



KENYA FERRY SERVICES LIMITED

Career Opportunities in Marine Transport Industry

Company Profile

Kenya Ferry Services is a State Corporation, established under the Companies Act (CAP 486) of the Laws of Kenya and operating under the Ministry of Transport, Infrastructure, Housing and Urban Development, mandated with the operation of ferries in the Country. The Company's headquarters are set along the expansive shores of the beautiful and splendid Indian Ocean overlooking the magnificent view of the channel at Peleleza, Likoni, Mombasa.

To strengthen its workforce, KFSL is seeking to recruit dynamic, highly driven and result oriented individuals for the following positions:

Engineering Department

1. Senior Engineering Technician (Mechanical) Grade FM V Ref: KFS/HR/SETM/07/2017 - 1 Post

Job Summary

Reporting to the Senior Engineer, the Senior Engineering Technician (Mechanical) will be responsible for co-ordinating routine, corrective and preventive maintenance of vessels and equipment onboard ferries.

Key Responsibilities

- Plan and supervise all mechanical maintenance activities;
- Prepare defects list for vessels' dry docking;
- Prepare and submit daily and monthly vessel maintenance reports;
- Overhaul engines, propellers, pumps, power generating sets, and other equipment;
- Initiate safety procedures onboard a vessel in case of emergency and;
- Initiate development of procurement plans for the mechanical section in the engineering department.

Required qualifications and experience

- A minimum of Higher Technical Diploma in Mechanical Engineering or related field from a recognized institution;
- Be a member of a professional engineering body or its equivalent;
- Possession of Standard Training for Certification and Watch keeping (STCW);
- Possession of Marine Equipment Specialist Certificate will be an added advantage;
- Must have a minimum of six (6) years relevant working experience preferably in marine transport industry with at least three (3) years working experience as an Engineering Technician or similar and comparable position; and
- Demonstrable experience in writing, analyzing and communicating complex engineering reports.



2. Engineering Technician (Mechanical) Grade FM VI Ref: KFS/HR/ETM/07/2017 - 3 Posts

Job Summary

Reporting to the Senior Engineering Technician, the Engineering Technician (Mechanical) will be responsible for co-ordinating routine, corrective and preventive maintenance of vessels and equipment onboard ferries.

Key Responsibilities

- Prepare defects list for vessels' dry docking;
- Prepare and submit daily and monthly vessel maintenance reports;
- Overhaul engines, propellers, pumps, power generating sets, and other equipment;
- Initiate safety procedures onboard a vessel in case of emergency and;
- Initiate development of procurement plans for the mechanical section in the engineering department.

Required qualifications and experience

- A minimum of Technical Diploma in Mechanical Engineering or related field from a recognized institution;
- Possession of Standard Training for Certification and Watch keeping (STCW);
- Possession of Marine Equipment Specialist Certificate will be an added advantage;
- Must have a minimum of six (6) years relevant working experience preferably in marine transport; and
- Demonstrable experience in technical skills, ability to write, analyze and communicate technical reports.

3. Engineering Technician (Electrical) Grade FM VI Ref: KFS/HR/ETE/07/2017 - 1 Post

Job Summary

Reporting to the Senior Engineering Technician (Electrical), the Engineering Technician (Electrical) will be responsible for ensuring electrical machinery, equipment and installations are operational and well maintained.

Key Responsibilities

- Trouble-shoot ferries and infrastructure electrical systems-lighting, wiring and alarms;
- Service and maintain electrical machines: motors, pumps batteries and communication equipment;
- Pre-sea checks of vessels;
- Carry out electrical installations; and
- Carry out preventative maintenance.

Required qualifications and experience

- A minimum of Technical Diploma in Electrical Engineering;
- Possession of Standard Training for Certification and Watch keeping (STCW);

- Possession of Marine Equipment Specialist Certificate will be an added advantage;
- Must have a minimum of six (6) years relevant working experience preferably in marine transport industry; and
- Demonstrable experience in technical skills, ability to write, analyze and communicate technical reports.

Operations Department

4. Coxswain- Grade VI- Ref: KFS/HR/COX/08/2017- 2 Posts

Job Summary

Reporting to the Senior Operations Officer (Coxswain), the Coxswain will be responsible for navigating the ferry across the Likoni channel in order to meet customers' requirements ie ferrying passengers, vehicles and goods across the channel in a scheduled time.

