

EXCELLENT CAREER OPPORTUNITIES

SUMMARY

1. General Manager Infrastructure Development
2. General Manager Internal Audit
3. General Manager Supply Chain Management
4. General Manager Research Planning and Compliance
5. Trains Operations Manager
6. Accounts Manager
7. Real Estate Valuation and Agency Manager
8. Corporate Affairs Manager
9. Security Services Manager
10. Information Communication Technology (ICT) Manager
11. Strategy and Economic Planning Manager
12. Design, Planning and Environment Manager
13. Administration Manager
14. Assistant Corporate Audit Manager
15. Technical Audit Manager
16. Assistant Manager Board Services
17. Assistant Architecture Manager
18. Assistant Real Estate Valuation and Agency Manager – 2
19. Assistant Business Development Manager
20. Assistant Monitoring & Evaluation Manager
21. Assistant Rail Safety Manager
22. Assistant Accounts Manager
23. Assistant Finance Manager
24. Rail Transport Economist (Assistant Manager)
25. Assistant Corporate Affairs Manager
26. Assistant ICT Manager (Systems Security)
27. Equipment and Rolling Stock Manager

DETAILED

1) General Manager Infrastructure Development,

General Manager Infrastructure Development will be responsible to the Managing Director for the following tasks;

- i. Coordinating the operations and administrative functions of the Department;
- ii. Developing policies and programmes for the Department;
- iii. Managing funds and property allocated/assigned to the Department;
- iv. Managing and developing staff within the Department;
- v. Developing operations plans and programmes for achieving the Department's objectives in line with the Corporation's objectives;
- vi. Co-operating with lead agencies and organizations locally and globally in the Railway Sub-sector;
- vii. Developing economic, efficient and cost effective internal management structure for the Department;
- viii. Formulating, implementing and reviewing the Strategic Plan, Business Plan and Annual Plan (including budgeting) of the Department;
- ix. Ensuring implementation and fulfilment of the Department's policies and agreed objectives; performance targets and service standards in line with those of the Corporation;
- x. Providing advice as required on all matters within the Department's mandate;
- xi. Overall responsibility for implementation of the Department's strategic objectives; and
- xii. Overall in-charge of training and developing of staff within the department.

Requirements for the Job

- i. Masters Degree in Civil/Electrical/Mechanical /Telecommunication Engineering/Business administration, project management or equivalent qualification from a recognized institution.
- ii. Bachelors degree in Civil Engineering or equivalent qualification from a recognized institution.
- iii. Registered by Engineers Board of Kenya as a Professional Engineer with a minimum post registration experience of ten (10) years.
- iv. Valid Practising Licence from the Engineers Board of Kenya.

- v. A minimum of twelve (12) years' experience in relevant work and at least five (5) years in a management role in the Public Service or in the Private Sector;
- vi. Certificate in Project Management.
- vii. Certificate in Management/Leadership skills
- viii. Membership of the Institution of Engineers of Kenya (IEK).
- ix. Proficiency in computer applications.
- x. Meets the requirements of Chapter Six of the Constitution;

2) General Manager Internal Audit

The General Manager Internal Audit will functionally be responsible to the Board of Directors and administratively to the Managing Director for the provision of independent, objective assurance and consulting services designed to add value and improve the Corporation's operations. The key functions include and not limited to the following:

- i. Guide Management and the Audit Committee of the Board in its oversight of Audit through regular Audits & reports; recommend and implement improvements to ensure appropriate control environment for risk exposures is minimized or removed.
- ii. Leading the development and implementation of an internal risk based audit strategy and annual plan for the Corporation;
- iii. Planning and undertaking audits to assess controls, operational and technical efficiencies and compliance with selected policies, procedures and regulations;
- iv. Driving operational improvements throughout the organization to improve overall efficiencies and enhance internal controls;
- v. Periodically review internal Audit Charter and Audit Committee Charter in line with the changes in the internal Audit profession and Government guidelines
- vi. Review the process of identification, Assessment and management of enterprise risks.
- vii. Promoting the highest standards of ethics and standards across the Corporation, based on the principles of integrity, objectivity, competence and confidentiality;
- viii. Ensuring due diligence in the management of the Corporation's affairs.
- ix. Review and report to the audit committee on actions taken by management to correct conditions reported by audit findings. Determines whether actions taken are appropriate for the circumstances or initiate further discussions with appropriate management and staff.
- x. Recommend and implement adoption of new professional standards, codes of practice & policies, legislative issues, new audit regulations/trends and audit methodology.

- xi. Provide an independent view during implementation of new projects, processes and systems to ensure their quality and compliance with the corporation's policies and procedures.
- xii. Build internal capability through periodic training to promote awareness on internal controls and compliance.
- xiii. Advise on appointment of external audit firms and outsourced independent assurance services.
- xiv. Secretary to the Audit Committee of the Board
- xv. Leading, motivating and developing the departmental staff to achieve
- xvi. Approving the Departmental budgets
- xvii. Leading, motivating and developing the departmental staff to achieve business and people objectives
- xviii. Leading the Division's communication

Requirements of the Job

- i. Master's Degree in any of the following fields: Finance, Accounting, Business Administration, Mathematics, Statistics or equivalent qualification from a recognized institution.
- ii. Bachelor's Degree in any of the following fields: Finance, Accounting, Business Administration, Mathematics, Engineering Statistics, Economics or any other equivalent qualification from a recognized institution.
- iii. A minimum twelve (12) years' experience in relevant work at least five (5) years of which must be in a senior management position in the Public Service or in reputable organization.
- iv. Certified Public Accountants (K), Certified Internal Auditor (CIA).
- v. Systems Auditor (CISA), Association of Certified Chartered Accountant.
- vi. Certification in CISA, CIA, Risk Qualification, CFE or any other relevant.
- vii. Current Membership to to a professional body – Institute of Certified Public Accountant of Kenya (ICPAK) and or Institute of Internal Auditors of Kenya (IIA-Kenya).
- viii. Valid Practising Certificate where applicable
- ix. Certificate in Management/Leadership skills
- x. Proficiency in Computer applications.
- xi. Meets the requirements of Chapter Six of the Constitution.

3) General Manager Supply Chain Management

The General Manager Supply Chain Management is responsible to the Managing Director for interpretation and application of the Public Procurement and Asset Disposal Law and oversees the Corporation's Supply Chain processes in procurement, stores/inventory

management and contract management. The key functions include and not limited to;

- i. Leading in Formulating & developing policies, plans and strategies in the areas of supply chain; including risk management and contractor performance measurement plans.
- ii. Ensuring the procurement and asset disposal processes are carried out in compliance with the procurement and asset disposal Law.
- iii. Ensuring development and review of the annual procurement and asset disposal plans in line with the Law and monitoring their implementation.
- iv. Providing procurement professional opinion to the MD on all procurement contracts for goods, works, services and consultancies
- v. Providing professional advice to the Corporation as required in relation to procurement and asset disposal processes.
- vi. Ensuring development and implementing the Supply Chain Strategy and reporting in line with policies, processes & procedures.
- vii. Overseeing the management of inventory, stores and assets in compliance with the guidelines issued by the Corporation and the National Treasury
- viii. Ensuring development and maintaining an information communication technology inventory management system which shall comply with the Law.
- ix. Ensuring preparation of statutory and administrative procurement and asset disposal reports as required by the Corporation and other Government bodies, and the Corporation.
- x. Monitoring Contract management to ensure conformity with the contract terms and conditions of contract, and reports to the MD on any significant departures from the terms and conditions of the contract.
- xi. Leading in capacity building programs in the Corporation in Supply Chain in order to ensure compliance of the procurement Law and the Corporation's procurement policies and procedures.
- xii. Ensuring development and management supply chain, capability and culture that reflect the values which facilitates performance, professionalism and initiative by staff throughout the Corporation ;
- xiii. Ensuring that procurement and asset disposal records and data are maintained in accordance with the Law.

Requirements for the Job

- i. Masters Degree in any of the following:- Business Administration, Economics, Procurement and Supplies Management or other relevant and equivalent qualification from a recognized institution.
- ii. Bachelors Degree in any of the following:- Procurement and Supplies Management, Procurement and Logistics, Commerce, Business Administration (Supplies Management Option), Economics or other relevant and equivalent qualifications from a recognized Institution.
- iii. Twelve (12) years of work experience five (5) of which should be in senior management position
- iv. Professional Post graduate qualification
- v. Certificate in Management/Leadership skills
- vi. Current membership to a professional body either KISM or CIPS or both.
- vii. Valid Practising Certificate where applicable
- viii. Proficiency in Computer applications.
- ix. Meets the provision of chapter six of the Constitution

4) General Manager Research, Planning, Compliance & ICT

The General Manager Research, Planning, Compliance and ICT is responsible to the Managing Director for ensuring that the Corporation adopts and implements effective strategies for Strategy & Economic Planning, Quality Assurance, Corporate communications, research and Innovation as well as ensuring adherence to regulatory requirements. It is the senior most position in the function. The key functions will include and limited to;

- i. Reviewing the Corporation's Strategic Plan;
- ii. Coordinating economic studies as part of the rail design and tender documentation process;
- iii. Coordinating economic reviews of the rail projects;
- iv. Providing technical and advisory support to rail sector stakeholders;
- v. Building capacity for economic analysis related to transport;
- vi. Coordinating formulation of policies, strategies, procedures and systems for identifying alternative sources of revenue in the Corporation;
- vii. Reviewing potential business proposals and making recommendations for investment;
- viii. Coordinating negotiations 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. Coordinating the identification of 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. Coordinating the preparation of annual plans for the Corporation and realigning it to the budget;
- xvi. Coordinating economic analysis of investments, programmes and projects;
- xvii. Coordinating the implementation of the Corporation's plans and performance contract;
- xviii. Coordinating the preparation of annual work programmes and budgets for rail planning and development; and
- xix. Providing technical and advisory support to rail sector stakeholders; and
- xx. Supervising officers in the Department.

Requirements for Job

- i. Masters Degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring & Evaluation or its equivalent qualification from a recognized institution;
- ii. Bachelors 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 twelve (12) years' experience in relevant work and at least five (5) years in a senior management position
- iv. Current Membership to a relevant professional body / institution where applicable;
- v. Valid Practising Certificate where applicable
- vi. Certificate in Management/Leadership skills
- vii. Proficiency in computer applications.
- viii. Meets the requirements of Chapter Six of the Constitution;

5) Train Operations Manager

Trains Operations Manager will report to General Manager Business and Operations for the following tasks;

- i. Budgetary Preparation and control for traffic division

- ii. Provide Guidance on rules and regulations governing train operations both in yards and mainline.
- iii. Establish operational capacity and control capacity
- iv. Oversee optimal asset utilization
- v. Implement Management Controls and Indicators related to train operations.
- vi. Prepare performance reports on all aspects of planning and execution
- vii. Provide technical guidance to safe use of assets (track, wagons & locomotives)
- viii. Coordinate, supervise and provide direction/guidance to operators and others staff that report to the Appointment
- ix. Planning and Execution of capital expenditure projects for the division
- x. Formulating and reviewing of operations policies and plans to maximise resources;
- xi. Ensure Safety Management Plans (SMP) is operational;
- xii. manage attendance and clearance of accidents to ensure railway services resumes;

Requirement for the Job

- i. Master's degree in Economics, Engineering, Business Administration, Statistics transport and logistics, or equivalent from a recognized institution ;
- ii. Bachelor's degree Economics, Engineering, Business Administration, Statistics transport and logistics, or equivalent from a recognized institution;
- iii. Have ten (10) years' experience with at least three (3) years' experience in the position of Senior management or similar position in the Public Service or reputable organization;
- iv. Certificate in Management/Leadership skills;
- v. Member to relevant professional body;
- vi. Valid Practising Certificate where applicable
- vii. Proficiency in Computer applications.
- viii. Meets the provisions of Chapter Six of the Constitution.

6) Accounts Manager

Accounts Manager will report to General Manager Finance for the following tasks;

- i. Taking responsibility for ensuring the accuracy of the accounting and control information held in and reported from the corporation's accounting systems.
- ii. Supporting the General Manager Finance in developing and delivering the corporation's financial strategy;

- iii. Continuous review of financial, control and management information systems and procedures, implementing improvement across the corporation in consultation with General Manager Finance;
- iv. Updating, reviewing and documenting the corporation's financial policies and procedures;
- v. Improving the system surrounding all aspects of the corporation's budgets, forecast and business planning;
- vi. Producing the quarterly management accounts and other reports as required for senior management and the Board;
- vii. Preparing and analysing financial statements;
- viii. Planning projects, exploring potential opportunities and problems, ensuring that resources are available to execute the project. Carrying out any necessary research, analysing it and concluding on that information.
- ix. Assisting and supporting programme and project managers with preparation of financial reports for funding application and reports to development partners. Compiling the financial information for inclusion in quarterly and year end fund claims, returns and fund audits.
- x. Developing and maintaining programme and projects reporting and management systems as required;
- xi. Supporting the General Manager Finance in the development of corporation's operational and projects budgets. Ensuring projects perform against budget by providing financial and monitoring reports, analysing variances and recommending corrective action;
- xii. Providing advice, support and training on financial issues to the corporation's staff.
- xiii. Providing support and taking responsibility for the performance of the accounts team.

Requirements for the Job

- i. Masters Degree in any of the following disciplines: -
Business Administration preferably in Finance or equivalent qualifications from a recognized University or institution;
CPA (K)
- ii. Bachelors Degree in Commerce (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution;
- iii. A minimum of Ten (10) years relevant work experience with at least three (3) years in Management role in the Public Service or Private Sector;

- iv. Current membership of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- v. Valid Practising Licence where applicable
- vi. Certificate in Management/Leadership skills;
- vii. Proficiency in computer applications;
- viii. Meets the requirements of Chapter Six of the Constitution;

7) Real Estates Valuation and Agency Manager

Real Estate Valuation and Agency Manager will report to Business Development Manager and will be responsible for the following tasks,

- i. Reviewing and verify all data on final estimations of Land Values in all resettlement Action Plans utilizing the applicable valuation models;
- ii. Managing all Land Grievances affecting the Corporation ;
- iii. Up-dating the Road Reserves assets database,
- iv. Planning for and Oversee the preparing, reviewing, disclosing and updating Resettlement Action Plans for donor funded projects;
- v. Collecting, collating and disseminating information on land acquisition for the Corporation after ensuring all compensation awards by the ministry responsible for lands, are accurate and true reflection
- vi. ensuring Development partners safeguards guidelines under RAP are adhered to during Compensation
- vii. Coordinating the Corporation 's land acquisition process
- viii. Managing livelihood restoration measures for donor funded projects;
- ix. Preparing and disseminate appropriate mechanisms and technologies to plan for, conduct and manage stakeholders in development projects undertaken by the Corporation to meet the overall safeguards goals of projects;
- x. Planning for and oversee Preparation and implementation of work plans for the Land Valuer, Senior Land valuer;
- xi. Organizing donor and site meetings for safeguards; and
- xii. Preparing various reports as necessary.

Requirements for the Jobs

- i. Masters Degree in Land Economics, Land Administration, or Real Estate from a university recognized in Kenya.
- ii. Bachelors Degree in Land Economics, Land Administration, or Real Estate from a university recognized in Kenya.

- 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. Current Membership of the following bodies: Institution of Surveyors of Kenya, Estate Agents Registration Board, Valuers Registration Board, and any other relevant and recognized professional body.
- v. Valid Practising Licence from VRB.
- vi. A minimum ten (10) years in relevant work and at least (3) years in a Management role in comparable position in the Public Service or in the Private Sector;
- vii. Certificate in Management/Leadership skills.
- viii. Proficiency in Computer applications.
- ix. Meets the requirements of Chapter Six of the Constitution.

8) Corporate Affairs Manager

The Corporate Affairs Manager will report to Managing Director and will be responsible for the following tasks,

- 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. Advising senior management on key strategic communications to uphold a positive image and reputation for the Corporation.
- xi. Management of the Corporate Affairs Department budget.
- xii. Preparing, managing and monitoring the department's budgets.

- xiii. Leading, motivating and developing the departmental staff to achieve business and people objectives.
- xiv. Managing the department's communication.
- xv. Identifying, implementing and benchmarking best practices in management.
- xvi. Managing and implementing change initiatives to achieve desired business plans and culture.

Requirements for the Appointment

- i. Masters degree in Communication, Marketing, Business, or relevant area from a recognised Institution,
- ii. Bachelors degree in Communication, Marketing, business, social science or related fields from a recognised Institution
- iii. At least ten (10) years relevant work experience, three (3) of which should be in management position
- iv. Current Membership of PRSK/MSK/IPRA/ CIM or relevant professional body
- v. Valid Practising Licence where applicable
- vi. Certificate in Management/Leadership skills
- vii. Proficiency in Computer applications
- viii. Meets the provision of Chapter Six of the Constitution

9) Security Services Manager

The Security Services Manager will report to Managing Director and will be responsible for the following tasks,

- i. Developing & enforcing security standards in line with the operating framework
- ii. Managing & monitoring the implementation of the security strategy in line with policies, processes & procedures to deliver business objective.
- iii. Managing security audits to identify possible threats and recommending preventive measures
- iv. Managing continuous information gathering and intelligence analysis with a view to developing preventive measures for enhanced security of the Corporation's assets and operations
- v. Managing, training and monitoring outsourced security service providers to meet KR security objectives and enhance performance.
- vi. Liaising with national security agencies to ensure security of Corporation's assets and business operations.
- vii. Preparing security training programmes and carrying out sensitization initiatives to enhance compliance with security standards and policies

