaries and other publications of the Authority;

- (v) Developing and updating web content and postings on social media;
- (vi) Preparing Information, Education and Communication (IEC) materials for public dissemination;
- (vii) Undertaking media liaison assignments during the Authority's events or occasions;
- (viii) Preparing reports for events and activities;
- (ix) Populating the Authority's official photographic gallery;
- (x) Uploading content and maintenance of the intranet; and
- (xi) Handling stakeholder feedback and preparing periodic reports on stakeholder feedback.

**(b) Job specifications**

**For appointment to this grade, a candidate must have:**

- (i) Bachelor's degree in Communication, Public Relations, Journalism or its equivalent from a recognized university; and
- (ii) Proficiency in computer applications including knowledge in desktop publishing.

**46. ENVIRONMENTALIST II, KeRRA GRADE 8 (1 VACANCY)**

**(a) Job Specifications**

This is the entry and training grade for this cadre. An officer at this level will work under the supervision of a designated Officer

Duties and responsibilities at this level will entail assisting in: -

- (i) Providing support to project development initiatives in the Authority and ensure environmental development issues are addressed;
- (ii) Assisting in the development of tools and checklists to be followed when preparing ESIA Studies for the Authority's projects;
- (iii) Assisting in assessment of the level of awareness on major environmental safeguard issues affecting the public and other stakeholders;
- (iv) Participating in determination of statistical trends in environmental parameters and variables;

- (v) Assisting in monitoring progress on environmental performance systems; Monitor and evaluate road projects to ensure that environmental safeguards are properly implemented;
- (vi) Assisting in undertaking all activities involved in environmental sustainability as assigned;
- (vii) Assisting in preparation of periodic reports on status of environmental safeguards implementation in the Authority; and
- (viii) Assisting in the collection of data and information and preparing periodic reports on environmental issues.

**(b) Persons Specification**

For appointment to this grade, a candidate must have: -

- (i) Bachelor's Degree in any of the following disciplines: Environmental Studies, Environmental Science, Environmental Planning & Management, Environmental Health, Environmental & Biosystems Engineering, Environmental Conservation & Natural Resources Management, or equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

**47. SOCIOLOGIST II, KeRRA GRADE 8 (1 VACANCY)**

This will be the entry and training grade for graduates into this cadre. An officer at this level will work under direct supervision of a designated officer.

**(a) Job Specifications**

**Duties and responsibilities at this level will entail: -**

- (i) collecting and collating data and information on social issues as well as dissemination of the same to the relevant stakeholders;
- (ii) conducting social surveys, reviews and audits of the Authority's road projects;
- (iii) reviewing road contracts/projects and ensuring that social provisions are adequately incorporated therein;

- (iv) preparing Social Impact Assessments (SIAs) and Resettlement Action Plans (RAPs) where necessary;
- (v) identifying potential sources of grievances, design and implement appropriate Grievance Redress Mechanisms.

**(b) Job specifications**

**For appointment to this grade, a candidate must have: -**

- (i) Bachelor's Degree in any of the following disciplines: Sociology, Anthropology, S Work, Development Studies, Community Development or its equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

**48. LAND SURVEYOR II, KeRRA GRADE 8 (11 VACANCIES)**

**(a) Job Specifications**

This will be the entry and training grade for this cadre for Bachelor's Degree holders. An officer at this level will work under guidance and supervision of a senior officer.

**Duties and responsibilities at this level will entail assisting in: -**

- (i) Carrying out cadastral, geodetic and mapping surveys;
- (ii) Carrying out topographical surveys;
- (iii) Undertaking preliminary quality control of cadastral, adjudication and general boundary surveys;
- (iv) Undertaking computations and adjustments of triangulation and traversing methods;
- (v) Extension of control points for surveying and mapping;



- (vi) Preparation of budgets for survey tasks;
- (vii) Supervision of survey function in road construction projects;
- (viii) Carrying out measurement and computations of quantities for road works; and
- (ix) Preparation of Land acquisition drawings and schedules.

