



EXCELLENT CAREER OPPORTUNITIES

Kenya Railways (KR) is a State Corporation in Ministry of Road and Transport. The corporation was established in 1978 under the Kenya Railways Corporation Act (Cap 397) of the laws of Kenya to take over the railways section in Kenya after the collapse of East Africa Community in 1977 which managed the East African Railways and Harbors Corporation. The railway system in Kenya consists of both the Meter Gauge Railway (MGR) and the Standard Gauge Railway (SGR). The MGR extends from Mombasa to Malaba with branch lines to Nanyuki and Kisumu while SGR extends from Mombasa to Naivasha.

The core mandate of the Corporation is to provide efficient and effective rail and inland waterways transport.

The Corporation seeks to recruit qualified and competent staff to fill the following vacant positions:

S/N	Positions/ Designation	Grade	No	Job Ref
1.	GM: Legal Services & CS	RG2	1	KRBR141
2.	GM: Supply Chain Management	RG2	1	KRBR142
3.	GM: Rail Operations	RG2	1	KRBR143
4.	GM: Finance	RG2	1	KRBR144
5.	GM: Business & Commercial	RG2	1	KRBR145
6.	Corporate Audit Manager	RG3	1	KRBR146
7.	Property Manager	RG3	1	KRBR147

APPLICATION PROCESS

Interested and qualified candidates **MUST** complete the Kenya Railways application form **KR/HR/08** that is **available on the website**, attach their **testimonials, certified copies of certificates, National Identification Card (ID) and Curriculum Vitae (CV)** **by 5:00pm Tuesday, 2nd April 2024, East Africa Time (EAT)**

The 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 the application letter.

Applicants **MUST** provide the following documents on application;

- i) A Signed application letter;
- ii) A detailed Curriculum Vitae indicating;
current and previous employers, positions held, level of education,
current and expected salary, notice period required to take up
appointment and names of at least three professional referees;
- iii) Certified Copies of academic and professional certificates
- iv) Certified Copy of National Identification Card or Passport

Successful candidate MUST present and satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing the following clearance certificates: -

- a) Valid Certificate of Good Conduct from the Directorate of Criminal Investigations
- b) Valid Clearance Certificate from Higher Education Loans Board (HELB)
- c) Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA);
- d) Current Clearance from the Ethics and Anti-Corruption Commission (EACC); and
- e) Current Report from an approved Credit Reference Bureau (CRB)

Applications to be addressed to the:

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

The Corporation is committed to implementing the provisions of the Constitution of Kenya 2010 – Chapter 232 (1) on fair competition and merit, representation of Kenya’s diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**

Canvassing in any form or failure to attach any of the stipulated documents shall lead to automatic disqualification

GENERAL MANAGER LEGAL SERVICES & CORPORATION
SECRETARY-KRBR141

Reporting to: The Managing Director and the Board of Directors

Employment type: Contract of 5 years renewable once

Work Station: Nairobi

Duties and Responsibilities

- i) Liaising with the Chairman and the Managing Director in preparation of agenda for board meetings
- ii) Coordinating Board matters by preparing and dispatching Board Agendas, Board papers, minutes and action reports
- iii) Preparing and managing the Board annual work plans
- 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) Advising on management of contracts to safeguard Corporation assets, interests & reputation
- xi) Custodian of ownership documents of the Corporation assets;
- xii) Leading, advising & managing litigation and dispute resolution between various stakeholders and the Corporation to protect the corporation assets & reputation
- xiii) Approving the appointment of external lawyers to represent the Corporation on legal matters
- 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, Identifying, implementing and benchmarking best practices in management and legal regime

- 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
- iv) Certified Secretary and a member of ICS in good standing
- v) Working experience of not less than twelve (12) years, five (5) of which must have been in a Senior Management position at the Corporation or in a comparable organization in the Public Service or private sector
- vi) An advocate of the High Court of Kenya and a member of the Law Society of Kenya in good standing
- vii) Attended a leadership course lasting not less than four (4) weeks
- viii) Computer proficiency
- ix) Meets the requirements of Chapter Six of the Constitution of Kenya 2010.

GENERAL MANAGER SUPPLY CHAIN MANAGEMENT-KRBR142

Reporting to: The Managing Director

Employment type: Contract of 5 years renewable once

Work Station: Nairobi

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) Master's Degree in any of the following: - Business Administration, Economics, Procurement and Supplies Management or other relevant and equivalent qualification from a recognized institution
- ii) Bachelor's 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) Working experience of not less than twelve (12) years, five (5) of which must have been in a Senior Management position at the Corporation or in a comparable organization in the Public Service or private sector
- iv) Post graduate Professional qualification in supply chain management
- v) Leadership Course lasting not less than four (4) weeks
- vi) Full membership either KISM or CIPS or any other relevant supply chain management body in good standing
- vii) Computer proficiency
- viii) Meets the requirements of Chapter Six of the Constitution of Kenya 2010.

GENERAL MANAGER RAIL OPERATIONS-KRBR143

Reporting to: The Managing Director

Employment type: Contract of 5 years renewable once

Work Station: Nairobi

Duties and Responsibilities

- i) Formulation of the strategic rail operations plans for Corporation
- ii) Development and revision of rail operation Policies, Guidelines, and Work Procedures to adapt to changes in the business environment.
- iii) Review, initiate, direct and implement the ongoing applications of new technology in train operations management
- iv) Provision of technical and professional review for safety of train operations' efficiency and work methods
- v) Developing, reviewing and implementing trains and wagon ferries schedules for safe train operations
- vi) Managing and coordinating the movement of ferries, locomotives and rolling stock turn round to ensure their availability
- vii) Evaluating the performance of the railway transportation and marine services with respect to passenger and freight
- viii) Report accidents and provide support for objective investigation of accidents/incidents to identify the root cause and implement remedial action to avoid recurrence
- ix) Formulating and implementing the Safety Management Plans (SMP)
- x) Developing and reviewing of rail and marine operational tripartite instruments for cross border operations with other railway corporations
- xi) Implementing systems and strategies that guarantee reliable, efficient inland waterways, Cargo transport services that meet customer satisfaction;
- xii) Prepares and presents periodic reports to management
- xiii) Implementing Safety Management Plans (SMP) in Marine operations
- xiv) Developing and appraisal of staff in the department to achieve business and people objectives
- xv) Identifying and documenting marine services risks
- xvi) Implementing HSE management systems in compliance with corporation safety policy
- xvii) Monitoring ship port activities to avoid environmental and water pollution

xviii) Complying with Quality Management System in marine section by ensuring operation processes meet the requirements of ISO Standards.

Required Qualification

- i) Master's Degree in Engineering or Business or its equivalent qualification from a recognized institution
- ii) Bachelor's Degree in Engineering, Commerce, Economics, operations, Business or equivalent qualification from a recognized institution
- iii) Working experience of not less than twelve (12) years, five (5) of which must have been in a Senior Management position at the Corporation or in a comparable organization in the Public Service or private sector
- iv) Be registered with a relevant professional body where applicable in good standing
- v) Knowledge of rail and marine transport operations
- vi) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution
- vii) Computer proficiency.
- viii) Meets the requirements of Chapter Six of the Constitution of Kenya 2010.

GENERAL MANAGER FINANCE-KRBR144

Reporting to: The Managing Director

Employment type: Contract of 5 years renewable once

Work Station: Nairobi

Duties and Responsibilities

- i) Leading in formulation, implementation and review of a finance & investment policies and strategies in accordance with the Corporation's mandate and strategic plan
- ii) Participating in the development and review of the Corporation's strategic plan
- iii) Participating in the preparation and setting of tariffs
- iv) Oversees preparation, monitoring, review and evaluation of the Corporation's budget
- v) Providing oversight to the Corporation financial affairs and advice the Corporation on financial planning strategies and policies.
- vi) Ensuring effective and efficient management of the Corporation's Resources including Finances and Assets;
- vii) Providing accurate and timely financial reports to the ExCom and the Board for decision making
- viii) Ensuring compliance with Public Finance Management Act regulations, statutory obligations and generally accepted accounting standards
- ix) Overseeing compliance of Quality Management System in the department by ensuring that business processes meet the requirements of ISO Standards
- x) Leading in negotiations with relevant financial institutions for support
- xi) Ensuring that the Corporation has a robust accounting system for purposes of reporting and sound finance internal control systems
- xii) Leading in identification and management of departmental risks.
- xiii) Leading in motivation, development and appraisal of staff in the department to achieve business and people objectives
- xiv) Facilitating external and internal audits of the Corporation.
- xv) Ensuring development and implementation of Business Continuity Plan (BCP) for the department
- xvi) Overseeing the credit control function of the Corporation.
- xvii) Overseeing financial consultancy services offered by external consultants engaged by the Corporation.

Required Qualifications

- i) Master's Degree in any of the following: Commerce, Accounting, Business Administration, or their equivalent qualification from a recognized institution
- ii) Bachelor's Degree in either Commerce, Accounting, Business Administration, Finance, or any other equivalent qualification from a recognized institution
- iii) Must be CPA(K)/ ACCA qualified or its equivalent
- iv) Working experience of not less than twelve (12) years, five (5) of which must have been in a Senior Management position at the Corporation or in a comparable organization in the Public Service or private sector
- v) Membership to ICPAK/ ACCA or its equivalent in good standing.
- vi) Certificate in Leadership Course lasting not less four (4) weeks from a recognized institution
- vii) Computer proficiency
- viii) Meets the requirements of Chapter Six of the Constitution of Kenya 2010.

GENERAL MANAGER BUSINESS AND COMMERCIAL-KRBR145

Reporting to: The Managing Director

Employment type: Contract of 5 years renewable once

Work Station: Nairobi

Duties and Responsibilities

- i) Providing leadership in formulating and implementing the Corporations business & Commercial opportunities
- ii) Developing mid and long term business development plans through continuous assessment of market dynamic
- iii) Leading in formulating Strategic partnerships to enhance business investments
- iv) Overseeing development of business growth strategy focused on financial gains and customer satisfaction
- v) Overseeing Sales and Marketing for the organization's services to deliver strategy
- vi) Leading in Conducting business market surveys for the Corporation and exploring opportunities to add value to the organization's business
- vii) Coordinating assessment and processing of claims in liaisons with the insurance division
- viii) Leading in negotiations and dispute resolutions in business related grievances affecting the corporation
- ix) Leading in developing property project plan and maintenance programmes in scope and reporting in line with policies and procedures
- x) Overseeing valuation of Corporation's assets to ensure actual values are registered for the purposes of disposal, relocation, compensation, rent review and leasing
- xi) Overseeing timely renewal of leases, development of schemes and registration of the Corporations land
- xii) Oversee preparation and implementation of the department annual budget and the procurement and disposal plans
- xiii) Overseeing implementation of Quality Management System by ensuring that business process meets the requirements of Quality Management Systems
- xiv) Overseeing implementation of Risk register by ensuring that business process meets the requirements of Risk criteria.

Required Qualification

- i) Master's Degree in Business or its equivalent qualification from a recognized institution

- ii) Bachelor's Degree in Commerce, Economics, Business or equivalent qualification from a recognized institution
- iii) Working experience of not less than twelve (12) years, five (5) of which must have been in a Senior Management position at the Corporation or in a comparable organization in the Public Service or private sector
- iv) Knowledge of rail and marine business products and services
- v) Be registered with the recognized relevant professional body
- vi) Membership to the recognized relevant professional Institution in good standing
- vii) Valid Annual Practicing License where applicable
- viii) Certificate in Leadership Course lasting not less four (4) weeks from a recognized institution
- ix) Proficiency in computer applications
- x) Meets the requirements of Chapter Six of the Constitution of Kenya 2010.

CORPORATE AUDIT MANAGER-KRBR146

Reporting to: The General Manager Internal Audit

Employment type: 5 years renewable contract subject to retirement and performance

Work Station: Nairobi

Duties and Responsibilities

- i) Determining the objectives and scope of audit and develop overall programme for approval
- ii) Supervising and assigning resources to Audit teams and assigning tasks to achieve audit objectives
- iii) Executing audit in accordance with Auditing standards;
- iv) Reviewing Audit reports from Audit teams to ensure quality and achievement of Audit objective
- v) Liaising with Management and auditees in the planning and conducting of audit assignment
- vi) Reviewing work papers, evidence and reports of the audit team to ensure that audit conclusions are consistent with the evidence received and well-documented
- vii) Coordinating and conducting exit audit meeting/conferences with Management of the audited area to discuss findings, emerging risks and actions to address identified risks
- viii) Following up on audit recommendations to confirm the adequacy of implementation of agreed action plan
- ix) Providing monthly progress reports and comparing audits performed against approved Annual Audit Plan.
- x) Identifying, implementing and benchmarking best practices in internal audit Preparing Board audit committee papers and minutes, Policies and procedures
- xi) Monitoring the budget of internal audits

Required Qualifications

- i) Master's Degree in any of the following: Business Administration, Finance, equivalent qualification from a recognized Institution.
- ii) Bachelor's Degree in Commerce (Accounting or Finance option) or other recognized equivalent qualifications
- iii) A minimum Ten (10) years' experience as an Internal Auditor and at least (3) years in a Management role at the Corporation or

comparable organization 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
- v) Member of Institute of Certified Public Accountant of Kenya (ICPAK) and or Institute of Internal Auditors of Kenya (IIA-Kenya).
- vi) Management Course lasting not less than four (4) weeks from a recognized institution
- vii) Computer Proficiency
- viii) Meets the requirements of Chapter Six of the Constitution of Kenya 2010.

PROPERTY MANAGER-KRBR147

Reporting to: The General Manager Business and Commercial

Employment type: 5 years renewable contract subject to retirement and performance

Work Station: Nairobi

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
- 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.

Required Qualification

- i) Master's Degree in Land Economics, Land Administration, or Real Estate from a university recognized in Kenya.
- ii) Bachelor's 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) Minimum Ten (10) years' experience in property management and at least (3) years in a Management role at the Corporation or comparable organization in the Public Service or in the Private Sector
- v) Must be registered by any of the following bodies: Institution of Surveyors of Kenya, Estate Agents Registration Board, valuer Registration Board, and any other relevant and recognized professional body
- vi) Current valid practicing License from Valuer Registration Board
- vii) Management Course lasting not less than four (4) weeks from a recognized institution
- viii) Computer Proficiency
- ix) Meets the requirements of Chapter Six of the Constitution of Kenya 2010.