- viii. Overseeing incident response planning and investigation of security violations, contributing to disciplinary and legal matters associated with such violations as necessary
- ix. Maintaining an up to date databank of security incidents and trends and reporting for management information and security action
- x. Contributing towards business continuity planning
- xi. Designing programmes and measures to prevent and eliminate encroachment
- xii. Preparing, managing and monitoring the departments budgets
- xiii. Leading, motivating and developing the departmental staff to achieve business and people objectives
- xiv. Managing the department's communication
- xv. Identifying, implementing and benchmarking best practices in management
- xvi. Managing and implementing change initiatives to achieve desired business plans and culture

Requirements for the Appointment

- i. Masters Degree in Security Management, Social Sciences or equivalent from a recognised Institution
- ii. Bachelors Degree in Security Management or equivalent from a recognised Institution
- iii. Ten (10) years experience in the Police or Military and served in the rank of Chief Inspector/Major for at least three (3) years or;
- iv. Ten (10) years experience in Government or Private Sector in Security Services and served at Senior Management Level for at least three (3) years.
- v. Valid Practising Licence where applicable
- vi. Certificate in Management/Leadership skills
- vii. Proficiency in Computer applications
- viii. Meets the provision of Chapter Six of the Constitution

10) Information Communication Technology (ICT) Manager

The ICT Manager will report to the General Manager Research, Planning, and Compliance & ICT and will be responsible for the following tasks,

- i. Formulating and leading in the implementation of the ICT strategy in line with policies, processes & procedures to deliver business objective.

- ii. Working with business to define business and ICT performance metrics, and measures, tracks and reports on benefits realization.
- iii. Anticipates business needs, identifies and proposes ICT products and services to fulfil those needs
- iv. Leading the demand side of the ICT governance on behalf of the corporation and communicates high level business requirements.
- v. Planning and leading the corporation in the ICT plans and creating awareness in the functional department on the development of specific systems solutions to meet the functional requirements and corporations objectives
- vi. Planning, managing and providing project management (PM) leadership and support for ICT projects using ICT PM methodology.
- vii. Managing all ICT systems and ensure that ICT policies are consistently applied and plans for the organization (business recovery plans) BRP and pandemics.
- viii. Managing overall systems control by safeguarding the systems against deliberate efforts to fraudulently abusing it through physical and logical systems security and establishment of security features within the system for control purpose, though network monitoring and management
- ix. Leading the corporation in the ICT services management, reviews and ensures that agreed ICT services are provided throughout the corporation
 - x. preparing, managing and monitoring the departments budgets
- xi. Leading, motivating and developing the departmental staff to achieve business and people objectives
- xii. Managing the department's communication
- xiii. Identifying, implementing and benchmarking best practices
- xiv. Managing and implementing change initiatives to achieve desired business results
- xv. Reviewing ICT Risk management and Business continuity plans

Requirements for the Job

- i. Master's Degree in any of the following disciplines :- Information Technology, Computer Science/Engineering or Business Information Technology
- ii. Bachelor's Degree in any of the following: Information Technology, Computer Science or Business Information Technology 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. Professional certification such as Certified Computer Network Professional (CCNP), CCNA, MCSE, MCSA, MCSA, MCSA, Oracle Certified Database administrator OCDBA, Microsoft Certified databases Administrator MCDBA or their equivalent qualification from a recognized institution.
- v. Current Membership of an ICT professional body.
- vi. Valid Practising Certificate where applicable
- vii. Certificate in Management/Leadership skills.
- viii. Meets the requirements of Chapter Six of the Constitution.

11) Strategy and Economic Planning Manager

The Strategy and Economic Planning Manager will report to the General Manager Research, Planning, Compliance & ICT and will be responsible for the following tasks,

- i. Overseeing the efficient coordination of the Economic and Strategic Planning,
- ii. Overseeing the facilitation of economic studies as part of the rail design and tender documentation process;
- iii. Providing technical and advisory support to rail sector stakeholders;
- iv. Building capacity for economic analysis related to transport and coordinating economic reviews of the rail projects;
- v. Establishing and maintaining linkages with Consultants and other Stakeholders on economic matters;
- vi. Overseeing formulation of policies, strategies, procedures and systems for identifying alternative sources of revenue in the Corporation;
- vii. Reviewing potential business proposals, facilitating negotiations for contracts for alternative revenue sources and overseeing implementation of income generation activities;
- viii. Coordinating the development and implementation of local and international resource mobilization strategies;
- ix. Overseeing the preparation of annual work programmes and budgets for rail planning and development; and

Requirements for the Job

- i. Masters Degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring & Evaluation or its equivalent qualification from a recognized institution.
- ii. Bachelors 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 ten (10) years' experience in relevant work and at least three (3) years in a management position;
- iv. Current membership of a relevant professional body / institution where applicable;
- v. Valid Practising Certificate where applicable
- vi. Certificate in Management/Leadership skills;
- vii. Proficiency in computer applications;
- viii. Meets the requirements of Chapter Six of the Constitution;

12) Design, Planning and Environment Manager

The Design, Planning and Environment Manager will report to the General Manager Infrastructure Development and shall be responsible and not limited for the following functions

- i. Overseeing the preparation of associated rail infrastructure designs development and control ;
- ii. Overseeing the formulation of railway asset management policies;
- iii. Overseeing the preparation and implementation of annual procurement plans for railway works;
- iv. Ensuring expenditure controls and measures within the Division;
- v. Overseeing the implementation of railway works emergency response programmes,
- vi. Overseeing preparation of tender documentation for railway works;
- vii. Coordinating the processing of rail works tenders;
- viii. Ensuring the implementation and conformance of railway management systems and periodic reviews of the performance standards;
- ix. Re-possessing illegally acquired railway reserves;
- x. Participating in the planning of other rail associated infrastructure developments through institutional consultations and collaboration;
- xi. Undertaking public sensitization on protection of railway reserves;
- xii. Overall responsible for implementation of the Division's strategic objectives; and
- xiii. Capacity building and performance management.
- xiv. Overall responsibility for compliance with Environmental Management laws and regulations in all rail and building construction projects
- xv. Overall responsible for social impact interventions in rail and building construction projects are executed in accordance

and compliance with social impact standards, laws, Regulations and policies.

