



REPUBLIC OF KENYA



NAIROBI METROPOLITAN AREA TRANSPORT AUTHORITY

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**RECOMMENDATION FOR FILLING VACANCIES EITHER BY  
APPOINTMENT OF CANDIDATES IN THE NAIROBI METROPOLITAN AREA  
TRANSPORT AUTHORITY**

**THE BOARD OF DIRECTORS  
NAIROBI METROPOLITAN AREA TRANSPORT AUTHORITY  
P.O. BOX 30117 - 00100,  
NAIROBI.**

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**1. DIRECTOR, CORPORATE SERVICES NaMATA GRADE 2 ONE (1) post -  
Three-Year Contract renewable**

The Director Corporate Services is responsible to the Director General for providing corporate services support to technical directorates and divisions by leading, overseeing and coordinating the functions of Finance and Accounts, Human Resource and Administration, Information and Communications Technology and Corporate Communications to improve organizational processes, quality, productivity, and efficiency.

**(a) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) A Minimum of twelve (12) years relevant work experience and at least four (4) in a senior management role in the Public Service or Private Sector;
- (ii) Master's Degree in any of the following; Public Administration, Business Administration, Human Resource Management, Public Communications or any other equivalent qualification from a recognized institution; and
- (iii) Bachelor's Degree in either Public Administration, Business Administration, Human Resource Management, Public Communications or any other equivalent qualification from a recognized institution.
- (iv) Leadership Course lasting not less than four (4) weeks from a recognized institution.

- (v) Registered with the respective professional body and in good standing.

**(b) Duties and Responsibilities**

Specifically, duties and responsibilities will entail:

- (i) Plan, Coordinate, organize and oversee the corporate services functions including the activities of Human Resource and Administration, Information and Communication Technology, finance and accounts divisions, departments, sections and units;
- (ii) Oversee the development of policies, plans and strategies in the functional areas of Finance, HR and Administration, Information and Communication Technology services;
- (iii) Oversee the development and implementation of sound financial management policies and procedures for the Authority;
- (iv) Foster a team work culture to promote productivity that reflects the values which facilitate performance, professionalism and innovation by staff throughout the Authority;
- (v) Coordinate the Authority's Management Information Systems and security;
- (vi) Coordinate the development of technological infrastructure in line with the Authority's service provision demands and goals;
- (vii) Provide technical, strategic and policy advice on ICT matters and implementation of various ICT work processes, procedures and other administrative related matters;
- (viii) Oversee management and coordination of all outsourced professional/contractual services;
- (ix) Coordinate the provision of security services
- (x) Spearhead the development of resource mobilization strategies for the Authority;
- (xi) Coordinate the Monitoring and evaluation of the Authorities Projects and programs;
- (xii) Oversee human capital management and development to ensure that the Authority has the right and sufficient human resource to meet its objectives;
- (xiii) Facilitate the planning, development and review of the Authorities strategic plan process;
- (xiv) Coordinate the development of the Directorate's Services business plans in line with the overall strategic objectives and performance contracts; and
- (xv) Oversee the implementation of Corporate service projects;
- (xvi) Provide mentorship, coaching and training programs to the Authority's staff;
- (xvii) Oversee performance management in the Directorate;
- (xviii) Ensure alignment of policies, strategies and programmes of the Corporate Services function to the overall organizational strategies and objectives; and
- (xix) Mentor, coach and counsel staff.

- (xx) Work closely with the various divisional heads to Implement strategies, policies and plans;
- (xxi) Monitor compliance with all legislative requirements relating to corporate services;
- (xxii) Facilitate the HR and Administration Division with recruitment of staff;
- (xxiii) Provide support to the development and implementation of internal control systems for the corporate services directorate;
- (xxiv) Facilitate the implementation of Authority's strategic plan;
- (xxv) Help the Authority establish a records management system for effect operation;
- (xxvi) Provide guidance in the preparation and submission Directorate's reports;
- (xxvii) Review and validate Board and Management Papers;
- (xxviii) Help promote a working culture among the corporate services staff;
- (xxix) Help identify and address opportunities and challenges within the Directorate;
- (xxx) Help to build alliances and partnership between staff and other management team; and
- (xxxi) Set performance target for the directorate and appraise staff performance;

**(c) Functional Skills, Behavioral Competencies/Attributes**

- (i) Analytical skills
- (ii) Communication skills
- (iii) Strategic and innovative thinking
- (iv) Interpersonal skills
- (v) Ability to mobilize resources
- (vi) Negotiation skills