



EXCELLENT CAREER OPPORTUNITIES

S/N	Position	Grade	Vacant Posts	Job Ref No
1.	General Manager Human Resources and Administration	RG2	1	KRBR100
2.	General Manager Finance	RG2	1	KRBR101
3.	Corporate Affairs and Public Relations Manager	RG3	1	KRBR102
4.	Rail Development Manager -			KRBR103
	i) Civil Engineering	RG3	1	
	ii) Mechanical Engineering	RG3	2	
	iii) Signaling and Communication Engineering	RG3	1	
5.	Assets Development & Maintenance Manager	RG3	1	KRBR104
6.	Assistant Legal Manager - Board Services	RG4	1	KRBR105
7.	Assistant Quantity Survey Manager	RG4	1	KRBR106
8.	Assistant Manager - Business Development (Freight Services)	RG4	2	KRBR107
9.	Assistant Manager – Estate, Valuation & Agency	RG4	1	KRBR108
10.	Assistant Manager - Budget and Corporate Planning	RG4	1	KRBR109
11.	Assistant Manager - Enterprise Risk Management & Business Processes	RG4	1	KRBR110
12.	Assistant ICT Manager	RG4	2	KRBR111
13.	Assistant Administration Manager	RG4	1	KRBR112
14.	Assistant Records Manager	RG4	1	KRBR113
15.	Assistant Accounts Manager	RG4	2	KRBR114
16.	Assistant Finance Manager	RG4	1	KRBR115

TERMS OF OFFER

An attractive remuneration package commensurate with qualifications and responsibilities of the position will be negotiated with the right candidate.

The application form, details of duties, responsibilities and qualifications for each position are available on the Kenya Railways website; www.krc.co.ke

When applying, quote the Job reference number on the envelope and application letter.

Interested and qualified candidates **MUST** complete the Kenya Railways application form **KR/HR/08**, attach their **testimonials, certificates, copy of their National Identification Card (ID) and Curriculum Vitae (CV)**.

In compliance with the Chapter Six of the Constitution, attach the following documents:

- i) Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI)
- ii) Clearance/Compliance Certificate from Higher Education Loans Board (HELB)
- iii) Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- iv) Clearance from Ethics and Anti-Corruption Commission (EACC)
- v) Clearance from Credit Reference Bureau (CRB)

Applications to be addressed to the:

Managing Director,
Kenya Railways,
P.O. Box 30121, 00100,
NAIROBI.

To be received by **Wednesday, 12th May, 2021.**

Note: ***Only the short listed candidates will be contacted. Canvassing will lead to automatic disqualification.***

KENYA RAILWAYS IS AN EQUAL OPPORTUNITY EMPLOYER

1. General Manager, Human Resource and Administration Ref: KRBR100

Reports to the Managing Director. Will be responsible for providing strategic leadership, policy development and professional advice on all Human Resource and Administration functions.

a) Duties and Responsibilities

- i) Developing and ensuring implementation of effective human resources and administration strategies, plans and policies for long term development of the organization.
- ii) Contributing to the development of the business strategy , aligning the Human resource strategy to the business strategy and providing advisory role to the business
- iii) Driving the development and maintenance of a cohesive and flexible performance based culture that will deliver on the organizations objectives.
- iv) Providing direction and leadership in talent management, to attract, nurture and retain talent.
- v) Overseeing management and monitoring of Employee Relations, welfare and occupational health and safety policies to build a conducive work environment
- vi) Leading in designing and development of organizational structure and business processes that will enhance efficiency.
- vii) Developing robust succession & leadership development programs for organizational readiness for growth and supply of a talent pool.
- viii) Managing the organization's reward and benefits to ensure reward systems are in place to deliver competitiveness and cost effectiveness.
- ix) Ensuring high level of employee engagement
- x) Overseeing provision of overall administrative support services in the Corporation
- xi) Advising the Corporation on HR and Admin matters
- xii) Ensuring implementation and promotion of best human resource and administration standards and practices;

b) Requirements for the job

- i) Master's Degree in any of the following disciplines:- Human Resource Management /Development/ Planning, Public Administration, Business Administration, Political Science/ Government, or equivalent qualification from a recognized institution;
- ii) Bachelor's Degree in any of the following disciplines:- Human Resource Management/ Development/ Planning, Administration, Business Administration, Political Science/ Government, or equivalent qualification from a recognized institution
- iii) Have CHRP (K) from IHRM or equivalent from a relevant professional body.
- iv) A Minimum of twelve (12) years relevant work experience and at least five (5) in a management role in the Public Service or Private Sector;
- v) Attended Leadership course lasting not less than four (4) weeks from a recognized institution;
- vi) Full membership to IHRM
- vii) Practicing Certificate
- viii) Computer proficiency and
- ix) Meets the provisions of Chapter six of the Constitution.