Requirements for the Job

- i. Master Degree in Civil /Electrical /Mechanical /Telecommunication 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
- v. Valid Practicing License from the Engineers Board of Kenya.
- vi. Certificate in Project Management.
- vii. Current Membership of the Institution of Engineers of Kenya (IEK).
- viii. Certificate in Management/Leadership skills.
- ix. Proficiency in computer applications.
- x. Meets the requirements of Chapter Six of the Constitution;

13) Administration Manager

- i. Formulating and reviewing administrative policies
- ii. Overseeing the management of service contracts and service level agreements for outsourced services;
- iii. Ensuring provision transport services
- iv. Ensuring records management is provided in compliance with the Legal provisions and Corporation quality standards
- v. Ensuring provision of all auxiliary and housekeeping services
- vi. Overseeing the process of acquiring new service providers related to all outsourced services falling under administration section;
- vii. Ensuring travel clearance, visas and other necessary travel documents for the Board of Directors and staff travelling out of the country on official duties are done promptly
- viii. Developing departmental budgets
- ix. Monitoring budget expenditure and provide guidance to Administration Section on financial discrepancies;
- x. Forecasting administrative staff needs for the Section;
- xi. Formulating and implementing Records Management policies

Requirements for the Job

- i. Master's Degree in any of the following disciplines: - Public/Business Administration, Human Resource Management, Strategic Management, or any other relevant equivalent qualifications from a recognized Institution.
- 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 any other relevant and equivalent qualifications from a recognized Institution.
- iii. A minimum of ten (10) years relevant work experience and at least three (3) years in a position of Assistant Administration Manager or equivalent in the Public Service or in the recognized organization;
- iv. Current Membership of a relevant Professional Body
- v. Certificate in Management/Leadership skills.
- vi. Practising Licence where applicable
- vii. Proficiency in computer applications.
- viii. Meets the requirements of Chapter Six of the Constitution;

14) Assistant Corporate Audit Manager

The Assistant Corporate Audit Manager will be reporting to the Corporate Audit Manager and will be responsible for the following functions

- i. Assist in developing a comprehensive programme of engagement coverage for assigned areas;
- ii. leading specific audit teams; and Visit sites in evidence gathering activities
- iii. Ensuring conformity to acceptable audit standards, policies and procedures.
- iv. Performing audit tests on the internal controls in accounting, administrative, operational procedures, projects and information systems.
- v. ensuring that the audit findings are properly documented;
- vi. Preparing draft audit reports detailing audit findings for review by internal audit Manager;
- vii. Ensure compliance to Internal Audit Policies

Requirement for the Job

For appointment to this grade, an officer must have:

- i. Master's Degree in any of the following: Business Administration, Finance or their equivalent qualification from a recognized Institution.

- ii. Bachelor's Degree in Commerce (Accounting or Finance option) or other recognized equivalent qualifications.
- iii. A minimum eight (8) years in relevant work and at least three (3) years in a supervisory role in comparable position in the Public Service or in the Private Sector
- iv. Be in possession of any of the following: - CPA (K), CISA, CFE, CIA or its equivalent and either.
- v. Current Membership of a professional body – Institute of Certified Public Accountant of Kenya (ICPAK) and or Institute of Internal Auditors of Kenya (IIA-Kenya).
- vi. Valid Practising Licence where applicable
- vii. Certificate in Management/Leadership skills.
- viii. Proficiency in Computer applications.
- ix. Meets the requirements of Chapter Six of the Constitution.

15) Technical Audit Manager

The Technical Audit manager will be reporting to the General Manager Internal Audit and will be responsible for the following:

- i. Developing Risk based Annual Audit Plans for ICT systems and Infrastructure Projects to support Corporation's Strategic Plan.
- ii. Ensuring timely implementation Audit Plans.
- iii. Reviewing of Audit Programs of ICT and Infrastructure Projects Audit Assignments
- iv. Ensuring effective execution of all Audit Assignments.
- v. Ensuring optimal resources allocation and effective supervision of Audit team during Audit Assignments execution
- vi. Liaising with Management and Auditees in the planning and conducting of Audit assignments
- vii. Reviewing Audit working papers, Audit evidence and Audit reports of the audit team to ensure that audit conclusions are consistent with audit objectives
- viii. Providing recommendations to Management based on audit findings to enhance and improve operations.
- ix. Coordinating and conducting entry and exit audit meeting/conferences with Management of the audited area to discuss findings, emerging risks and actions to address identified risks.
- x. Preparing Final Audit Reports and Audit Committee Board Papers
- xi. Following up on audit recommendations to confirm the adequacy of implementation of agreed action plan
- xii. Providing monthly progress reports and comparing audits performed against approved Annual Audit Plan.
- xiii. Identifying, implementing and benchmarking best practices in technical audit

- xiv. Ensure compliance to Internal Audit Policies and procedures
- xv. Determining, documenting, implementing and maintaining Quality Management System for the Audit function under your jurisdiction.
- xvi. Undertaking any other unscheduled Audit assignments as directed by Management.

