



EXCELLENT CAREER OPPORTUNITIES

S/N	Positions/ Designation	Grade	No	Job Ref
1.	General Manager Internal Audit	RG2	1	KRBR121
2.	General Manager Legal Services & Corporation Secretary	RG2	1	KRBR122
3.	General Manager Supply Chain Management	RG2	1	KRBR123
4.	General Manager Research, Planning, Compliance and ICT	RG2	1	KRBR124
5.	Legal Services Manager	RG3	1	KRBR125
6.	Talent , Resourcing and Development Manager	RG3	1	KRBR126
7.	Business Process Re-Engineering & Enterprise Risk Management Manager	RG3	1	KRBR127
8.	Estate Valuation and Agency Manager	RG3	1	KRBR128
9.	Employee Relations and Benefits Manager	RG3	1	KRBR129
10.	Procurement Manager	RG3	1	KRBR130
11.	Corporate Affairs & Public Relations Manager	RG3	1	KRBR131
12.	Assistant Manager – Legal Services	RG4	1	KRBR132
13.	Assistant Quantity Survey Manager	RG4	1	KRBR133
14.	Assistant Manager - Business Development – Freight Services	RG4	1	KRBR134
15.	Assistant Manager – Budget & Corporate Planning	RG4	1	KRBR135
16.	Assistant Manager – Enterprise Risk Management & Business Processes	RG4	1	KRBR136
17.	Assistant ICT Manager	RG4	2	KRBR137
18.	Assistant Administration Manager	RG4	1	KRBR138
19.	Assistant Records Manager	RG4	1	KRBR139
20.	Assistant Accounts Manager	RG4	2	KRBR140
21.	Assistant Finance Manager	RG4	1	KRBR141
22.	Principal Legal Services Officer	RG5	3	KRBR142

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, **21st March, 2022.**

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

KENYA RAILWAYS IS AN EQUAL OPPORTUNITY EMPLOYER

WEBSITE

EXCELLENT CAREER OPPORTUNITIES

1. GENERAL MANAGER INTERNAL AUDIT SERVICES Ref: KRBR121

Duties and responsibilities

Reporting to the Board for 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) Recommend and implement adoption of new professional standards, codes of practice & policies, legislative issues, new audit regulations/trends and audit methodology.
- x) 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.

- xi) Build internal capability through periodic training to promote awareness on internal controls and compliance.
- xii) Advise on appointment of external audit firms and outsourced independent assurance services.
- xiii) Secretary to the Audit committee of the board
- xiv) Leading, motivating and developing the departmental staff to achieve
- xv) Leading, motivating and developing the departmental staff to achieve business and people objectives

Requirements of the Job

- i) 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
- 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) Master's Degree in any of the following fields: Finance, Accounting, Business Administration, Mathematics, Statistics or equivalent qualification from a recognized institution.
- iv) Certified Public Accountants (K), Certified Internal Auditor (CIA).
- v) Systems Auditor (CISA), Association of Certified Chartered Accountant.
- vi) Be in possession of CISA, CIA, Risk Qualification, CFE or any other relevant.
- vii) Member of Institute of Certified Public Accountant of Kenya (ICPAK) and Institute of Internal Auditors of Kenya (IIA-Kenya).
- viii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
- ix) Proficiency in Computer applications.
- x) Fulfilled the requirements of Chapter Six of the Constitution.

2. GENERAL MANAGER LEGAL SERVICES & CORPORATION SECRETARY - Ref: KRBR122

Reports to both the Chief Executive Officer and the Corporation and the Board of Directors

Duties and Responsibilities Duties and responsibilities

- 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) Leading & Providing legal advisory services to the Corporation to ensure compliance with existing law and regulatory requirements;
- vii) Leading legal negotiations on concession related matters and interpreting concession documents to safeguard corporation interests;
- viii) Leading and coordinating preparation and reviewing contractual agreements in which the Corporation is a party;
- ix) Advising on new legislation, both locally and from other regimes doing business with the Corporation, with an impact on the operations of the Corporation;
- x) Custodian of ownership documents of the Corporation assets;
- xi) Leading, advising & managing on litigation and dispute resolution between various stakeholders and the Corporation to protect the corporation assets & reputation;
- xii) Approving the appointment of external lawyers to represent the Corporation on legal matters;
- xiii) Leading the strategy & implementation of Corporate affairs agenda;
- xiv) Lead, motivate and develop the departmental staff to ensure an effective and motivated team to achieve business and people objectives;
- xv) Preparing, managing and monitoring the departments budgets;
- xvi) Leading, motivating and developing the departmental staff to achieve business and people objectives;
- xvii) Managing and implementing change initiatives to achieve desired business plans and culture

Requirements for the job

- i) Master's degree in a relevant field from a reputable institution
- ii) Bachelor's 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 Page 34 of 284
- iv) Working experience of not less than twelve (12) years, five (5) of which must have been in a senior management position in the Corporation or in a comparable position in the Public service or in other reputable organization
- v) An advocate of the High Court of Kenya and a member of the Law Society of Kenya
- vi) Attended a leadership course lasting not less than four (4) weeks
- vii) Meets the requirements of Chapter Six of the Constitution of Kenya 2010

3. GENERAL MANAGER SUPPLY CHAIN MANAGEMENT REF: RBR123

Reporting to the Managing Director for the following:

Duties and responsibilities

- 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), 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) Leadership Course lasting not less than four (4) weeks
- v) Full membership to a professional body either KISM or CIPS or both.
- vi) Certified Supplies Practitioner by KISM
- vii) Meets the provision of chapter six of the Constitution

4. GENERAL MANAGER RESEARCH, PLANNING, COMPLIANCE AND ICT- REF: RBR124

Reporting to the Managing Director for the following:

Duties and responsibilities

- 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;
- xix) Providing technical and advisory support to rail sector stakeholders;
- xx) Supervising officers in the Department.

Requirements for the job

- i) A minimum of twelve (12) years' experience in relevant work and at least five (5) years in a senior management position
- ii) Masters Degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring & Evaluation or its equivalent qualification from a recognized institution;
- 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) Membership to a relevant professional body / institution where applicable;
- v) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
- vi) Fulfilled the requirements of Chapter Six of the Constitution;

5. LEGAL SERVICES MANAGER - REF: RBR125

Reports to GM: Legal Services & Company Secretary

Duties and Responsibilities

- i) Deputize the Corporation Secretary in managing the department and supervising staff in the department;
- ii) Providing legal advisory services to the Corporation to ensure compliance with existing law and regulatory requirements;
- iii) Leading legal negotiations on rail operation related matters and interpreting operation documents to safeguard Corporation's interests
- iv) Reviewing and providing advice on management of contracts to safeguard Corporation assets & reputation
- v) Reviewing & authorizing conveyance instruments on acquisition and / or transfer of Corporation property / asset and ensure proper registration of the same Custodian of ownership documents of the Corporation assets
- vi) Leading, advising & managing dispute resolution between various stakeholders and the Corporation to protect the corporation assets & reputation
- vii) Recommending the appointment of external lawyers to represent the Corporation and liaison with them to ensure service delivery
- viii) Managing legal issues relating to employee and pension liability claims as well as carrying out due diligence investigations on claims
- ix) Advising and guiding the Corporation on restitution processes for its assets;
- x) Managing the corporations legal registry including updating legal documentation, regulations, ordinances, policy manuals to ensure compliance
- xi) Preparing, managing and monitoring the department's budget
- xii) Leading, motivating and developing the departmental staff to ensure an effective and motivated team to achieve business and people objectives
- xiii) Preparing, managing and monitoring the divisional budgets
- xiv) Leading, motivating and developing the departmental staff to achieve business and people objectives
- xv) Managing the department's communication

Requirements for the job

- i) Working experience of not less than nine years (10), three (3) of which should be in a management level in the Corporation or in a comparable position in the Public service or in other reputable organization;

- ii) Master's degree in a relevant field from a reputable institution;
- iii) Bachelor's degree in Law or equivalent degree from a reputable institution;
- iv) Post graduate diploma in Law from the Kenya School of Law or such similar qualification from a reputable institution;
- v) An advocate of the High Court of Kenya and a member of the Law Society of Kenya;
- vi) Attended a leadership course lasting not less than four (4) weeks;
- vii) Meets the requirements of Chapter Six of the Constitution of Kenya

6. TALENT, RESOURCE AND DEVELOPMENT MANAGER REF: RBR126

Reporting to the General Manager, Human Resources and Administration

Duties and Responsibilities

- i) Formulating, and implementing human resource training and development policies, guidelines and regulations and analyzing their impact on staff;
- ii) Identifying and monitoring training needs for the Corporation and implementing suitable interventions.
- iii) Develop, monitor and implement performance improvement strategies
- iv) Managing employment performance improvement plans
- v) Developing human resource management plans to ensure effective succession management;
- vi) Developing, reviewing and Managing performance management system in line with the Corporations Strategic and Business Plans
 - i) Overseeing the development and maintenance of an up-to-date human resource database;
 - ii) Evaluating and auditing of human resource activities and programmes;
 - iii) Preparing Board papers relating to human resource for deliberation and decision making;
 - iv) Ensuring implementation and promotion of best human resource standards and practices;
 - v) Developing the organization's training plans to deliver high performance
 - vi) Preparing Divisions budget and work plans;

