

KENYA PORTS AUTHORITY

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EXCITING JOB OPPORTUNITIES

Kenya Ports Authority is a State Corporation under the Ministry of Transport and Infrastructure established by an Act of Parliament on 20th January 1978 with the mandate to “maintain, operate, improve and regulate all scheduled seaports” situated along Kenya’s coastline.

The Authority is responsible for the operation and management of the Port of Mombasa, other small scheduled seaports, Inland Container Depots and liaison offices in Kampala, Kigali and Bujumbura that caters for all transit countries.

VISION - World class sea-ports of choice.

MISSION- To facilitate and promote global maritime trade through the provision of competitive port services.

OUR CORE VALUES - Customer focus-, Integrity, Team work and Care

The strategic objective of the Authority is to enhance productivity and reduce the cost of doing business through the following strategic initiatives;

- i) To be a Regional Hub
- ii) To Promote Principles of Good Corporate Governance
- iii) To Enhance Partnerships, Collaborations and Linkages
- iv) To Manage Business Risks
- v) To Enhance Financial Sustainability
- vi) To Enhance Labour Productivity
- vii) To Revitalize Inland Container Depots (ICDs)
- viii) To Develop a Growth Strategy for Small Ports

ix) To Develop and operationalize the Port of Lamu

The Authority is seeking to recruit high caliber professional Burundian citizen to fill the position of Administrative Assistant/Secretary Grade HG1/HM4 at its Bujumbura Liaison Office in Burundi.

A brief description of the role of this position, its tasks and responsibilities and the required qualifications is as follows:

POST OF ADMINISTRATIVE ASSISTANT/SECRETARY, GRADE HM4
POST NO. 740-9202, BUJUMBURA LIAISON OFFICE-BURUNDI

Reporting to the Marketing Executive-Burundi, the Administrative Assistant/Secretary will be responsible for general administrative duties that include staff and financial liaison.

TASK AND RESPONSIBILITIES

OVERALL OBJECTIVE

- Providing administrative support to the Marketing Executive(Burundi)
- Ensuring timely payment of rent and other office conservancies including electricity and water bills
- Ensuring motor-vehicles and medical insurance covers for staff are up to date.
- Coordinating the maintenance of office equipment and facility.
- Drafting correspondences of a general nature concerning staff, financial and accounting matters and preparing responses in respect of accounting and audit queries that may be raised from time to time.
- Communicating to staff relevant information, as guided by the Marketing Executive.

ACCOUNTING DUTIES

- Preparing and maintaining basic books of accounts and records
- Maintaining the office imprest accounts and making appropriate returns
- Monitoring of expenditures as a basis for budgetary control in the liaison office.
- Preparing and processing staff claims and third part payments including the liaison office sub-payroll.
- Maintaining the petty cash book and financial records pertaining to petty cash expenditure.

- Preparing bank reconciliation statements in US Dollars and local currency accounts on a monthly basis.
- Ensuring correctness and validity of transactions posted into the accounts and to safeguard the office against possible fraudulent practices.
- Examining of requests to incur expenditure against availability of funds to ensure that expenditure does not exceed allocations i.e. monitoring expenditure against available budget.
- Initiating timely process for replenishment of the imprest to ensure consistent availability of funds for timely implementation of a wide range of activities under the Bujumbura Liaison office.
- Initiating and following up on procurement matters for the liaison office.

CUSTOMER SERVICE DUTIES

- Performing general reception duties.
- Handling customer complaints as they arise.
- Receiving the daily port position for analyzing i.e. the general port position so that trends can be explained to clients.
- Responsible for customer care (providing customer care support through attendance to inquiries on services rendered at the Port of Mombasa).
- Is a co-signatory with the Marketing Executive (Burundi).

JOB SPECIFICATIONS

- Bachelor's degree preferably in Social Sciences from a reputable university
- Certificate in Customer Relations
- Excellent interpersonal and communication skills
- Basic accounting knowledge
- Certificate in Customer Relations will be an added advantage
- Customer Management Skills
- Problem Solving and analytic Skills
- ICT Skills
- Good spoken English with French and Kirundi.

EXPERIENCE

- At least 2 years relevant working experience in the service industry in an Administrative role

Kenya Ports Authority is an Equal Opportunity Employer (EOE) and committed to diversity and Gender equity.

Only successful candidates will be contacted

If your career profile matches the above requirements, please submit or e-mail your application with a detailed curriculum vitae indicating your qualifications, experience, present position, e-mail address and mobile telephone number with copies of certificates, testimonials and Identity Card on or before **16th February, 2018** to:

The Marketing Executive
Kenya Ports Authority
Bujumbura Liaison Office
6th Floor, Avenue Ngendandumwe
P.O Box 780
Bujumbura, Burundi

OR

To Office Email: bujumburaliaison@kpa.co.ke

Website: www.kpa.co.ke