Requirement for the job

- i. Master's Degree in any of the following: Business Administration, Finance, Engineering, Information Technology or equivalent qualification from a recognized Institution.
- ii. Bachelors' Degree in any of the following: Engineering, Information Technology or equivalent qualification from a recognized Institution.
- iii. A minimum of ten (10) years in relevant work and at least three (3) years in a management role in a position in the Public Service or in the Private Sector.
- iv. Professional Qualification in any of the following: - CPA (K), CISA, CFE, and CIA, or its equivalent and either.
- v. Current Membership of a professional body – Institute of Certified Public Accountant of Kenya (ICPAK) and or Institute of Internal Auditors of Kenya (IIA-Kenya) ISACA(K), Institute of Engineers of Kenya (IEK),
- vi. Valid Practicing license where applicable.
- vii. Certificate in Management/Leadership skills.
- viii. Proficiency in Computer applications.
- ix. Meets the requirements of Chapter Six of the Constitution

16) Assistant Board Services Manager

- i. Coordinating Board matters by preparing and dispatching Board Agendas, Board papers, board minutes and board action reports;
- ii. Preparing and managing the Board annual work plans;
- iii. Preparing of Board Minutes, ensuring that they are confirmed and filed;
- iv. Communicating decisions of the Board to the Managing Director for appropriate action;
- v. Monitoring implementation of Board decisions and preparing reports to the Board;
- vi. Custody of the Corporation seal and sealed legal documents;
- vii. Preparing reports on use of the Corporation Seal;
- viii. Coordinating induction and continuous development of Directors;

- ix. Coordinating Governance Audits and preparing reports required by the State Corporations Advisory Committee(SCAC);
- x. Coordinating evaluation of the performance of the Board and preparing report to SCAC;
- xi. Prepare the Board Calendar and disseminate to Management staff;
- xii. Follow up with Management staff to ensure all Board papers are ready and disseminated on time;
- xiii. Collate and analyze data related to Board Members and Board activities;
- xiv. Follow up on compliance with Mwongozo Guidelines on Board affairs.
- xv. Preparing and monitoring of the Division's budgets and expenditures;
- xvi. Implementing and benchmarking best practices in Board matters;
- xvii. Implementing change initiatives to achieve desired business plans and culture.

Requirements for the Job

- i. Master's degree in a relevant field from a recognised institution
- ii. Bachelor's degree in Law from a recognised institution
- iii. Post graduate diploma in Law from the Kenya School of Law
- iv. An advocate of the High Court of Kenya and a member of the Law Society of Kenya
- v. Valid Practising Licence
- vi. Working experience of not less than eight years (8), two (2) of which must have been at Principal Legal Officer level in the Corporation or in a comparable position in the Public service or in other reputable organization
- vii. Certified Public Secretary in good standing.
- viii. Certificate in Management/Leadership skills.
- ix. Proficiency in Computer applications
- x. Meets the requirements of Chapter Six of the Constitution

17) Assistant Architecture Manager

The position will report to the Design, Planning and Environment Manager for the following tasks:

- i. Developing and implementing the building/architectural plans, policies and standards in line with business objectives

- ii. Leading, managing and coordinating design of all buildings to required standards and specifications for professional accountability
- iii. Developing relevant Terms of Reference and managing contracted services to achieve set business objectives
- iv. Preparing and submitting development plans for approvals by regulatory authorities
- v. Leading innovation in architecture and building technology
- vi. Preparing department's plans & budget
- vii. Leading, motivating, organizing and developing the departmental staff to achieve business and people objectives
- viii. Managing the department's communication period to end of the project.

Requirement for the job

- i. Masters Degree in Architecture, Project Management, Business Administration or equivalent from a recognized Institution;
- ii. Bachelors Degree in Architecture or equivalent from a recognized Institution;
- iii. Have Eight (8) years relevant experience and served as a Senior Architect or similar position in the Public Service or reputable organization for two (2) years at supervisory level;
- iv. Registered as an Architect with the Architectural Association of Kenya;
- v. Valid Practising Licence where applicable
- vi. Certificate in Management/Leadership skills;
- vii. Proficiency in Computer applications.
- viii. Meets the provision of Chapter Six of Constitution.

18) Assistant Real Estate Valuation and Agency Manager

The Assistant Real Estate Valuation and Agency Manager will report to the Real Estate Valuation and Agency Manager for the following tasks:

- 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.

Requirements for the Job

- i. Masters in Land Economics, Land Administration, or Real Estate or equivalent from a recognized university
- ii. Bachelors 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 eight (8) years relevant work experience in the Public Service or in the Private Sector two (2) of which must have been in a supervisory level;
- v. 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. Valid Practicing License from VRB;
- vii. Proficiency in Computer applications;
- viii. Meets the requirements of Chapter Six of the Constitution;

19) Assistant Business Development Manager

The Assistant Business Development Manager will report to Business Development Manager for the following tasks;

- i. Initiating policy guideline in managing clients relationships to maximize revenue opportunities and grow future business
- ii. Managing Implementation of business ideas to achieve revenue targets
- iii. Managing implementation of the revenue and debt collection plans

- iv. Planning for stakeholder engagements to market Railways assets and services
- v. Developing market development strategies to create demand for the Corporations assets and service
- vi. Fixing of rates, fares and other charges;
- vii. Developing costs and benefit analysis for business case proposals
- viii. Monitoring Implementing research findings and business development proposals Reviewing and analyzing all customer proposals and recommending for implementation of all feasible ideas
- ix. Supervision of regional offices in delivering their mandates
- x. Leading, motivating and developing the departmental staff to achieve business and people objectives
- xi. Identifying, implementing and benchmarking best practices in management
- xii. Managing change initiatives to achieve desired business plans and culture
- xiii. Reviewing departmental budgets for approval

Requirements for the Job

- i. Master in Business Administration, Marketing, Finance or equivalent from a recognized University
- ii. Bachelor's Degree in Business or related Subjects from a recognized University;
- iii. A minimum of eight (8) years relevant experience 2 of which at supervisory Level;
- iv. Registered with a relevant professional body (CIM/MSK/ISK) where applicable
- v. Valid Practicing License where applicable
- vi. Certificate in Management/Leadership skills;
- vii. Proficiency in computer applications;
- viii. Meets requirements of chapter six of the Constitution;

20) Assistant Monitoring & Evaluation Manager

Assistance Monitoring & Evaluation Manager will report to Research, Planning and Compliance Manager for the following tasks,

- i. formulating and coordinating the Corporation's monitoring and evaluation strategies, policies, programmes and framework;
- ii. coordinating the preparation of the Corporation'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 Corporation;
 - v. facilitating establishment of linkages with consultants and other stakeholders on monitoring and evaluation for the Corporation's mutual benefit;
 - vi. developing and reviewing monitoring, inspection and evaluation procedures and impact indicators for the project success;
 - vii. coordinating the evaluation of Rail construction, rehabilitation & Maintenance Projects, Corporation's strategic plans and performance contracts;
 - viii. coordinating the preparation of annual work plans, programmes and budgets for rail 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 of the 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 rail projects; and
 - xvi. Facilitating economic analysis of investments, programmes and projects and preparing development and investment plans thereof.