**(b) Job specifications**

**For appointment to this grade, a candidate must have:**

- (i) Bachelor's degree in any of the following disciplines: - Land Surveying, Geospatial Engineering; Geomatic Engineering; Geomatic Engineering and Geospatial Information Systems; Technology in Survey or equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

**49. ICT ASSISTANT III, KeRRA GRADE 9 (3 VACANCIES)**

**(a) Job Specifications**

This will be the entry and training grade for this cadre. An officer at this level will work under the direct supervision of a designated officer.

**Duties and responsibilities will entail: -**

- (i) Writing and test simple computer programs according to instructions and specifications;
- (ii) Assisting in the implementation of the computer systems;
- (iii) Conducting basic training of users on ICT systems;
- (iv) Undertaking repairs and maintenance of ICT equipment and associated peripherals;
- (v) Installation and configuration of computer systems;
- (vi) Monitoring the performance of ICT equipment
- (vii) Providing user support for applications & systems;

**(b) Job specifications**

**For appointment to this grade, a candidate must have:**

- (i) Diploma in any of the following fields: Computer Science, Information Communication and Technology (ICT), Systems Administration, Business Information Technology, Electrical/Electronic Engineering or its equivalent qualification from a recognized institution;

**50. ASSISTANT RECORDS AND INFORMATION MANAGEMENT OFFICER III,  
KeRRA GRADE 9 (1 VACANCY)**

This is the entry and training grade for this cadre for Diploma holders. An officer at this level will work under the supervision of a designated officer.

**a) Job Specifications**

Duties and responsibilities at this level entail:

- (i) Receiving, opening, sorting and dispatching mails;
- (ii) Maintaining registers for incoming and outgoing mails;
- (iii) Ensuring security of files and documents;
- (iv) Ensuring pending correspondences are brought to the attention of supervisor and appropriate action taken;
- (v) Maintaining the registry in good standard; and
- (vi) Responsible for archival and safe keeping of all documents.

**b) Job specifications**

**For appointment to this grade, a candidate must have: -**

- (i) Diploma in any of the following fields: Records and Information Management, Library and Information Sciences, Business Information Technology, Information Studies, or equivalent qualifications from a recognized institution; and
- (ii) Proficiency in computer applications.

**51. PRINCIPAL SUPPLY CHAIN MANAGEMENT ASSISTANT KeRRA-GRADE 5 (1 VACANCY)**

**(a) Job Specifications**

**Duties and responsibilities at this level will entail: -**

- (i) Procurement of goods and services under quotations thresholds;
- (ii) Preparing list of assets, stores and equipment for disposal;
- (iii) Maintenance of periodic market surveys record.
- (iv) Monitoring inventory and movement of stores (stock control) recommending requisition when stocks approach reorder levels in accordance with the laid down regulations and procedures.
- (v) Participates in Conducting periodic and annual stock taking;
- (vi) Preparing framework agreements documents for goods, works and services under the quotation's threshold in line with the award decisions;
- (vii) Opening and evaluation of quotations and proposals for goods and services as well as analyzing for recommendation to award;
- (viii) Issuing and receive stores and

- (ix) Assisting with the Secretariat services for both disposal and inspection and acceptance of goods and services committees.

**(b) Job specifications**

**For appointment to this grade, an Officer must have: -**

- (i) Cumulative service period of twelve (12) years relevant work experience three (3) of which should have been at the grade of Senior Supply Chain Management Assistant or in a comparable position;
- (i) Diploma in Procurement/Purchasing and Supplies Management or its equivalent qualification from a recognized institution.
- (ii) Member of Kenya Institute of Supplies Management or Chartered Institute of Purchasing and Supply.
- (iii) Supervisory course lasting not less than two (2) weeks from a recognized institution;
- (iv) Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results.

