



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, GENERAL NaMATA GRADE 1 ONE (1) post - Three-Year Contract renewable**

The Director General/Chief Executive Officer (CEO) is responsible to the Board for overall strategic policy direction and coordination of all matters related to the operations and administration of the Authority for achievement of the goals, vision, mission and mandate of establishing an integrated, efficient, effective and sustainable public transport system within the Nairobi Metropolitan.

#### **(a) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) A minimum period of fifteen (15) years' relevant work experience, five (5) years of which must be in a Senior Management role in the Public Sector;
- (ii) Bachelor degree in a Civil Engineering, Transport Management, Transport Economics, Urban Planning, or any other relevant and equivalent qualifications from a recognized University;
- (iii) Master's degree in engineering from a University recognized by the Council for Higher Education;
- (iv) Has knowledge and experience in any of the following fields:
  - a. transport economics;
  - b. civil engineering;
  - c. traffic engineering;
  - d. urban planning and management; or
  - e. any other relevant field.
- (v) Professional qualification and membership to a professional body and in good standing ;

- (vi) Experience in leadership for example having undertaken a leadership course lasting not less than four (4) weeks from a recognized institution;
- (vii) Proficiency in relevant computer skills
- (viii) Fulfil the requirements of Chapter Six of the Constitution.

**(c) Duties and Responsibilities**

Specifically, duties and responsibilities will entail:

- (i) Chief Executive Officer of the Authority;
- (ii) Spearheads the formulation of policies and planning for the Authority;
- (iii) Provides strategic leadership in the overall management, coordination and execution of the Authority's mandate;
- (iv) Oversees the development and implementation of the Authority's vision, mission;
- (v) Leads the development and execution of Authority's short and long-term strategies;
- (vi) Oversees the formulation and implementation of Authority's policies, laws and regulations for the Public Transport Sector;
- (vii) Advises the Board and Government on all matters relating to the implementation of the policies and legal framework from which the organization's mandate is driven;
- (viii) Spearheads the development of long term strategies, business plans and annual operating budgets;
- (ix) Spearheads stakeholder management and enhancement of corporate image of the Authority;
- (x) Serves as an accounting officer for the Authority.
- (xi) Oversees the setting of SMART and measurable organizational goals;
- (xii) Oversees the provision of regular communication to the Board and the management staff on key technical, financial and administrative matters;
- (xiii) Oversees the Planning, Engineering and the implementation of strategies to bring the organizational vision to reality;
- (xiv) Serves as the Authority's public relations by exemplifying model behaviour depicting the organization's working culture, value, vision, goals and reputation;
- (xv) Spearheads the tracking and reviewing of development of regulatory requirements for the public transport industry;
- (xvi) Spearheads the tracking and reviewing of the Authority's performance in achieving its long-term goals;

- (xvii) Ensures continuous achievement of the Authority's financial and operating goals and objectives;
- (xviii) Oversees the Authority's overall budgetary planning process by forecasting financial requirements and developing an annual budget to allocate financial resources in consideration of administrative, projects and programmes of the Authority and presenting the same for the board's approval;
- (xix) Coordinates the collaboration with external finance agencies for resource mobilization and development of various financial models;
- (xx) Provides linkage with implementing agencies on implementation of MRTS programmes;
- (xxi) Spearheads the planning and implementation of the Authority's corporate social responsibility;
- (xxii) Coordinates with stakeholder agencies on the planning, regulation and supply of adequate and effective mass rapid transit system;
- (xxiii) Oversees the transition and transformation of the public transport sector in liaison with the stakeholders.
- (xxiv) Evaluates the work and performance of other management staff within the Authority;
- (xxv) Ensures staff and board have sufficient and up to date information through regular meetings;
- (xxvi) Oversees change management opportunities within the organization;
- (xxvii) Oversees Board operations and administration while interfacing between board and employees as well as Authority and the members of the public;
- (xxviii) Oversees all staff courses of action in the operations of the Authority;
- (xxix) Oversees the development and implementation of operational plans of the Authority;
- (xxx) Participates in recruitment, selection and evaluation of Senior Officer and management staff;
- (xxxi) Spearheads board orientation and self-evaluation;
- (xxxii) Oversees the design and delivery of quality organizational programs and services;
- (xxxiii) Oversees the prudent management of the organization's resources including human, financial and physical resources;
- (xxxiv) Ensures the human resources of the Authority is managed

according to authorized personnel policies and procedures that fully conforms with relevant laws and regulations;

- (xxxv) Oversees the consistent branding and presentation of the Authority's mission, vision, strategies and programs to the relevant stakeholders;
- (xxxvi) Oversees identification, planning, development, implementing and managing of resource requirements, proposals and records of documentation for funds raised;
- (xxxvii) Spearheads the overall success of the Authority through making top-level decisions;
- (xxxviii) Spearheads the adherence to the Risk management Manual.

**(b) 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