2. General Manager, Finance Ref: KRBR101

Reports to the Managing Director, will be responsible for overseeing and directing the corporation's financial goals and objectives in support of the corporation strategic direction. Overseeing the operations of Finance & Accounting divisions

a) Duties and Responsibilities:

- i) Developing the Corporation's budget and continuously monitor and evaluate its implementation;
- ii) Giving oversight to the Corporation financial affairs and advise the Corporation on financial planning strategies and policies;

- iii) Ensuring effective and efficient management of the Corporation's Resources including Finances and Assets;
- iv) Ensuring the provision of meaningful, accurate and prompt financial and management accounts and reports to the Managing Director and the Board;
- v) Negotiating with banks , donors and development partners for appropriate support;
- vi) Participating in the development and review of the Corporation's strategic plan;
- vii) Ensuring compliance with Public Financial Management Act, IPSAS and IFRS and ISO Standards and legal and regulatory policies;
- viii) Construct and monitor reliable control systems;

b) Requirements for the job

- i) Master's Degree in any of the following: Commerce, Accounting, Business Administration, or their equivalent qualification from a recognized institution;
- ii) Bachelor's Degree in either Commerce, Accounting, Business Administration, Finance, or any other equivalent qualification from a recognized institution;
- iii) A Minimum of twelve (12) years relevant work experience and at least five (5) in a management role in the Public Service or Private Sector;
- iv) Certified Public Accountants (K)
- v) Membership and in good standing of a relevant professional body/Institution; (ICPAK)
- vi) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vii) Proficiency in computer applications;
- viii) Fulfilled the requirements of Chapter Six of the Constitution

3. Corporate Affairs and Public Relations Manager Ref: KRBR102

Reports to the Managing Director. Will be responsible for developing, coordinating and implementing the Corporation's Communications & Public Relations strategy to build relationships and communicate a positive image & brand of Kenya Railways.

a) Duties and Responsibilities

- i) Developing and implementing appropriate Corporate Affairs strategies, programmes, and policies for all stakeholders to achieve positive image & brand.
- ii) Designing programmes to create and maintain a positive image of the corporation to the external publics.
- iii) Managing the production and dissemination of information with targeted publics through appropriate channels in line with the corporate mission and vision.
- iv) Managing the Corporation's Customer Care function to enhance client satisfaction in line with the Corporation's Service Delivery Charter.
- v) Managing and coordinating research into stakeholder's perceptions and image of the Corporation, to achieve positive reputation for the Corporation.
- vi) Leading the implementation of the Corporation's media-relations strategy to enhance goodwill and positive coverage for the Corporation.
- vii) Planning & managing the Corporation's key events.
- viii) Managing the development and implementation of Corporate Social Responsibility programmes.
- ix) Developing and implementing crisis management strategies to alleviate crisis situations and maintain positive reputation.
- x) Leading, motivating and developing the divisional staff to achieve business and people objectives.

b) Requirements for the Job

- i) Master degree in Communication/Marketing/Business, or relevant area
- ii) Bachelor's degree in Communication, Marketing, business, social science or related field.
- iii) At least ten (10) years relevant work experience, three (3) of which should be in management position
- iv) Membership in PRSK/MSK/IPRA/ CIM or relevant professional body
- v) Attended a Leadership Course lasting not less than four (4) weeks
- vi) Proficiency in Computer applications
- vii) Meets the provision of Chapter Six of the Constitution

4. Rail Development Manager- Ref: KRBR103

i) Civil Engineering

Reports to the General Manager Infrastructure. Responsible for development and maintenance of railway infrastructure in accordance with approved Engineering standards and best industry practice to guarantee safe movement of trains.

a) Duties and responsibilities Duties

- i) Participates in project conceptualization and preparation of identified infrastructure projects
- ii) Responsible for implementation of approved railway infrastructure projects
- iii) Manages outsourced contractors/ consultants
- iv) Certifies payment certificates for outsourced contractors
- v) Participates in stakeholder engagement to create awareness and support of the corporation's infrastructure projects
- vi) Facilitates development of engineering development and maintenance policies and standards
- vii) Responsible for planning and development of major rehabilitation works
- viii) Responsible for planning, execution and maintenance of permanent way infrastructure, bridges, and civil works

- ix) Responsible for tools, plant & equipment's (Heavy earth moving equipment, ballast tamping machines etc.) for maintenance and capital works
- x) Responsible for production facilities (depots, sleeper press)
- xi) Oversees the determination of maximum allowable section speed and imposition and lifting of Temporary Speed Restrictions across the network and imposition of strategic line blocks
- xii) Facilitates approval for movement of out of gauge load in accordance to the standard dimensions.
- xiii) Participates in preparation and updating of asset register for the railway and marine infrastructure
- xiv) Reviews and provides guidance on way leave application on railway right of Way to ensure railway safety is safeguarded.
- xv) Undertakes regular track inspection throughout the network to ensure maintenance schedules and practices are adhered to.
- xvi) Ensure track availability for train operations as per best industry practice
- xvii) Oversees investigation of railway accident/incidents in respect to Permanent Way infrastructure for expeditious restoration of the line.

b) Requirements for the Job

- i) Master Degree in Civil Engineering or equivalent qualification from a recognized institution;
- ii) Bachelor Degree in Civil Engineering or equivalent qualification from a recognized institution;
- iii) A minimum of ten (10) years' experience in relevant work and at least three (3) years in a management role in the Public Service or in the Private Sector;
- iv) Registered by Engineers Board of Kenya as a Professional Engineer with a post registration experience of at least six (8) years;
- v) Valid Annual Practicing License from the Engineers Board of Kenya;
- vi) Certification in Project Management from a recognized institution
- vii) Certificate in Project Management.
- viii) Certificate in Supervisory Course for at least two (2) weeks from a recognized institution

- ix) Certificate in Leadership Course for at least four (4) weeks from a recognized institution.
- x) Membership of the Institution of Engineers of Kenya (IEK).
- xi) Proficiency in computer applications.
- xii) Fulfilled the requirements of Chapter Six of the Constitution

ii) Mechanical Engineering

Reports to the General Infrastructure Development. Responsible for Planning and Maintenance of rolling stock, plant and equipment assets in accordance with OEM (Original Equipment Manufacturer) specifications and best industry practices to achieve the corporation's mandate of safe and reliable rail and marine transport services.

a) Duties and responsibilities Duties

- i) Oversees formulation, development and implementation of divisional plans and maintenance procedures.
- ii) Provides engineering advice to the department on mechanical engineering functions to ensure availability and reliability of rolling stock, plant and equipment.
- iii) Oversees design and planning of rolling stock, plant and equipment projects.
- iv) Oversees implementation of rolling stock, plant and equipment scheduled and unscheduled maintenance at workshop and depots as per the OEM (Original Equipment Manufacturer) standards.
- v) Oversees the implementation of rehabilitation projects for rolling stock, plant and equipment.
- vi) Facilitates the development and approval of rolling stock, plant and equipment policies and standards.
- vii) Leads in the development of divisional maintenance and development programs for rolling stock, plant and equipment in order to meet requirements for train and marine operations.
- viii) Monitors the implementation of rolling stock, plant and equipment scheduled and unscheduled maintenance at workshop and depots as per the OEM (Original Equipment Manufacturer) standards.
- ix) Reviews and approve any on board equipment or structures to be installed or transported on rolling stock to ensure rail safety is safeguarded.

- x) Participation in rail incident and accident investigation for the purpose of identifying the root cause and implementing remedial actions to stop recurrence.
- xi) Leads in conducting rolling stock, plant and equipment failure and trend analysis, engineering inspection and audit, material and component quality inspection and analysis to assist in divisional engineering decision making.
- xii) Ensures compliance with the applicable legal, statutory and regulatory requirements in undertaking rolling stock, plant and equipment maintenance and development.
- xiii) Leads in keeping updated and relevant knowledge of modern rolling stock maintenance techniques, maintenance equipment, production systems, and procedures.
- xiv) Responsible for championing safe working conditions in workshop and depots.
- xv) Ensures development and implementation of business continuity plan for the division.

b) Requirements for the Job

- i) Master Degree in Mechanical Engineering or equivalent qualification from a recognized institution;
- ii) Bachelor Degree in Mechanical Engineering or equivalent qualification from a recognized institution;
- iii) A minimum of ten (10) years' experience in relevant work and at least three (3) years in a management role in the Public Service or in the Private Sector;
- iv) Registered by Engineers Board of Kenya as a Professional Engineer with a post registration experience of at least six (8) years;
- v) Valid Annual Practicing License from the Engineers Board of Kenya;
- vi) Certification in Project Management from a recognized institution
- vii) Certificate in Project Management.
- viii) Proficiency in Computer applications
- ix) Meets the provision of Chapter Six of the Constitution

iii) Signaling and Communication Engineering

Reports to the General Manager Infrastructure. Responsible for development of strategies for efficient management of electrical signaling

and telecommunication systems for the safe movement of trains, safe occupancy of buildings and other Corporations assets.

a) Duties and Responsibilities

- i) Provides engineering advice to the department on Signaling, Electrical and Communication engineering functions to ensure availability and reliability of electrical and communication circuits.
- ii) Oversees design and planning of Signaling, Electrical and Communication circuits
- iii) Facilitates the development and approval of electrical, plant and equipment policies and standards.
- iv) Leads in the development of divisional maintenance and development programs for Electrical, plant and equipment in order to meet requirements for train and marine and general office operations.
- v) Oversees implementation of Electrical, plant and equipment scheduled and unscheduled maintenance on the track, Buildings, and stations as per the OEM (Original Equipment Manufacturer) standards.
- vi) Oversees the implementation of rehabilitation projects for electrical, plant and equipment.
- vii) Guides and directs the signal inspectors in conducting routine inspection of signals in the region.
- viii) Guides and directs the signal Inspectors in conducting routine maintenance of signals in the region.
- ix) Facilitates on-job training of signaling staff on rail operational requirements.
- x) Lead in designing wayside interlocking circuits in accordance with established design principles, procedures, and specifications.
- xi) Program wayside microprocessor devices in accordance with interlocking rules and all related specifications.
- xii) Preparation of project and design documentation.
- xiii) Oversees test setup and testing of wayside systems.
- xiv) Follow established design principles and procedures and specifications as detailed for proper programming of microprocessor devices.
- xv) Assist in developing cost estimates for project bids

b) Requirements for the Job

- i) Master Degree in Electrical Engineering/Telecommunications Engineering or equivalent qualification from a recognized institution;
- ii) Bachelor Degree in Electrical Engineering/Telecommunications Engineering or equivalent qualification from a recognized institution;
- iii) A minimum of ten (10) years' experience in relevant work and at least three (3) years in a management role in the Public Service or in the Private Sector;
- iv) Registered by Engineers Board of Kenya as a Professional Engineer with a post registration experience of at least six (8) years;
- v) Valid Annual Practicing License from the Engineers Board of Kenya;
- vi) Certification in Project Management from a recognized institution
- vii) Certificate in Project Management.
- viii) Certificate in Supervisory Course for at least two (2) weeks from a recognized institution
- ix) Certificate in Leadership Course for at least four (4) weeks from a recognized institution.
- x) Membership of the Institution of Engineers of Kenya (IEK).
- xi) Proficiency in computer applications.
- xii) Fulfilled the requirements of Chapter Six of the Constitution;

5. Assets Development and Maintenance Manager – Ref: KRBR104

Reports to the General Manager Business & Operations. Responsible for development and maintenance of corporation landed assets (real estate), access roads infrastructure in accordance with approved Engineering standards and best industry practice to ensure the infrastructure and properties are functional during the design life.

a) Duties and responsibilities Duties

- i) Participates in project conceptualization and preparation of identified landed asset projects
- ii) Oversees preparation of short, medium and long term programmes for maintenance of estate, access roads and buildings