**52. SENIOR SUPPLY CHAIN MANAGEMENT ASSISTANT KeRRA-GRADE 6 (23 VACANCIES)**

**(a) Job Specifications**

**Duties and responsibilities at this level will entail -**

- (i) Procurement of goods and services under quotations thresholds;
- (ii) Preparation of list of assets, stores and equipment for disposal;
- (iii) Carrying out periodic market surveys for goods and services to inform the placing of orders or adjudication by the relevant award committee;
- (iv) Monitoring inventory and movement of stores (stock control).
- (v) Conducting periodic and annual stock taking;

- (vi) Preparing framework agreements documents for goods, works and services under the quotation's threshold in line with the award decisions;
  - (vii) Opening and evaluation of quotations and proposals for goods and services as well as analyzing for recommendation to award;
  - (viii) Issuing and receiving stores and
  - (ix) Assisting with the Secretariat services for both disposal and inspection and acceptance of goods and services committees.
- (b) Job specifications**

**For appointment to this grade, an Officer must have: -**

- (ii) Cumulative service period of nine (9) years relevant work experience three (3) of which should have been at the grade of Supply Chain Management Assistant I or its equivalent.
- (iii) Diploma in Procurement or Purchasing and Supply Chain Management or its equivalent qualification from a recognized institution.
- (iv) Member of Kenya Institute of Supplies Management or Chartered Institute of Purchasing and Supply;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results.

### **53. ENGINEERING TECHNICIAN I, KeRRA GRADE 7 (30 VACANCIES)**

**(a) Job Specifications**

**Duties and responsibilities at this level entail: -**

- (i) Supervising 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) Collecting, compiling and analyzing data on road inventory;

- (vi) Manning of axle load control monitoring systems;
- (vii) Supervising, execution of annual traffic count.
- (viii) Ensuring that all site records are prepared on time and submitted as required; and,
- (ix) Advising on priorities for maintenance programmes.

**(b) Job specifications**

**For appointment to this grade, an Officer must have:**

- (i) Cumulative service period of six (6) years relevant work experience three (3) of which should have been in the grade of Engineering Technician II or in a comparable position;
- (ii) Diploma in Civil Engineering or its equivalent from a recognized institution;
- (iii) Registered as a Professional member with the Kenya Engineering Technology Registration Board (KETRB);
- (iv) Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results.

**54. SENIOR OFFICE ADMINISTRATOR, KeRRA GRADE 6 (7 VACANCIES)**

**a) Job Specifications**

**Duties and responsibilities at this level entail:**

- (i) Supporting the conducting of board meetings;
- (ii) Preparing invitations to committee members and follow-ups;
- (iii) Making travel arrangements for the Board and Director General;
- (iv) Coordinating events;
- (v) Receiving high level guests, ensuring security of office equipment, data and managing e-office;
- (vi) Planning and organizing meetings, workshop/conferences and seminars; operating office equipment;
- (vii) Responding to correspondences;
- (viii) Attending to visitors/clients; and

- (ix) Handling telephone calls, enquiries and appointments and managing petty office cash.

**b) Job specifications**

**For appointment to this grade, an officer must have:**

- (i) Cumulative service period of six (6) years relevant work experience three (3) years of which should have been at Office Administrator I or in a comparable position;
- (ii) Bachelor's Degree in Secretarial Studies or any other equivalent from a recognized institution;

**OR**

- (iii) Bachelor's Degree in Business Management/Administration or Social Science or its equivalent qualification from a recognized institution plus a Diploma in Secretarial Studies from a recognized institution;
- (iv) Membership to a relevant professional body and in good standing where applicable;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results.

**55. ASSISTANT OFFICE ADMINISTRATOR II, KeRRA GRADE 8 (5 VACANCIES)**

**a) Job Specifications**

**Duties and Responsibilities at this level entail:**

- (i) Taking oral dictation;
- (ii) Word and data processing;
- (iii) Managing e-office;
- (iv) Operating office equipment;
- (v) Handling telephone calls and appointments;
- (vi) Attending to visitors/clients;
- (vii) Maintaining office diary and travel itineraries;

- (viii) Establishing and monitoring procedures for record keeping of correspondence and file movements;
- (ix) Maintaining an up-to-date filing system in the office;
- (x) Managing office protocol; and
- (xi) Ensuring security of office records, equipment and documents including classified materials.