Requirements for the job

- i) Masters 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) Bachelors 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
- iii) Have CHRP (K) from CHRM or equivalent from a relevant professional body.
- iv) Have ten (10) years relevant experience with at least three (3) years served in the grade of Assistant Human Resource Manager or comparable senior position in the Public Service or reputable organization;
- v) Attended Leadership course lasting not less than four (4) weeks from a recognized institution;
- vi) Full membership to IHRM
- vii) Practicing Certificate
- viii) Meets the provisions of chapter six of the constitution.

7. BPR AND ERM MANAGER-REF: KRBR127

General Manager - Research, Planning, Compliance and ICT

Duties and Responsibilities

- i) Coordinating developing, maintaining and reviewing of Risk Management Policy, Compliance Management Policy, Business Process Re-engineering Policy and Business Continuity Management Policy and the other related risk management sub-policies to ensure that they reflect best current industry practice;
- ii) Coordinating establishment of quality-oriented and risk-based thinking culture by integrating quality assurance and risk management practices in all operations and activities of the Corporation;
- iii) Development and establishment of appropriate tools and techniques for implementation and maintenance of effective and efficient Quality, Risks and Compliance Management Systems;
- iv) Monitoring the implementation of cross-functional risk management initiatives within the Corporation;
- v) Attending Management Committee meetings and Board Committee meetings, where Quality, Risks and Compliance issues are being discussed;

- vi) Development, maintenance, testing, reviewing and updating for Business Continuity Plans;
- vii) Coordinating activation of Business Continuity Plans in case of business disruptions, monitor their implementation and undertake a port-mortem analysis;
- viii) Establishment of business process mapping and workflows in the corporation to ensure that they are effectively and efficiently linked to the intended objectives;
- ix) Re-engineering of business processes noted to be in-effective and in-efficient to ensure performance improvement;
- x) Coordinating review of internal policy documents by other departments in the Corporation.
- xi) Coordination of routine Quality, Risks and Compliance Review meetings by other departments/ divisions for monitoring and evaluation of Quality, Risks and Compliance Management Systems;
- xii) Coordinating establishment, implementation and maintenance of Quality Management System in the Corporation;
- xiii) Co-coordinating and liaising with certification body for QMS ISO certification and surveillance audits;
- xiv) Reviewing and present Quality, Risks and Compliance Reports to Management Committee and Board Committee for effective decision making;

Requirements for the job

- i) Masters Degree in any of the following disciplines:- Business, Commerce, Information Technology, Social Sciences or related field from a recognized institution
- ii) Bachelors Degree in any of the following disciplines:- Business, Commerce, Information Technology, Social Sciences or related field from a recognized institution
- iii) Professional certification from a relevant professional body.
- iv) Have ten (10) years relevant experience with at least three (3) years served at management position the Public Service or reputable organization;
- v) Attended Leadership course lasting not less than four (4) weeks from a recognized institution;
- vi) Member to the National Quality Institute or its equivalent
- vii) Meets the provisions of chapter six of the constitution.

8. ESTATES & VALUATION MANAGER-REF: KRBR128

Reports to the General Manager Business & Operations

Duties and responsibilities

- 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; i
- 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;
- xii) Preparing various reports as necessary.

Requirements for the job

- 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) A minimum ten (10) years in relevant work and at least (3) years in a supervisory role in comparable position in the Public Service or in the 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) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- viii) Fulfilled the requirements of Chapter Six of the Constitution.

9. EMPLOYEE RELATIONS AND BENEFITS MANAGER REF: RBR129

Reports to the General Manager, Human Resources and Administration

Duties and Responsibilities

- i) Formulating, and implementing human resource policies, guidelines and regulations and analyzing their impact on staff;
- ii) Building capacity of human resource for effective execution of human resource function;
- iii) Developing human resource management plans to ensure effective succession management;
- iv) Overseeing human resource planning, communication, discipline, employee relations, remuneration and staff welfare programs;
- v) Overseeing the development and maintenance of an up-to-date human resource database;
- vi) Evaluating and auditing of human resource activities and programmes;
- vii) Preparing Board papers relating to human resource for deliberation and decision making;
- viii) Ensuring implementation and promotion of best human resource standards and practices;
- ix) Developing the organization's reward and benefits to ensure to ensure reward systems are in place to deliver competitiveness and cost effectiveness.
- x) Preparing Divisions budget and work plans;
- xi) Overseeing effective management of the payroll
- xii) Managing employee relations programs and staff discipline

Requirements for the job

- i) Masters 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) Bachelors 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
- iii) Have CHRP (K) from IHRM or equivalent from a relevant professional body.
- iv) Have ten (10) years relevant experience with at least three (3) years served in the grade of Assistant Human Resource Manager or comparable senior position in the Public Service or reputable organization;
- v) Attended Leadership course lasting not less than four (4) weeks from a recognized institution;
- vi) Full membership to IHRM
- vii) Valid Practicing Certificate
- viii) Meets the provisions of chapter six of the constitution.

10. PROCUREMENT MANAGER-REF: KRBR130

Reporting to the General Manager Supply Chain Management

Duties and responsibilities

- i) Coordinates develops and reviews corporation's annual procurement Plans in line with the Law
- ii) Oversees implementation of approved Procurement Plan by User departments and advising/reporting on adherence to the Plan;
- iii) Oversees development of Departmental Budget, procurement plans in line with applicable Law
- iv) Coordinates Preparation of statutory and administrative procurement reports as required by the Corporation and other Government bodies;

- v) Develops and monitors Division Procurement budget to ensure compliance to budget provisions, and reporting on major variances;
- vi) Provides advice on Procurement matters to the Corporation as required in relation to procurement of goods, works and services and contract management;
- vii) Monitors contract management and advising / reporting on any significant departures from the terms and conditions of contract;
- viii) Reviews requests for procurement and asset disposal contract variations from contract managers and assist in preparing draft professional opinion;
- ix) Develops and manages various supply chain plans including risk management and contractor performance measurement plans to increase efficiencies;
- x) Coordinates staff and ensures all activities in the procurement division run as scheduled by setting targets within and working towards their achievement.
- xi) Develops capacity building programs to the Procurement Division Staff to ensure compliance in the application of the procurement Law and Corporation's procurement policies and procedures;
- xii) Ensures procurement 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), or other relevant and equivalent qualifications from a recognized Institution.
- iii) Ten (10) years of work experience three (3) of which should be in management position
- iv) Leadership Course lasting not less than four (4) weeks
- v) Full membership to a professional body either KISM or CIPS or both.
- vi) Certified Supplies Practitioner by KISM
- vii) Meets the provision of chapter six of the Constitution

11. CORPORATE AFFAIRS AND PUBLIC RELATIONS MANAGER - REF: KRBR131

Reports to the Managing Director.

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.

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) Meets the provision of Chapter Six of the Constitution

12. ASSISTANT LEGAL MANAGER - BOARD SERVICES- REF: 132

Reports to the General Manager Legal Services and Corporation Secretary.

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

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 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) Meets the requirements of Chapter Six of the Constitution

13. ASSISTANT QUANTITY SURVEY MANAGER–REF: KRBR133

Reports to the Design, planning and Environment Manager.

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

Requirements for the job

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

14. ASSISTANT MANAGER - BUSINESS DEVELOPMENT (FREIGHT SERVICES)-REF: KRBR134

Reports to the Business Development Manager. .

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 Develops and implements business development processes that provides effective strategic planning, commitment of resources, and overall planning for the corporation.
- ii) 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.
 - iii) Formulates innovative value propositions to diversify the corporation's business portfolio and grow its share of the logistics chain.
 - iv) Leads in the sustainable development of new target customer profiles, segmentation, maintenance of key customer
 - v) 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) Ensures seamless customer service through establishing an integrated sales and marketing organization closely aligned with asset and infrastructure availability for operational performance.
 - xiii) Formulates innovative value propositions to diversify the corporation's business portfolio and grow its share of the logistics chain.
 - xiv) Leads in analysis of current and forecasted demand to ensure volumes are appropriate for meeting the growth objectives of the business.

Requirements for the job

- i) Master in Business Management, Land Economics, Finance or equivalent from a recognized university

- ii) Bachelor Degree in Business Management, Land Economics, Marketing or equivalent from a recognized university.
- iii) Post Graduate Diploma in Marketing;
- iv) Be registered with a relevant professional body (CIM/MSK/ISK/) where applicable;
- v) Valid Annual Practicing License where applicable
- vi) A minimum of eight (8) years' work experience and at least three (3) in a supervisory role in the Public Service or Private Sector;
- vii) Fulfilled the requirements of Chapter Six of the Constitution;

15. ASSISTANT MANAGER - BUDGET & CORPORATE PLANNING - REF: KRBR135

Reports to the Strategy and Economic Planning Manager.