Requirements for Job

- i. Masters Degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring and Evaluation or its equivalent qualification from a recognized institution
- ii. Bachelors degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring and

- Evaluation or its equivalent qualification from a recognized institution;
- iii. A minimum of eight (8) years' experience in relevant work in the Public Service or in the Private Sector with at least 2 years at supervisory level
 - iv. Professional Certificate in Monitoring and Evaluation or Project Management from a recognized institution;
 - v. Current Membership to a relevant professional body;
 - vi. Valid Practising Licence where applicable
 - vii. Certificate in Management/Leadership skills;
 - viii. Proficiency in computer applications;
 - ix. Meets the requirements of Chapter Six of the Constitution; and

21) Assistant Rail Safety Manager

The Assistant Rail Safety Manager will report to Trains Operations Manager for the following tasks,

- i. Periodic review of safety risks in operations
- ii. Leading in the formulation and review of safety policies of the train operations in the corporation as appropriate
- iii. Carrying out independent accident investigations on major railway accidents and enforce compliance with safety standards
- iv. Maintaining an up to date databank of major accidents reported by rail operators as well as preparing reports as required
- v. Development of operations safety training and awareness programs for all stakeholders
- vi. Development of Emergency Response and Incidents Management plans

Requirement for the Job

- i. Master's Degree in Civil /Electrical /Mechanical / Telecommunication Engineering or equivalent from a recognized Institution;
- ii. Bachelor's Degree in Civil /Electrical /Mechanical / Telecommunication Engineering or equivalent from a recognized Institution;
- iii. A minimum of eight (8) years' experience in relevant work in the Public Service or in the Private Sector with at least 2 years at supervisory level
- iv. Registered as a professional Engineer

- v. Registered as a Safety Officer
- vi. Valid Practising Licence where applicable
- vii. Current membership to a relevant professional body
- viii. Certificate in supervisory/management/leadership skills;
- ix. Proficiency in Computer applications.
- x. Meets the provision of Chapter Six of Constitution.

22) Assistant Accounts Manager

Assistant Accounts Manager will report to Accounts Manager for the following tasks,

- i. Assisting in the production of the draft year end accounts, supporting schedules and liaison with auditors.
- ii. Support most aspects of accounting management;
- iii. Assist in the formulation of internal controls and policies to comply with legislation and international best practices;
- iv. Assist in the preparation of budget forecasts and monitoring;
- v. Assist in management of revenue, projects and tax matters;
- vi. Review the corporation's accounting information to identify and resolve inaccuracies and errors;
- vii. Assist in the maintenance of the corporation financial management systems.
- viii. Help in developments of reports for management and regulatory bodies;
- ix. Manage the activities of staff under the unit.

Requirements for the Job

- i. Masters Degree in any of the following disciplines: - Business Administration preferably in Finance or equivalent qualifications from a recognized University or institution;
- ii. Bachelors Degree in Commerce (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution;
- iii. A minimum of eight (8) years relevant work experience with at least two (2) years in Supervisory role in the Public Service or Private Sector;
- iv. Certified Public Accountant Kenya (CPA-K);
- v. Current Membership of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- vi. Valid Practising Licence where applicable
- vii. Certificate in supervisory/management/leadership skills;
- viii. Proficiency in computer applications;
- ix. Meets the requirements of Chapter Six of the Constitution;

23) Assistant Finance Manager

Assistant Finance Manager will report to Finance Manager for the following tasks.

- 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. To manage a team of finance officers in the production of financial management information, income and expenditure for various departments;
- iv. coordinating the overall annual business planning and budgeting setting process for all departments;
- v. Participate in setting credit policy and undertaking customer credit worthiness profile;
- vi. Coordinating treasury activities in relation to cash, investments and payments
- vii. ensuring compliance with Treasury regulations and procedures in financial management; and
- viii. Coaching and mentoring of accounts staff.

Requirements for the Appointment

- i. Masters Degree in any of the following disciplines: - Business Administration preferably in Finance or equivalent qualifications from a recognized University or institution;
- ii. Bachelors 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 two (2) 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);
 - i. Current Membership of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body; Valid Practising Licence where applicable
- v. Certificate in Supervisory/Management/Leadership skills;
- vi. Proficiency in computer applications;
- vii. Meets the requirements of Chapter Six of the constitution;

24) Rail Transport Economist (Assistant Manager)

Rail Transport Economist (Assistant Manager) will report to Research, Planning and Compliance Manager for the following tasks

- i. Collecting and collating statistical data on the planned railways programmes and projects;
- ii. Analysing traffic data required in designing highways for development;
- iii. Preparing annual work programmes and budgets for rail planning and development;
- iv. collecting and Preparing economic data and information on rail network;
- v. Provide information and analyses towards the development of strategies for the rail operations
- vi. Stake holder participation in activities regarding rail services network development,
- vii. Conduct economic and sector work such as the identification and analysis of transport sector
- viii. Development trends, economic analysis for corporation
- ix. Provide technical inputs for the Corporation programming and contribute to the development of Corporations Partnership Strategy (CPSs) and Operational Business Plans for rail services
- x. Undertake Policy and Project Evaluation for the rail services
- xi. Evaluate cost and benefits of projects as well as draw lessons for future rail projects for the Corporation
- xii. preparing and presenting periodic reports as required; and
- xiii. compiling data for economic analysis of investment programmes and projects;

Requirements for Job

- ii. Masters Degree in any of the following disciplines: Economics, Mathematics, Statistics, Project Management, Monitoring & Evaluation
- iii. Bachelors Degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring & Evaluation or its equivalent qualification from a recognized institution;
- iv. A minimum of eight (8) years work experience and at least two (2) in a supervisory role in the Public Service or Private Sector;
- v. Certificate in Supervisory/Management/Leadership skills
- vi. Current Membership of a relevant Professional Body
- vii. Valid Practising Licence where applicable
- viii. Proficiency in computer applications;
- ix. Meets the requirements of Chapter Six of the Constitution.