- iii) Responsible for implementation of approved property development projects
- iv) Leading in preparation of requirements for facility development and maintenance tender documents.
- v) Organizing donor and site meetings for safeguards of Donor sponsored infrastructure projects.
- vi) Certifies payment certificates for outsourced contractors
- vii) Participates in stakeholder engagement to create awareness and support of the corporation's infrastructure projects
- viii) Facilitates development of engineering development and maintenance policies and standards
- ix) Facilitates regular safety audits for non-rail asset (real estate, etc.) Responsible for planning and development of major rehabilitation works
- x) Responsible for planning, execution and maintenance of building infrastructure, roads, and civil works
- xi) Responsible for tools, plant & equipment's (Heavy earth moving equipment, ballast tamping machines etc.) for maintenance and capital works
- xii) Overall responsibility for implementation of the Division's strategic objectives

b) Requirements for the job

- i) Master Degree in Civil Engineering or equivalent qualification from a recognized institution;
- ii) Bachelor Degree in Civil Engineering or equivalent qualification from a recognized institution;
- iii) A minimum of ten (10) years' experience in relevant work and at least three (3) years in a management role in the Public Service or in the Private Sector;
- iv) Registered by Engineers Board of Kenya as a Professional Engineer with a post registration experience of at least six (8) years;
- v) Valid Annual Practicing License from the Engineers Board of Kenya;
- vi) Certification in Project Management from a recognized institution
- vii) Certificate in Project Management.
- viii) Certificate in Supervisory Course for at least two (2) weeks from a recognized institution

- ix) Certificate in Leadership Course for at least four (4) weeks from a recognized institution.
- x) Membership of the Institution of Engineers of Kenya (IEK).
- xi) Proficiency in computer applications.
- xii) Fulfilled the requirements of Chapter Six of the Constitution

6. Assistant Legal Manager - Board Services- Ref: 105

Reports to the General Manager Legal Services and Corporation Secretary. Responsible for Coordination of the Board of Directors activities and functions to ensure efficient delivery of its mandate

a) Duties and Responsibilities

- i) Preparing and managing the Board annual work plans;
- ii) Preparing of Board Minutes, ensuring that they are confirmed and filed.
- iii) Communicating decisions of the Board to the Managing Director for appropriate action.
- iv) Monitoring implementation of Board decisions and preparing reports to the Board.
- v) Custody of the Corporation seal and sealed legal documents.
- vi) Preparing reports on use of the Corporation Seal.
- vii) Coordinating induction and continuous development of Directors.
- viii) Coordinating Governance Audits and preparing reports required by the State Corporations Advisory Committee (SCAC).
- ix) Coordinating evaluation of the performance of the Board and preparing report to SCAC.
- x) Prepare the Board Calendar and disseminate to Management staff.
- xi) Follow up with Management staff to ensure all Board papers are ready and disseminated on time.
- xii) Collate and analyze data related to Board Members and Board activities.
- xiii) Follow up on compliance with Mwongozo Guidelines on Board affairs.
- xiv) Preparing and monitoring of the Division's budgets and expenditures.

- xv) Implementing and benchmarking best practices in Board matters

b) Requirements for the Job

- i) Master degree in a relevant field from a reputable institution
- ii) Bachelor degree in Law or equivalent degree from a reputable institution
- iii) Post graduate diploma in Law from the Kenya School of Law or such similar qualification from a reputable institution
- iv) An advocate of the High Court of Kenya and a member of the Law Society of Kenya
- v) A minimum of eight (8) years' work experience and at least three (3) in a supervisory role in the Public Service or Private Sector;
- vi) Certified Public Secretary in good standing.
- vii) Attended a management course lasting not less than two (2) weeks
- viii) Certificate in Computer application'
- ix) Meets the requirements of Chapter Six of the Constitution
- x) Demonstrated competence in work performance.

7. Assistant Manager Quantity Survey – Ref: KRBR106

Reports to the Design, planning and Environment Manager. Responsible for preparing of cost estimates, bill of quantities for construction projects to facilitate preparation of accurate tender documents to ensure the adequate budget provision for approved projects

a) Duties and Responsibilities

- i) Providing direction, control and coordination of quantity surveying function.
- ii) Formulating, implementing and reviewing policy on tendering and procurement procedures, financial and contract administration of building construction and maintenance contracts;
- iii) Coordinating design and supervising construction and maintenance of buildings, civil works and research activities;
- iv) Supervision Recommending registration of Graduate Quantity Surveyors in the Corporation

- v) Litigating and arbitrating in liaison with other engineering and Departments for all compliance matters relating to the function. Carrying out quality and cost control and standards for all construction projects
- vi) Working closely with the bid/proposal team in the initial stages and with the project implementation team/engineering team when the project becomes live
- vii) Verifying and validating of projects costing
- viii) Preparing, managing and monitoring the sectional budgets
- ix) Approval of all projects final payments certificates
- x) Identifying, analyzing and developing responses to commercial risks
- xi) Preparing and analyzing costing for tenders
- xii) Allocating work to subcontractors
- xiii) Analyzing outcomes and writing detailed progress reports
- xiv) Valuing completed works and arranging payments
- xv) Management System for the division by ensuring that business process meets the requirements of ISO9001:2015 standard

b) Requirements for the Job

- i) Master degree in quantity surveying, project management, business administration or equivalent from a recognized institution;
- ii) Bachelor Degree in Quantity Surveying or equivalent from a recognized Institution.
- iii) A minimum of eight (8) years' work experience and at least three (3) in a supervisory role in the Public Service or Private Sector;
- iv) Professional membership with Institute of Quantity Surveyors of Kenya (IQSK)
- v) Proficiency in Computer applications;
- vi) Fulfilled the requirements of Chapter Six of the Constitution