Duties and Responsibilities for the job

- 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

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) Fulfilled the requirements of Chapter Six of the Constitution

16. ASSISTANT MANAGER-ENTERPRISE RISK MANAGEMENT AND BUSINESS PROCESSES-REF: KRBR136

Reports to the ERB & BPR Manager

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 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

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

17. ASSISTANT ICT MANAGER – REF: KRBR137

Reports to the ICT Manager.

Duties and Responsibilities

- i) Provide leadership in all office and field infrastructure 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.

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) Bachelors 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;

- iii) 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;
- iv) Fulfilled the requirements of Chapter Six of the Constitution

18. ASSISTANT ADMINISTRATION MANAGER – REF: KRBR138

Reports to the Administration Manager.

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 planned 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
- xix) Documents for the Board of Directors and staff travelling out of the country on official duties;

Requirements for the job

- i) Master degree in any of the following disciplines:- Public Administration; Business Administration; Business Management Transport Management/Logistics; Office
- ii) Management or equivalent qualification from a recognized institution;
- iii) 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
- 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) Supervisory course lasting not less than two (2) weeks
- vi) Member to relevant professional body;
- vi) Meets the provision of chapter six of the Constitution.

19. ASSISTANT RECORDS MANAGER – REF: KRBR139

Reports to the Administration Manager.

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.

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
- 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) Membership to Professional Body
- vii) Meets the provision of chapter six of the Constitution.

20. ASSISTANT ACCOUNTS MANAGER REF: KRBR140

Reports to the Accounts Manager.

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

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 supervisory Course lasting not less than two (2) weeks from a recognized institution;
- vii) Fulfilled the requirements of Chapter Six of the constitution; and

21. ASSISTANT FINANCE MANAGER - REF: KRBR141

Reports to the Finance Manager

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) Managing 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) Reviewing of the Corporations Monthly bank reconciliation reports
- viii) Ensuring compliance with Treasury regulations and procedures in financial management.
- ix) Reviewing of the Corporations Monthly bank reconciliation reports.
- x) Preparation of the budget and during revision of the same by undertaking budget re-allocations.
- xi) Checking the Vote Book and ensure budgetary controls are in place;
- xii) Reviewing cashbook reports and daily collections vis a vis the banking
- xiii) Review vote book entries and undertake monthly variance analysis;
- xiv) Processing of petty cash requests, imprest management and cash withdrawals;

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 Supervision Course lasting not less than two (2) weeks from a recognized institution;
- vii) Fulfilled the requirements of Chapter Six of the constitution; and

22. PRINCIPAL LEGAL OFFICER - RG 5, KRBR142

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i) Advising the Corporation on all legal matters that may arise in its operations;
- ii) Drawing and vetting of Contracts, agreements and other legal documents;
- iii) Following up on cases filed against the Corporation and preparation of legal reports and opinions;
- iv) Developing, implementing and reviewing legal policies and procedures to ensure that they are in accord with the existing legislation;
- v) Negotiating contracts for services procured by the Corporation;
- vi) Coordinating service providers in legal matters involving the Corporation;
- vii) Initiating legal action on behalf of the Corporation on debt recovery measures;
- viii) Undertaking legal research;
- ix) Advising the Corporation on the legislation that affect the Rail Sub-Sector and changes made;
- x) Monitoring compliance with regulatory and legislative requirements.

- xi) Liaising with external lawyers on all cases filed against the Corporation to ensure instructions, witnesses and statements are procured on time;
- xii) Preparing quarterly Legal Reports;
- xiii) Ensure that insurance policies and performance bonds for service providers are always up to date;
- xiv) Monitoring and ensuring that performance bonds and insurance are renewed.

Requirements for the Job

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

- i) Master's degree in a relevant field from a recognized institution;
- ii) Bachelor of Laws Degree or equivalent qualification from a recognized institution;
- iii) Postgraduate Diploma in Law from the Council for Legal Education;
- iv) At least six (6) years' experience, three (3) of which must be at Senior Legal Officer level in the Corporation or in a comparable position in the Public Service or in other reputable organization;
- v) Been admitted as an Advocate of the High Court of Kenya and a member of the Law Society of Kenya;
- vi) Attended a management course lasting not less than two (2) weeks from a recognized institution;
- vii) Certificate in computer proficiency;
- viii) Meet the provisions of chapter six of the Constitution of Kenya 2010 Demonstrated competence in work performance.

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)
- v) 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 **21st March, 2022.**

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

KENYA RAILWAYS IS AN EQUAL OPPORTUNITY EMPLOYER