**(a) Job specification**

**For appointment to this grade, an officer must have: -**

- (i) At least three (3) years relevant work experience at the grade of Assistant Office Administrator III or in a comparable position;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC);

**OR**

- (iii) Certificates from the Kenya National Examinations Council in the following areas: -  
Typewriting II (minimum 50 w.p.m) /Computerized Document Processing III; Shorthand II (80wpm); Business English II/Communications I; Office Practice II; Secretarial Duties II; Commerce II; Office Management III/Office Administration and Management III or an equivalent qualification from a recognized institution;
- (iv) Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results.

**56. DRIVER III, KeRRA GRADE 11 (30 VACANCIES)**

This is the entry grade into this cadre. A Driver at this level will work under the guidance of a designated officer.

**a) Job Specifications**

Duties and responsibilities at this level entail:



- (i) Driving a motor vehicle as authorized;
- (ii) Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.;
- (iii) Detecting and reporting malfunctioning of vehicle systems;
- (iv) Maintenance of work tickets for vehicles assigned;
- (v) Ensuring security and safety for the vehicle on and off the road;
- (vi) Ensuring safety of the passengers and/or goods therein;
- (vii) Maintaining cleanliness of the vehicle;
- (viii) Reporting accidents promptly and following up on police abstracts; and
- (ix) Inspecting vehicles and keeping up-to-date insurance documents.

**b) Job specifications**

**For appointment to this grade, a candidate must have: -**

- (i) Kenya Certificate of Secondary Education mean grade D (plain) or its equivalent qualification from a recognized Institution;
- (ii) A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- (iii) First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (iv) Certificate of Occupational Trade Test III for Drivers;
- (v) Defensive Driving certificate from a recognized Institution;
- (vi) At least two (2) years driving experience; and
- (vii) Proficiency in computer applications.

## **57. ACCOUNTANT II, KeRRA GRADE 8 (26 VACANCIES)**

### **(a) Job Specifications**

This is the entry level for graduate Accountants. An officer at this level will work under the guidance of a designated officer.

**Duties and responsibilities at this level will entail assisting in: -**

- (i) Preparing payment documents in accordance with the laid down rules and regulations;
- (ii) capturing data into the financial management system;
- (iii) Preparing and updating creditors ledger;
- (iv) Preparing and updating debtor's ledger;
- (v) Processing imprests and following up on surrenders;
- (vi) Preparation of accounting schedules and registers;
- (vii) Writing cheques and posting payment vouchers in the cashbooks;
- (viii) Receipting of money due and payable to the Authority;
- (ix) File all finance documents as per laid down procedures;
- (x) Filing and payment of statutory and tax obligations; and
- (xi) Facilitate audits by retrieving the required documents and files.

### **(b) Job specifications**

**For appointment to this grade, a candidate must have:**

- (i) Bachelor's degree in Commerce (Accounting or Finance option) or its equivalent from a university recognized in Kenya;
- (ii) Passed Part I of the Certified Public Accountants (CPA) Examination or any other equivalent professional qualification; and
- (iii) Proficiency in computer applications.

## **58. INTERNAL AUDITOR II, KeRRA GRADE 8 (2 VACANCIES)**

This will be the entry and training grade into this cadre. An officer at this level will be under the guidance of a designated officer.

### **(a) Job Descriptions**

**Duties and responsibilities at this level will entail: -**

- (i) Supporting the implementation of internal audit policies, procedures and basic auditing standards;
- (ii) Assisting in conducting risk-based, compliance and systems audits under supervision;
- (iii) Assisting in verify the existence of Authority assets and checking basic safeguards for protection;
- (iv) Supporting the review of accounting reports for correctness and accuracy;
- (v) Assisting in ensuring Authority's compliance with internal policies and government guidelines;
- (vi) Contributing to the preparation of audit reports and documentation of findings;
- (vii) Supporting monitoring and evaluation of internal controls on financial systems;
- (viii) Assisting in evaluating adequacy of information available for management decision-making;
- (ix) Participating in assess basic governance mechanisms and transparency processes;
- (x) Supporting implementation of internal audit recommendations and corrective actions; and
- (xi) Assisting in providing secretariat services to audit committees.