Key Responsibilities

- Ascertain ability and soundness of the ferry through pre-sea checks;
- Steer the vessel during un-berthing or mooring;
- Pilot or navigate the ferry safely and efficiently across the channel and ensuring safety of passengers, crews, vehicles, bikes, handcarts, goods and equipment;
- Log departure and arrivals of ferry journeys and incidents;
- Communicate and respond to calls from Kenya Port Authority control tower among other stations, on the movement of inbound and out bound vessels;
- Provide directions and instructions during emergencies; and
- Disseminate relevant safety information, instructions and guidance to ferry users onboard through the Public Address System.

Required qualifications and experience

- A minimum of Diploma in Social Science/ Management or related field from a recognized institution.
- Possession of Coxswains Certificate of Competency;
- Possession of Standard Training for Certification and Watch keeping (STCW);
- Possession of Sea fares (ITF) will be an added advantage;
- Three (3) years' relevant working experience in marine transport industry.
- Demonstrable experience in technical skills, ability to write, analyze and communicate technical reports.

5. Assistant Operations Officer - Grade FMVI: Ref: KFS/HR/AOO/08/2017- 1 Post

Job Summary

Reporting to the Senior Operations Officer, the Assistant Operations Officer will be responsible for allocating duties to operational staff and oversee smooth running of operations.

Key Responsibilities

- Coordinate movement and availability of ferries as per operational schedule;
- Consolidate traffic sheets and pre-sea checks for records taking and ferry performance;
- Monitor flow of traffic to ensure safe service;
- Ensure operational staff are equipped with necessary working equipment;
- Ensure staff availability as per rota; and
- Ensure staff perform their duties as assigned.

Required qualifications and experience

- A minimum of Diploma in in Social Science/Management or any other related field from a recognized institution;
- Possession of Bachelors degree in Social Science/ Management will be an added advantage;
- Possession of Standard Training for Certification and Watch keeping (STCW);
- Possession of Sea fares (ITF) will be an added advantage;
- Three (3) years relevant working experience preferably in marine transport industry; and
- Demonstrable ability to write, analyze and communicate complex reports.

6. Senior Deckhand – FU2 - Ref: KFS/HR/SDH/08/2017- 1 Post

Job Summary

Reporting to the Assistant Operations Officer, the Senior Deckhand will be responsible for ensuring full economic utilisation of parking slot on the deck of operating ferries and to guide and direct vehicles and other users utilising the ferries.

Key Responsibilities

- Direct vehicles to proper parking slot on vessel;
- Oversee security on board the ferry;
- Safe loading and unloading of vessels;
- Moor vessels and attend to the ropes;
- Ensure strict adherence to the loading/ unloading procedures as laid down in the Quality Management System (QMS) procedures for Operations Department; and
- Guide trainee deckhands during job orientation onboard ferry;

Required qualifications and experience

- Minimum of KCSE or its equivalent from a recognized institution;
- Possession of Standard Training for Certification and Watch keeping (STCW);
- Possession of Sea fares (ITF) will be an added advantage;
- Six (6) years working experience in marine transport industry three (3) of which must have been as a Deckhand or a comparable position;
- Demonstrable ability to read, write and perform simple arithmetic calculations;
- Demonstrable communication skills; and
- Familiarity with standardized work procedures.

7. Ramp Controller - Grade FU2 - Ref: KFS/HR/RCR/08/2017- 1 Post

Job Summary

Reporting to the Assistant Operations Officer, the Ramp Controller will be responsible for ensuring safe loading of both vehicles and human traffic on a waiting ferry in regard to the segregation procedures.

Key Responsibilities

- Arrange vehicles and other automobiles on the ramp motor lanes in their categories, before boarding a ferry;
- Direct and guide embarking vehicles, motor cycle, bikes, handcarts, and pedestrians to a waiting ferry, observing segregation procedure;
- Coordinate with the coxswain on the timely movement of the operating ferries guiding on safe landing at the ramp;
- Oversee both safety and security at the ramp approaches and attending to any incident; and
- Orient and train new recruits.

Required qualifications and experience

- Minimum of KCSE or its equivalent from a recognized institution;
- Possession of Standard Training for Certification and Watch keeping (STCW);
- Possession of Sea fares (ITF) will be an added advantage;
- Three (3) years working experience in marine transport industry;
- Demonstrable ability to read, write and perform simple arithmetic calculations;
- Demonstrable communication skills; and
- Familiarity with standardized work procedures.

8. Deckhand - Grade FU3 - Ref: KFS/HR/DHD/08/2017- 1 Post

Job Summary

Reporting to the Assistant Operations Officer, the Deckhand will be responsible for ensuring full economic utilisation of parking slot on the deck of operating ferries and to guide and direct vehicles and other users utilising the ferries.