25) Assistant Corporate Affairs Manager

The Assistant Corporate Affairs Manager Will report to the Corporate Affairs Manager and will be responsible for:

- i. Initiating development of appropriate Corporate Affairs strategies, programmes, and policies for all stakeholders to achieve positive image & brand.
- ii. Responsible for executing the Corporate Affairs strategies, Policy and programs aimed at enhancing relationships with stakeholders and building a positive corporate image, Participate in development of the Department's Work plan and budget; Prepare monthly
- iii. Quarterly and annual sectional reports
- iv. Participate in departmental and other strategic meetings
- v. Coordinate all corporate investment responsibility programs and corporate sponsorship
- vi. Corporate advertising and corporate events.

Requirements for the job

- i. Masters Degree in Communications/ International Relations/International Business or equivalent from a recognized Institution;
- ii. Bachelors degree in Public Relations, Communications or related field/Business administration or related field from a recognized Institution;
- iii. Post-graduate Diploma in Public Relations/Communications or in a relevant field;
- iv. A minimum of eight (8) years work experience and at least two (2) in a supervisory role in the Public Service or Private Sector;
- v. Current Membership to related professional bodies - PRSK, CIM KIM or equivalent
- vi. Valid practising Licence where applicable.
- vii. Certificate in Supervisory/Management/Leadership skills;
- viii. Proficiency in computer applications
- ix. Meets the requirements of chapter Six of the Constitution

26) Assistant ICT Manager (Systems Security)

Assistant ICT Manager (Systems Security) will report to ICT Manager for the following tasks,

- i. Conducting evaluation and preparing periodic report of the Corporations business processes;
- ii. Collecting and collating data on the performance of the Corporations ICT business processes;
- iii. Coordinating cross-functional efforts within the Corporations to

- improve on proactive ICT risk management and continuity of operations;
- iv. Monitoring the implementation of ICT security action plans;
- v. Planning and coordinating detailed ICT risk assessments;
- vi. Advising project teams to ensure new ICT initiatives, solutions and programmes have in-built continuity at design stage;
- vii. Managing ICT third parties engaged in support of BCMS;
- viii. Coordinating post-incident post-mortem;
- ix. Monitoring the Risk and Control Self Assessments.
- x. Formulating cost effective strategies for increased Corporation's business processes;
- xi. Coordinate the formulation of relevant ICT Policies and procedure for improved efficiency in the Corporation;
- xii. Designing programmes and procedures for the implementation of business processes;

Requirements for the job

- i. Masters 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 two (2) years in a supervisory role in the Public Service or in the Private Sector;
- iv. Certification in the following: - CEH, CISA, CCNP(Security), CCNSE, CCIE or other relevant and equivalent qualifications from a recognized institution;
- v. Current membership of a relevant professional body
- vi. Valid practising Licence where applicable
- vii. Certificate in Supervisory/Management/Leadership skills;
- viii. Meets provisions of chapter Six of the Constitution

27) Equipment and Rolling Stock Manager

The Equipment and Rolling stock Manager, will report to the General Manager, Business and Operations and will be responsible for the following functions:

- i) In-charge of Monitoring and tracking all Equipment and Rolling Stock on a daily basis by job site, type and use.
- ii) Responsible for securing all needed Equipment and Rolling Stock in the company or corporation.
- iii) Responsible for making sure that all the Equipment and Rolling Stock are in good condition and is always functional.
- iv) Coordinates, supervises and validates all Equipment and Rolling Stock repairs and maintenance with mechanics;
- v) Generates purchase orders for repairs or required maintenance for all Equipment and Rolling Stock.
- vi) Prepares periodic and other budget reports for management outlining fixed and controllable Equipment and Rolling Stock costs.
- vii) Inspects all Equipment and Rolling Stock on a regular basis to comply with company safety policies, and to ensure their functionality.
- viii) Coordinates with suppliers/manufactures for training sessions for use of new Equipment and Rolling Stock with the equipment operators/staff as needed.
- ix) Prepares and maintains Equipment and Rolling Stock inventory and assures that these are available.
- x) Coordinates updating all registration and current insurance for all Equipment and Rolling Stock in line with applicable regulations and laws.
- xi) In-charge of storage place for all of the Equipment and Rolling Stock.

Requirements for the Job

- i. Masters Degree in Electrical/Mechanical /Telecommunication Engineering/Business administration, project management 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 relevant experience with three (3) as a senior manager from a public institution or private sector
- iv. Registered with the Engineers Board of Kenya as a professional Engineer;
- v. Current membership to the Institution of Engineers of Kenya (IEK);
- vi. Valid Practicing Licence from the Engineers Board of Kenya;

- vii. Certificate in Management/Leadership skills;
- viii. Proficiency in computer applications
- ix. Meets provisions of chapter Six of the Constitution

Terms of offer

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

Interested and qualified candidates **MUST** complete the Kenya Railways application form (KR/HRA/KEA/FM08), attach their testimonials, certificates and National Identification Card (ID) and Curriculum Vitae (CV). In compliance with the Chapter Six of the Constitution, attach the following clearance Certificates:

- i. Criminal Investigation Department (CID)
- ii. Higher Education Loans Board (HELB)
- iii. Kenya Revenue Authority (KRA)
- iv. Ethics and Anti-Corruption Commission (EACC)
- v. Credit Reference Bureau (CRB)

Applications to be addressed to the:

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

To be received by **Friday, 31st May, 2019.**

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

Kenya Railways is an equal opportunity Employer.