



VACANCY ANNOUNCEMENTS

The Nairobi Metropolitan Area Transport Authority (NaMATA) is a State Corporation, established via the Nairobi Metropolitan Area Transport Authority Order, 2017 (Legal Notice No. 18 of 2017), covering the five (5) Counties that make the Metropolitan area, namely, Nairobi, Kajiado, Machakos, Muranga and Kiambu.

NaMATA has the responsibility of planning, regulating and coordinating the supply of adequate and effective Mass Rapid Transit System (MRTS) in the Nairobi Metropolitan Area (NMA). Pursuant to the provisions of the Legal Notice No. 18 of 2017, the Board of Directors invites applications from suitably qualified Kenyans citizens who wish to be considered for various positions as follows:

| S/ No. | POSITION | JOB VACANCY No. | JOB GRADE | No. OF POSITIONS |
|--------------|---|-------------------|-----------|------------------|
| 1 | Director (Commuter Rail) | NaMATA/HR/02/2023 | 2 | 1 |
| 2 | Director (Corporate Services) | NaMATA/HR/03/2023 | 2 | 1 |
| 3 | Deputy Director (Communications) | NaMATA/HR/04/2023 | 3 | 1 |
| 4 | Deputy Director (Supply Chain Management) | NaMATA/HR/05/2023 | 3 | 1 |
| 5 | Deputy Director (Finance & Accounts) | NaMATA/HR/06/2023 | 3 | 1 |
| 6 | Deputy Director (Internal Audit) | NaMATA/HR/07/2023 | 3 | 1 |
| 7 | Deputy Director (Environment & Safety) | NaMATA/HR/08/2023 | 3 | 1 |
| 8 | Principal Officer Finance & Accounts | NaMATA/HR/09/2023 | 4 | 1 |
| 9 | Principal Officer Administration | NaMATA/HR/10/2023 | 4 | 1 |
| 10 | Principal Supply Chain Management Officer | NaMATA/HR/11/2023 | 4 | 1 |
| 11 | Senior Research & Development Officer | NaMATA/HR/12/2023 | 5 | 1 |
| 12 | Senior Officer (Risk Management) | NaMATA/HR/13/2023 | 6 | 1 |
| 13 | Senior Environmental & Safety Officer | NaMATA/HR/14/2023 | 6 | 1 |
| 14 | Network Development & Management Officer | NaMATA/HR/15/2023 | 6 | 2 |
| 15 | Infrastructure Development Officer | NaMATA/HR/16/2023 | 6 | 2 |
| 16 | Information & Communications Technology Officer | NaMATA/HR/17/2023 | 6 | 1 |
| 17 | Environmental Officer | NaMATA/HR/18/2023 | 6 | 1 |
| 18 | Legal Officer | NaMATA/HR/19/2023 | 6 | 2 |
| 19 | Records Management Officer | NaMATA/HR/20/2023 | 6 | 1 |
| 20 | Accountant | NaMATA/HR/21/2023 | 6 | 1 |
| 21 | Finance Officer | NaMATA/HR/22/2023 | 6 | 1 |
| 22 | Senior Assistant Legal Clerk | NaMATA/HR/23/2023 | 7 | 2 |
| 23 | Office Administrator | NaMATA/HR/24/2023 | 7 | 2 |
| 24 | Driver | NaMATA/HR/25/2023 | 9 | 2 |
| 25 | Office Assistant | NaMATA/HR/26/2023 | 10 | 1 |
| TOTAL | | | | 31 |

The details of the positions can be accessed via NaMATA's website: www.namata.go.ke.

Interested and qualified persons are invited to make their applications by submitting their applications for their positions of interest. The applicants should attach **COPIES** of the following documents to their applications:

- Cover Letter for the position of interest clearly indicating the Job Vacancy No.;
- Detailed Curriculum Vitae;
- National Identity Card;
- Academic and Professional Certificates;

Candidates who meet the requirements stipulated should submit their applications so as to reach the address shown below on **Tuesday, 12th September, 2023 at 12:00 noon**. Applications should include CVs with details of day time contacts, current and expected salary, notice period required to take up appointment, names and contacts of three (3) referees. Applicants must also attach copies of all Certificates/Testimonials, and copy of National ID / Passport. All applications **MUST** have the Job Vacancy No., clearly indicated on the envelope.

**The Director General,
Nairobi Metropolitan Area Transport Authority (NaMATA),
P. O. Box 30117 - 00100,
NAIROBI**

Or emailed to: recruitment@namata.go.ke or hand delivered and inserted in the Recruitment Box placed on the 6th Floor.

Successful applicants are expected to fulfill the requirements of Chapter Six (6) of the Constitution of Kenya, and **MUST** obtain and submit **VALID** clearance certificates from the following organizations upon offer of appointment:

- Individual Tax Compliance Certificate from the Kenya Revenue Authority (KRA);
- Higher Education Loans Board (HELB);
- Directorate of Criminal Investigation (Certificate of Good); and
- An Approved Credit Reference Bureau.

NaMATA is an Equal Opportunity Employer committed to diversity and gender equality. Persons living with disability (PWDs), women and those from marginalized areas are encouraged to apply.

Applications without the relevant qualifications, copies of documentation / details as sought for will not be considered.

Any form of canvassing shall lead to automatic disqualification.