### **(b) Job Specifications**

**For appointment to this grade, a candidate must have: -**

- (i) Bachelor's Degree in any of the following fields: - Finance, Accounting, Commerce (Finance/Accounting option), Business Administration (Finance option/Accounting), Business Management (Finance/Accounting option) or any other relevant qualification from a recognized institution;

- (ii) Certified Public Accountants Part II or equivalent qualification from a recognized and accredited institution; and
- (iii) Proficiency in computer applications.

## **59. SENIOR CUSTOMER CARE ASSISTANT - KeRRA GRADE 6 (1 VACANCY)**

### **(a) Job Specifications**

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

- (i) Guide and usher clients and visitors;
- (ii) Register, issue and maintain visitors passes;
- (iii) Renew and update visitors passes;
- (iv) Maintain customer records and data;
- (v) Upholding the image and reputation of the Authority
- (vi) Provide general feedback to customer inquiries, escalate and follow through on enquiries
- (vii) Resolve matters arising from the Authority's stakeholders' within the customer care Unit and escalate relevant cases for resolution
- (viii) Receive and direct telephone calls;
- (ix) Maintaining functional office telephone lines
- (x) Coordinate reception activities
- (xi) Prepare annual training needs for the Customer Care Unit, and;
- (xii) Evaluate and analyze visitors' data and feedback to prepare quarterly reports

### **(b) Job specifications**

#### **For appointment to this grade an Officer must have: -**

- (i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been in the grade of Customer Care Assistant I or equivalent;
- (ii) Diploma in Communication, Public Relations, Customer Care, Hospitality Management, Business Administration, Business Management, Secretarial Management or its equivalent from an institution recognized in Kenya;
- (iii) Membership to a relevant professional body and in good standing where applicable;
- (iv) Proficiency in computer applications;
- (v) Shown merit and ability as reflected in work performance and results.

## **60. CUSTOMER CARE ASSISTANT I- KeRRA GRADE 7 (1 VACANCY)**

### **(a) Job Specifications**

#### **Duties and responsibilities**

- (i) Guide and usher clients and visitors;
- (ii) Register, issue and maintain visitors passes;
- (iii) Renew and updating visitors passes;
- (iv) Provide general feedback to customer inquiries, escalate and follow through on enquiries
- (v) Maintain records and data of visits;
- (vi) Making follow up of enquiries;
- (vii) Receive and direct telephone calls;
- (viii) Upholding the image and reputation of the Authority
- (ix) Coordinate reception activities; and
- (x) Forward customer care feedback to the Senior or Principal Customer Care Assistant

### **(b) Job Specifications**

#### **For appointment to this grade an officer must have: -**

- (i) Cumulative service period of nine (9) years' relevant work experience, three (3) years of which should have been in the grade of Customer Care Assistant II or in a comparable position;
- (ii) Diploma in Communication, Public Relations, Customer Care, Hospitality Management, Business Administration, Business Management, Secretarial Management or its equivalent from a recognized institution;
- (iii) Proficiency in computer applications;
- (iv) Shown merit and ability as reflected in work performance and results;

## **61. LEGAL CLERK III - KeRRA GRADE 9 (1 VACANCY)**

### **(a) Job Specifications**

This is the entry and training grade for this cadre for Diploma holders. An officer at this level will work under the supervision of a designated officer.

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

- (i) Filling of legal documents;
- (ii) Service of court processes;

- (iii) Opening legal files;
- (iv) Undertaking capturing of data files into the Case Management System;
- (v) Organizing and maintaining legal files in the legal registry and confirm that they are up to date;
- (vi) Preparing of basic documents within the department;
- (vii) Undertaking proper storage of key legal documents in line with the department's custodial function;
- (viii) Reviewing and retrieve files for relevant action;
- (ix) Maintaining relevant registers within the department;
- (x) Updating the master diary for court cases; and

**(b) Job specifications**

**For appointment to this grade a candidate must have:**

- (i) Diploma in Paralegal studies from a recognised institution; and
- (ii) Proficiency in computer applications.