8. Assistant Manager - Business Development (Freight Services) Ref: KRBR107

Reports to the Business Development Manager. Responsible for driving business growth initiatives and strategies towards achieving the

corporation's mandate of offering reliable, efficient and effective rail and inland waterways transport services through the identification and development of business opportunities and the delivery of sustainable end to end freight service solutions that meet customer satisfaction.

a) Duties and Responsibilities

- i) Overseeing the business development cycle through establishment of in-depth understanding of the industry landscape and detailed environmental scanning and market analysis.
- ii) Develops and implements business development processes that provides effective strategic planning, commitment of resources, and overall planning for the corporation.
- iii) In collaboration and partnership with the private and public sectors, identifies and pursues new and diversified growth business opportunities to achieve the corporation's growth targets and objectives.
- iv) Formulates innovative value propositions to diversify the corporation's business portfolio and grow its share of the logistics chain.
- v) Leads in the sustainable development of new target customer profiles, segmentation, maintenance of key customer relationships, solutions design and facilitates approval of business proposals
- vi) Leads in analysis of current and forecasted demand to ensure volumes are appropriate for meeting the growth objectives of the business.
- vii) Develops sales strategy for identified customer segments to enhance customer experience
- viii) Monitors and reviews customer satisfaction levels through market survey analysis and develops mitigating strategies
- ix) Motivates, develops and appraises staff in the division to achieve business and people objectives
- x) Develops strategic relationships with stakeholders to foster enhanced business relationships and future opportunities
- xi) Ensures quick response to customer enquiries by setting up systems, processes and tools to effectively track all customer engagements.

- xii) Enforces compliance to Quality Management System in the division by ensuring that train operations processes meet the requirements of ISO Standards

b) Requirements for the Job

- i) Master of Business Administration or equivalent from a recognized University
- ii) Bachelor Degree in Business or related Subjects from a recognized University;
- iii) A minimum of eight (8) years' work experience and at least three (3) in a supervisory role in the Public Service or Private Sector;
- iv) Be registered with a relevant professional body (CIM/MSK/ISK) where applicable
- v) Valid Annual Practicing License where applicable Certificate in Management Course lasting not less four (4) weeks from a recognized institution;
- vi) Proficiency in computer applications;
- vii) Fulfilled requirements of chapter 6 of the Constitution;

9. Assistant Manager - Estate, Valuation and Agency - Ref: KRBR 108

Reports to the Real Estate, Valuation and Agency Manager. The Assistant Real Estate Valuation and Agency Manager will be responsible for the following tasks:

a) Duties and Responsibilities

- i) Preparing & processing documentation of leases transactions and contracts
- ii) Administering customer leases to ensure compliance with the terms and conditions
- iii) Reviewing and updating lease agreements to ensure compliance with National and County Government land laws, policies and regulations
- iv) Tracking the validity of Corporation's leased land
- v) Ensuring timely payments of ground rent and rates by the Corporation
- vi) Implementing and benchmarking best practices in management
- vii) Implementing change initiatives to achieve desired business plans and culture

- viii) collecting and collating data on final estimations of Land Values in all resettlement Action Plans utilizing the applicable valuation models;
- ix) Collecting, collating and disseminating information on land acquisition for the Corporation ;
- x) Ensuring Development partners safeguards guidelines under RAP are adhered to during Compensation;
- xi) Coordinating the Corporation 's land acquisition process; and
- xii) Preparing various reports as necessary under supervision of a senior officer.

b) Requirements for the job

- i) Master in Land Economics, Land Administration, or Real Estate or equivalent from a recognized university
- ii) Bachelor Degree in Land Economics, Land Administration, or Real Estate or equivalent from a recognized university.
- iii) Post Graduate Diploma qualifying as a full member of the Institution of Surveyors of Kenya (ISK) Chapter of Valuation and Estate Management Surveyors (VEMS) or Land Administration Management Surveyors (LAMS);
- iv) A minimum of eight (8) years' work experience and at least three (3) in a supervisory role in the Public Service or Private Sector;
- v) Been registered by any of the following bodies: Institution of Surveyors of Kenya, Estate Agents Registration Board, Valuers Registration Board, and any other relevant and recognized professional body;
- vi) Current valid annual Practicing License from VRB;
- vii) Proficiency in Computer applications;
- viii) Fulfilled the requirements of Chapter Six of the Constitution;

10. Assistant Manager - Budget & Corporate Planning Ref: KRBR109

Reports to the Strategy and Economic Planning Manager. Responsible for Coordination of Economic Planning and budgeting activities to achieve the Corporation's Strategic Objectives

a) Duties and Responsibilities

- i) Coordinates preparation of the Corporation's Strategic Plan and Business Plan in line with the Government's long and medium term Development plans

- ii) Coordinates preparation of Corporation's Annual Performance Contracting targets in line with the PC guidelines, Strategic Plan and the Budget
- iii) Coordinate preparation and review of departmental Work plans and Performance Contracts to ensure they are aligned to Corporation's Strategic Plan
- iv) Coordinates preparation of Corporation Annual Budget and ensures it is linked to the Annual Work Plan, Strategic Plan and the Government's Medium Term Expenditure Framework (MTEF) budgeting process
- v) Coordinates identification and development of Key Performance Indicators and Targets for the Corporation in consultation with management to guide resource allocation and improve organizational performance
- vi) Provides guidance in formulation, interpretation and review of the Corporation development planning policies, strategic directions, programmes and projects as per the Strategic Plan
- vii) Facilitates capacity building on Planning and Budgeting in the Corporation
- viii) Supervises, motivates, appraises and ensures suitable training for staff in the Section

b) Requirements for the Job

- i) Master Degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring & Evaluation or its equivalent qualification from a recognized institution.
- ii) Bachelor Degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring & Evaluation or its equivalent qualification from a recognized institution.
- iii) A minimum of eight (8) years' work experience and at least three (3) in a supervisory role in the Public Service or Private Sector;
- iv) Be a member of a relevant professional body / institution where applicable;

