



## NATIONAL TRANSPORT AND SAFETY AUTHORITY

---

### JOB ADVERTISEMENT

The National Transport and Safety Authority (NTSA) is a State Corporation established through an Act of Parliament; Act Number 33 of 26th October, 2012. The Authority is mandated with effectively managing the road transport sub-sector and minimizing road traffic accidents and loss of lives resulting therefrom.

Pursuant to this mandate, the Authority seeks to recruit highly motivated and results oriented candidates to fill the under mentioned positions:

#### **1. DIRECTOR, REGISTRATION AND LICENSING- REF: NTSA/03/2019/01**

The Director, Registration and Licensing will be part of the NTSA's Senior Management team and shall report to the Director General. The jobholder will oversee registration of motor vehicles/motor cycles, licensing, compliance and registration and licensing policy development.

#### **Key Duties and Responsibilities**

##### **a) Managerial / Supervisory Responsibilities**

- Provide continuous leadership, supervision, training and development of the directorate staff by ensuring an effective and motivated team;
- Ensure continuous improvement of the business processes and controls in the Directorate;
- Develop mechanisms for corporate consultation, increase public participation and involvement in Authority's policies and programs;
- Generate revenue for the Authority;
- Participate in the development and review of the Authority's Strategic Plan;
- Develop work plans and budgets for the Directorate;
- Oversee the execution of approved directorate work plans and budgets;
- Oversee performance management in the Directorate;
- Prepare and submit monthly, quarterly and annual reports for the directorate;
- Prepare Board and Management Papers for approval;
- Identify training needs for the personnel in the Directorate;
- Participate in the recruitment of staff and leave management within the Directorate;

- Identify procurement needs for the directorate;
- Mentor and coach directorate staff; and
- Participate in various committees in the Authority upon appointment.

#### **b) Technical Responsibilities / Tasks**

- Oversee registration of all motor vehicles and motorcycles in Kenya;
- Oversee transfer of motor vehicles in Kenya;
- Oversee issuance of motor vehicle records and placing of caveats;
- Oversee coordination of activities of all motorcycle dealers in Kenya;
- Oversee and coordinate licensing of all drivers;
- Oversee licensing of all public service vehicles operating in the country;
- Oversee licensing of motor vehicle dealers both new and used;
- Licensing of driving schools;
- Oversee licensing of tour vehicles;
- Oversee licensing of commercial vehicles;
- Coordinate compliance of PSV Regulations to ensure safety on the roads;
- Oversee licensing and issuance of PSV license and badges to drivers and conductors;
- Coordinate sensitization of stakeholders in the industry;
- Propose and advice on policy formulation within the public transport sector; and
- Address public enquiries and complaints related to motor vehicle registration and licensing.

#### **c) Policy Development**

- Develop, review and implement regulations, internal policies and procedures.
- Propose and advise on policy formulation within the public transport sector;

#### **Key Qualifications and Experience:**

To be appointed to this role, the successful candidate must be a Kenyan citizen and must possess the following key requirements:-

- At least fifteen (15) years relevant work experience, five (5) of which must have been at a senior management position in a large organization;
- Bachelor's Degree in Social Sciences, Business Administration, Economics, Commerce, