



## DETAILED JOB DESCRIPTION

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### 1. **MANAGER CIVIL ENGINEERING - KRBR162**

**Reporting to:** General Manager - Engineering & Technical Services

**Employment Type:** Five (5) Year renewable Contract Subject to retirement age and performance

**Work Station:** Nairobi

#### **Duties and Responsibilities**

- i) Participates in project conceptualization and preparation of identified infrastructure and landed asset projects.
- ii) Responsible for implementation of approved railway infrastructure and landed asset projects.
- iii) Manages outsourced contractors/ consultants.
- iv) Certifies payment certificates for outsourced contractors.
- v) Participates in stakeholder engagement to create awareness and support of the corporation's infrastructure projects.
- vi) Leads in preparation and implementation of the divisional annual budget, procurement and disposal plan.
- vii) Provides mentorship and professional growth strategies for divisional officers and ensuring compliance with CPD requirements.
- viii) Facilitates development of engineering development and maintenance policies and standards.
- ix) Responsible for planning and development of major rehabilitation and renovation works.
- x) Responsible for planning, execution and maintenance of permanent way infrastructure, bridges, civil works and signaling and telecommunication.
- xi) Responsible for tools, plant & equipment's (Heavy earth moving equipment, ballast tamping machines etc.) for maintenance and capital works.
- xii) Responsible for production facilities (depots, sleeper press).

- xiii) Oversees the determination of maximum allowable section speed and imposition and lifting of Temporary Speed Restrictions across the network and imposition of strategic line blocks.
- xiv) Facilitates approval for movement of out of gauge load in accordance to the standard dimensions.
- xv) Participates in preparation and updating of asset register for the railway and marine infrastructure.
- xvi) Reviews and provides guidance on way leave application on railway right of Way to ensure railway safety is safeguarded.
- xvii) Undertakes regular track inspection throughout the network to ensure maintenance schedules and practices are adhered to.
- xviii) Ensure track availability for train operations as per best industry practice.
- xix) Oversees investigation of railway accident/incidents in respect to Permanent Way Infrastructure for expeditious restoration of the line.
- xx) Champions safe working conditions for the department staff.
- xxi) Engages with other Government agencies on interaction of railway infrastructure with other modes of transport e.g. Road Authorities, pipeline, water service providers.
- xxii) Responsible for implementation of Quality Management System for the division by ensuring that business process meets the requirements of ISO9001:2015 standard Chairs the divisional meetings.
- xxiii) Responsible for divisional performance contracting targets and work plan in achieving departmental objectives.
- xxiv) Communicates management decisions affecting the Division.
- xxv) Identifies and keeps register and manages divisional risks.

### **Requirements for the job**

- i) Master's Degree in Engineering, Project/Communication Management or equivalent qualification from a recognized institution.
- ii) Bachelor's Degree in Civil/Electrical/Telecommunication or equivalent qualification from a recognized institution.
- iii) A Minimum of ten (10) year's relevant work experience, at least five (5) Years' experience in Senior Management position.
- iv) Registered by Engineers Board of Kenya as a professional Engineer
- v) Membership of the Institution of Engineers of Kenya (IEK) as a Corporate Member;
- vi) Valid Annual Practicing License from the Engineers Board of Kenya.

- vii) Undertaken a management course lasting not less than four (4) weeks from a recognized institution.
- viii) Certificate in Project Management
- ix) Proficiency in computer applications;
- x) Meets the requirements of Chapter Six of the Constitution of Kenya 2010

### **Skills and Competencies**

- i) Leadership skills
- ii) Oral and written communication skills
- iii) Report writing skills.
- iv) Information Technology proficiency.
- v) Interpersonal and negotiation skills.
- vi) Analytical skills
- vii) Proficiency in computer applications.