- v) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vi) Proficiency in computer applications;
- vii) Fulfilled the requirements of Chapter Six of the Constitution

11. Assistant Manager - Enterprise Risk Management and Business Processes- Ref: KRBR110

Reports to the Risk & Compliance Manager. Responsible for coordinating enterprise wide risk management (ERM) activities; monitoring risk exposure and advising management accordingly; facilitating identification and evaluation of risks in liaison with business units

a) Duties and Responsibilities

- i) Coaching management in responding to risks;
- ii) Consolidating reporting on risks;
- iii) Developing risk management strategy for Board approval;
- iv) Developing, maintaining and coordinating implementation of the Corporation Risk Management Policy and Framework;
- v) Sensitization and training of all staff within the Corporation on risk management;
- vi) Coordinating and developing disaster recovery and business continuity management strategies;
- vii) Monitoring compliance with laws, regulations, policies, procedures and internal controls across the Corporation;
- viii) providing assurance on how the Corporation business strategy will perform under different scenarios and events;
- ix) Advising change programmes and projects:-
 - x) Advising on new or developing systems at an early stage in development process.
- xi) Providing an assurance to Corporation management on the effectiveness of programme and project management.
- xii) Providing ad hoc control advice on risk management

b) Requirements for the Job

- i) Master Degree in any of the following fields: - Commerce, Economics, Statistics, Applied Mathematics, Civil Engineering, Business Administration, Risk Management, Finance or other relevant and equivalent qualifications from a recognized institution
- ii) Bachelor Degree in any of the following fields: - Commerce, Economics, Statistics, Applied Mathematics, Civil Engineering, Business Administration, Risk Management, Finance or other relevant and equivalent qualifications from a recognized institution
- iii) A minimum of eight (8) years' experience in relevant work and at least three (3) years in a supervisory role in the Public Service or in the Private Sector;
- 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 qualifications from a recognized institution;
- v) Membership to a relevant professional body;
- vi) Proficiency in computer applications;
- vii) Fulfilled the requirements of Chapter Six of the Constitution; and

12. Assistant ICT Manager – Ref: KRBR111

i) Infrastructure Development and Rail Operations

Reports to the ICT Manager. Responsible for managing and coordinating the infrastructure equipment (on-board and field) and systems, while developing and implementing methodologies for infrastructure installation and support

a) Duties and Responsibilities

- i) Provide leadership in all office and field infrastructure equipment - that include but not limited to On-Board Train Computers, Marine Equipment, Telephony Equipment, Train Simulator, Power backup Equipment, Radio Equipment and associated infrastructure, Public Address System, Tele and Video Conference equipment, Access Control equipment, Weighbridge

- Equipment, Ticketing & Parking Equipment, Biometric Equipment, Information Display Screens, Monitoring centre equipment, all communication equipment.
- ii) Identify office and field infrastructure requirements in line with Systems, Application and business needs
 - iii) Custodian of all infrastructure equipment, architecture design and distribution documentation of all sites.
 - iv) Approve all changes to be done on infrastructure equipment, system and architecture through the prescribed change management process.
 - v) Provide leadership for the creation and implementation of a Corporation wide infrastructure equipment security program.
 - vi) Direct technical infrastructure system training for team members.
 - vii) Plan all backup activities for all running infrastructure equipment as laid down in the ICT policy or vendor recommended requirements.
 - viii) Ensure backup power is available and maintenance of the said equipment is in line with Industry set standards.
 - ix) Coordinate activities of infrastructure team while giving periodic report of the team to the ICT Manager while ensuring all projects are completed on time and within budget.

b) Requirements for the job

- i) Master Degree in any of the following fields:- Information Technology, Computer Science or Business Information Technology, or other relevant and equivalent qualifications from a recognized institution
- ii) Bachelor Degree in any of the following fields:- Information Technology, Computer Science or Business Information Technology, or other relevant and equivalent qualifications from a recognized institution;
- iii) A minimum of eight (8) years' experience in relevant work and at least three (3) years in a supervisory role in the Public Service or in the Private Sector;
- iv) Be in possession of any of the following: - CISA, ACCA, CRMA, CRA, CIA or CFE or (certified in Risk Information and control

CRISC) or other relevant and equivalent qualifications from a recognized institution;

- v) Proficiency in computer applications;
- vi) Fulfilled the requirements of Chapter Six of the Constitution and

ii) Systems Analysis and Innovation

Reports to the ICT Manager. Responsible for formulating and Designing System Scope and new IT solutions in line with the Business Strategy and changing business procedures while considering computer equipment, capacity and limitations, operating time and desired results to meet business need.

a) Duties and Responsibilities

- i) Leads on development and delivery of an integrated ICT & Innovation Strategy and related policies and standards that are aligned with Corporation Goals.
- ii) Identify ICT service requirements in line with the business and manage the same.
- iii) Liaising extensively with users while analyzing existing systems and translating user requirements into highly specified project briefs to be translated to IT requirements to be used for specifications, system plans and architectural designs for systems.
- iv) Leads in Developing of all system architecture, design and enhancement.
- v) Oversees translation of end-user information needs and formulates appropriate database queries for use in ad-hoc data extractions and reports, while fully supporting changes in required reports and queries from all Systems
- vi) Oversee system update through patches and released upgrades.
- vii) Develop, document and maintain all system implementation procedures, business analysis standards and continuously update the same in line with best practice, industry standards and company policies.
- viii) Manage all change management processes linked with new systems or change of existing systems.