Key Responsibilities

- Direct vehicles to proper parking slot on vessel;
- Oversee security on board the ferry;
- Safe loading and unloading of vessels;
- Moor vessels and attend to the ropes;
- Ensure strict adherence to the loading/ unloading procedures as laid down in the Quality Management System (QMS) procedures for Operations Department; and
- Guide trainee deckhands during job orientation onboard ferry;

Required qualifications and experience

- Minimum of KCSE or its equivalent from a recognized institution;
- Possession of Standard Training for Certification and Watch keeping (STCW);

- Possession of Sea fares (ITF) will be an added advantage;
- Three (3) years working experience in marine transport industry;
- Demonstrable ability to read, write and perform simple arithmetic calculations;
- Demonstrable communication skills; and
- Familiarity with standardized work procedures.

FINANCE DEPARTMENT

9. Toll Inspector- Grade FU2- Ref: KFS/HR/TIR/08/2017- 1 Post

Job Summary

Reporting to the Senior Revenue Toll Inspector, the Toll Inspector will be responsible for toll revenue authorization of vehicular valid tickets boarding the ferries and guiding motorists on boarding procedures.

Key Responsibilities

- Check on tickets validity and fill in the check lists;
- Prepare occurrence reports;
- Extract daily sales and units reports;
- Check on validity of ferry passes;
- Follow up on motorists who evade paying toll charges to ensure they do not go away without paying;
- Monitoring toll cashiers; Advise toll cashiers on when to ticket heavy trucks;
- Issue stationery to toll cashiers, that is manual receipts, checklists and pens where there is a system failure; and
- Enforce penalties where necessary.

Required Qualifications and Experience

- Accounts Technician Diploma or its equivalent from a recognized institution;
- Six (6) years relevant working experience;
- Demonstrable technical skills in accounting; and
- Demonstrable communication, report writing and numeric skills;

HUMAN RESOURCE AND ADMINISTRATION DEPARTMENT

10. Administrative Assistant- Grade FM VI Ref: KFS/HR/ADA/08/2017 - 1 Post

Job Summary

Reporting to the Senior Human Resource Officer, the Administrative Assistant will be responsible for administration of key essential services and utilities in the organization.

Key Responsibilities

- Ensure all employees in the Department have working spaces and necessary tools;
- Maintaining and updating confidential records;
- Administer supply of utilities such as water and electricity;

- Coordinate declaration of income, Assets and Liabilities exercise as per Public Officer Ethics Act, 2003;
- Ensure safety of station of work;
- Handling mails, telephone calls and all forms of communication;
- Coordinate activities within the department and particularly the Head of Department's office;
- Handling enquiries directed at the Head of Department;
- Processing instructions and communication from the Head of Department and;
- Facilitate travel arrangements for Heads of Department.

Required qualifications and experience

- A minimum of Diploma in Secretarial Studies or Business Administration or related field from a recognized institution;
- Must have a minimum of three (3) years relevant working experience; and
- Demonstrable experience in computer skills, customer care and ability to communicate verbally and orally.

11. Senior Driver- Grade FU2- Ref: KFS/HR/SDR/08/2017- 1 Post

Job Summary

Reporting to the Senior Human Resource Officer, the Senior Driver will be responsible for facilitating staff movement, that is, driving staff to and from KFS, and ensuring KFS and other stakeholders get mail at the right time daily.

Key Responsibilities

- Facilitate movement of company officials, dignitaries and KFS staff on official duty to assigned destinations;
- Carry out health checks and cleanliness on allotted duty vehicle; and
- Run errands such as delivery and collection of mail and newspapers to their respective destinations when required.

Required Qualifications and Experience

- Minimum of Kenya Secondary School Certificate (KCSE) or its equivalent from a recognized institution;
- Possession of Valid BCEFG driving license;
- Possession of First Aid Course from St. John Ambulance or KIHBT or any other recognized institution;
- Possession of Defensive Driving Certificate from Automobile Association (AA) of Kenya or its equivalent from a recognized institution;
- Possession of a valid Certificate of Good Conduct from Criminal Investigations Department;
- Possession of suitability Test for Drivers Grade III will be an added advantage;
- Possession of Occupational Trade Test III will be an added advantage;
- Six (6) years relevant working experience; and
- Demonstrable interpersonal and communication skills.

12. General Ferry Attendant- Grade FU5- Ref: KFS/HR/GFA/08/2017- 1 Post

Job Summary

Reporting to the Senior Administrative Assistant, the General Ferry Attendant will be responsible for creating a healthy, safe and clean environment to achieve company objectives.

Key Responsibilities

- Wash and sweep vessels cabins and toll collection booths;
- Scrub booths and ramps;
- Drain vessels and booths during rainy season;
- Whitewash ramps; and
- Raise flags on ferries and compound

Required Qualifications and Experience

- Minimum of Kenya Secondary School Certificate (KCSE) or its equivalent from a recognized institution;
- Possession of First Aid Course from St. John Ambulance or KIHBT or any other recognized institution;
- Possession of Health and Safety Certification or its equivalent from a recognized institution;
- Three (3) years relevant working experience;
- Demonstrable ability to read, write and perform simple arithmetic calculations;
- Demonstrable communication skills; and
- Familiarity with standardized work procedures.

INTERNAL AUDIT SECTION

13. Internal Audit Assistant - Grade FU1 - Ref: KFS/HR/IAA/08/2017 - 1 Post

Job Summary

Reporting to Principal Internal Auditor, the Internal Auditor will be responsible for ensuring effective and efficient execution of KFS internal audit mandate and functions.

Key Responsibilities

- Provide clerical and other support services to audit teams;
- Check petty cash payments for authority and supporting documents;
- Verify cash receipts at petty cashier's office and subsequent banking;
- Carry out random checks on board the vessels to ensure validity of toll tickets;
- Verify waybills against checklist and point of sale (POS) audit reports; and
- Gather audit evidence and file as guided;

Required qualifications and experience

- Minimum of Bachelors degree in Accounting/ Finance/ Economics;
- 6 years relevant working experience;
- Demonstrable technical skills in auditing; and
- Demonstrable communication, report writing and numeric skills;

14. Customer Relations Assistant- Grade FU3- Ref: KFS/HR/CRA/08/2017- 1 Post

Job Summary

Reporting to the Customer Relations Officer, the Customer Relations Assistant will be responsible for ensuring customer complaints, enquiries, compliments are well handled to exceed their expectations and provide and improve image of the company by giving immediate and timely information to the public.

Key Responsibilities

- Make announcements to all ferry users;
- Disseminate safety information to passengers and motorists boarding and disembarking the ferries;
- Attend to customers' complaints and address issues where possible;
- Prepare customers interaction records, that is enquiries, complaints, comments, action taken; and
- Assist in implementation of recommendations arising from the customer satisfaction surveys.

Required Qualifications and Experience

- Possession of Diploma in Communications/ Public Relations/ Journalism or its equivalent from a recognized institution;
- Three (3) years relevant working experience;
- Demonstrable computer skills;
- Demonstrable ability to write and analyze complex reports; and
- Demonstrable numeric, interpersonal and communication skills.

GUIDELINES

Applications, accompanied by a detailed CV containing academic qualifications, professional qualifications, work experience, current and expected remuneration, e-mail addresses, day telephone contacts as well as copies of relevant certificates, testimonials, national identification card, are invited from persons qualified for the positions described above. The applicants should also provide names, telephone numbers and contact addresses of at least three professional referees who are knowledgeable about their competence and area of specialization. The applicants should request their professional referees to submit their references directly to the undersigned.

Applications and professional referees' confidential reports on the applicant's suitability for the position should be sent to the undersigned to be received on or before **8th September, 2017**;

The Managing Director,
Kenya Ferry Services Limited,



Headquarters Office,
Gaza Road, Off Mwinyi Babu Road - Peleleza
P.O. Box 96242 - 80110,
MOMBASA.

The reference number and title of the position applied for **MUST** be clearly indicated on the **ENVELOPE**.

Kenya Ferry Services is an equal opportunity employer committed to diversity and gender equity within the organization. Applicants comprising persons living with disabilities (PWDs), those from marginalized areas and women are encouraged to apply.

TERMS OF SERVICE AND REMUNERATION

All the above positions are challenging and offer attractive and competitive remuneration packages which include basic salary, house allowance, medical cover, leave travel allowance and other benefits in accordance with the Kenya Government Public Service guidelines.

SELECTION COMMUNIQUE

Applications without relevant qualifications, copies of documentation/ details as sought for will not be considered. Any form of Canvassing will lead to automatic disqualification. Only shortlisted candidates shall be contacted.

“Kenya Ferry Services Limited is an Equal Opportunity Employer.