- ix) Standardize the company's code and development environment while ensuring developed code is secure and backed up.
- x) Support ICT procurement process to ensure timely delivery of products and services in line with the budget
- xi) Researching on ICT innovations and provide Business Improvement opportunities for the various business units.
- xii) Work with the other departments to define the scope, goals and deliverables of ICT Innovations and initiatives.
- xiii) Assist in Developing the Corporation ICT strategy and roadmap.
- xiv) Working with the various business units to develop an integrated plan for execution of current and future ICT innovations.
- xv) Plan, Implement and monitor all branch support activities to ensure all ICT services are available at all branches
- xvi) Provide leadership for the creation and implementation of a companywide ICT service program.
- xvii) Maintain vendor relationships while managing activities of hardware, software purchase and managing resulting contracts or warranties arising upon purchase.
- xviii) Oversee the administration and maintenance of the training labs.
- xix) Coordinate end user training system wide on application and hardware usage and upgrades

b) Requirements for the job

- i) Master Degree in any of the following fields:- Information Technology, Computer Science or Business Information Technology, or other relevant and equivalent qualifications from a recognized institution
- ii) Bachelor Degree in any of the following fields:- Information Technology, Computer Science or Business Information Technology, or other relevant and equivalent qualifications from a recognized institution;
- iii) A minimum of eight (8) years' experience in relevant work and at least three (3) years in a supervisory role in the Public Service or in the Private Sector;

- iv) Be in possession of any of the following: - Microsoft Certified Solutions Engineer (MCSE), Microsoft Certified Solutions Associate (MCSA), Microsoft Certified Solutions Developer (MCSD), Oracle Certified Database administrator (OCDBA), Microsoft Certified Database Administrator (MCDBA) or their equivalent qualification from a recognized institution
- v) Proficiency in computer applications;
- vi) Fulfilled the requirements of Chapter Six of the Constitution and

13. Assistant Administration Manager – Ref: KRBR112

Reports to the Administration Manager. Responsible for managing of auxiliary services including Corporations transport services and other utilities

a) Duties and Responsibilities

- i) Overseeing the identification of the Corporation's needs for equipment
- ii) Managing administrative service contracts Ensuring vehicles are properly maintained
- iii) Overseeing Inspection of vehicles
- iv) Monitoring spending to ensure that expenses are consistent with approved budgets.
- v) Directing and coordinating, through subordinates, activities of operations department in order to obtain use of equipment, facilities, and human resources.
- vi) Planning and implementing planed repairs and routine maintenance
- vii) Planning for staff capacity building and Ensuring that all drivers and operators have the correct, up to date qualifications
- viii) Monitoring vehicle usage to reduce the risk of vehicle overloading
- ix) Participating in preparation of specifications for motor vehicle acquisition.
- x) Ensures compliance with the applicable legal, statutory and regulatory requirements in undertaking motor vehicle repairs, maintenance and modifications.

- xi) Leads in keeping updated and relevant knowledge of modern vehicle and heavy machines/plant maintenance techniques, maintenance equipment, production systems, procedures.
- xii) Maintaining and completing accurate fleet records
- xiii) Keeping schedules and organizing staff to ensure efficient transport services for the Corporation.
- xiv) Preparing terms of reference for outsourced services;
- xv) Managing the implementation of outsourced services;
- xvi) Overseeing efficient provision cleaning services in the Corporation;
- xvii) Managing the inventory of the Corporation assets including office premises, vehicle, office equipment and furniture.
- xviii) Facilitating travel clearance, visas and other necessary travel documents for the Board of Directors and staff travelling out of the country on official duties;

b) Requirements for the job

- i) Master degree in any of the following disciplines:- Public Administration; Business Administration; Business Management Transport Management/Logistics; Office Management or equivalent qualification from a recognized institution;
- ii) Bachelors' degree in any of the following disciplines:- Transport Management/Logistics, Public Administration; Business Administration; Office Management or equivalent qualification from a recognized institution; and
- iii) A minimum of eight (8) years' work experience and at least three (3) in a supervisory role in the Public Service or Private Sector;
- iv) Have attended Management course lasting not less than four (4) weeks from a recognized institution;
- v) Supervisory course lasting not less than two (2) weeks
- vi) Member to relevant professional body;
- vii) Computer proficiency from a recognized institution;
- viii) Meets the provision of chapter six of the Constitution.

14. Assistant Records Manager – Ref: KRBR113

Reports to the Administration Manager. Responsible for Records management including library services, and ensures safe keeping of records, efficient & Effective retrieval and movement of records

a) Duties and Responsibilities

- i) Advising and training other departments on records management systems
- ii) Ensuring that file covers are well maintained.
- iii) Ensuring documents are carefully handled.
- iv) Ensuring pending correspondence and bring-ups are checked and appropriate action taken.
- v) Ensuring mails are received, sorted, opened and dispatched.
- vi) Ensuring related registers are maintained.
- vii) Initiating appraisal and disposal of files/documents in liaison with National Archives and Documentation services.
- viii) Ensuring security of information, documents, files and office equipment's.

b) Requirements for the job

- i) Master in any of the following disciplines:- Information Science Management, Records Management or any of the Social Sciences
- ii) Bachelor's degree in any of the following disciplines: - Information Science Management, Records Management or any of the Social Sciences and a.
- iii) Diploma in Records Management/Information Management or other relevant and equivalent qualifications from a recognized Institution.
- iv) A minimum of eight (8) years' work experience and at least three (3) in a supervisory role in the Public Service or Private Sector;
- v) Management Course lasting not less than four (4) weeks from a recognized institution.
- vi) Proficiency in computer applications.
- vii) Membership to Professional Body
- viii) Meets the provision of chapter six of the Constitution.

15. Assistant Accounts Manager Ref: KRBR114

Reports to the Accounts Manager. Responsible for credit control measures ensuring the corporation is less exposed; undertakes risk management and offers advice on financial control

a) Duties and Responsibilities

- i) Assist in provision of financial management reports, with a focus in identifying trends, risks and opportunities to inform business decision;
- ii) To manage a team of finance officers in the production of financial management information, income and expenditure for various departments;
- iii) Consolidate and aligning the overall annual business planning and budgeting setting process for all departments;
- iv) Participate in setting credit policy and undertaking customer credit worthiness profile;
- v) Implement compliance with Public Finance Management Act regulations, statutory obligations and generally accepted accounting standards
- vi) Facilitate the production of the draft year end accounts, supporting schedules and liaison with auditors;
- vii) Facilitate the formulation of internal controls and policies to comply with legislation and international best practices;
- viii) Review the corporation's accounting information to identify and resolve inaccuracies and errors;
- ix) Take part in developing and delivering the corporation's financial strategy and business plan;
- x) Monitoring compliance with Public Finance Management Act regulations, statutory obligations and generally accepted accounting standards.
- xi) Production of accurate and timely monthly and quarterly management accounts on the Corporations performance.
- xii) Produce & compile financial statements for submission to Auditor General
- xiii) Take part in the external and internal audits of the Corporation.

- xiv) Produce reports for the credit control function of the Corporation
- xv) Review compliance and update on Quality Management System in the department
- xvi) Participate in the developing and maintaining programs and projects reporting & management systems as required;

b) Requirements for the job

- i) Master Degree in any of the following disciplines: - Business Administration preferably in Finance or equivalent qualifications from a recognized University or institution;
- ii) Bachelor Degree in Commerce (Finance option), Economics, and Business Administration, Business Management or other relevant and equivalent qualifications from a recognized institution;
- iii) A minimum of eight (8) years' work experience and at least three (3) in a supervisory role in the Public Service or Private Sector;
- iv) Chartered Financial Analyst (CFA) or Certified Public Accountant (CPA) or Associate of Certified Chartered Accountant (ACCA);
- v) Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- vii) Proficiency in computer applications;
- viii) Fulfilled the requirements of Chapter Six of the constitution; and

16. Assistant Finance Manager - Ref: KRBR115

Reports to the Finance Manager. Responsible for budget and treasury management, advises on corporation investment and undertakes financial modelling and analysis to inform management decisions.

a) Duties and Responsibilities: -

- i) Assist in provision of financial management reports, with a focus in identifying trends, risks and opportunities to inform business decision.

- ii) Assist in development of robust forecasting systems and models to support in financial planning.
- iii) Preparation of treasury and budget reports for decision making
- iv) To manage a team of finance officers in the production of financial management information, income and expenditure for various departments.
- v) Coordinating the overall annual business planning and budgeting setting process for all departments.
- vi) Coordinating treasury activities in relation to cash, investments and payments.
- vii) Review of the Corporations Monthly bank reconciliation reports
- viii) Ensuring compliance with Treasury regulations and procedures in financial management.

b) Requirements for the job

- i) Master Degree in any of the following disciplines: - Business Administration preferably in Finance or equivalent qualifications from a recognized University or institution;
- ii) Bachelor Degree in Commerce (Finance option), Economics, and Business Administration, Business Management or other relevant and equivalent qualifications from a recognized institution;
- iii) A minimum of eight (8) years' work experience and at least three (3) in a supervisory role in the Public Service or Private Sector;
- iv) Chartered Financial Analyst (CFA) or Certified Public Accountant (CPA) or Associate of Certified Chartered Accountant (ACCA);
- v) Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- vii) Proficiency in computer applications;
- viii) Fulfilled the requirements of Chapter Six of the constitution; and

TERMS OF OFFER

An attractive remuneration package commensurate with qualifications and responsibilities of the position will be negotiated with the right candidate.

The application form, details of duties, responsibilities and qualifications for each position are available on the Kenya Railways website; www.krc.co.ke

When applying, quote the Job reference number on the envelope and application letter.

Interested and qualified candidates **MUST** complete the Kenya Railways application form **KR/HR/08**, attach their **testimonials, certificates, copy of their National Identification Card (ID) and Curriculum Vitae (CV)**.

In compliance with the Chapter Six of the Constitution, attach the following documents:

- i) Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI)
- ii) Clearance/Compliance Certificate from Higher Education Loans Board (HELB)
- iii) Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- iv) Clearance from Ethics and Anti-Corruption Commission (EACC)
- v) Clearance from Credit Reference Bureau (CRB)

Applications to be addressed to the:

Managing Director,
Kenya Railways,
P.O. Box 30121, 00100,
NAIROBI.

To be received by **Wednesday, 12th May, 2021.**

Note: ***Only the short listed candidates will be contacted. Canvassing will lead to automatic disqualification.***

KENYA RAILWAYS IS AN EQUAL OPPORTUNITY EMPLOYER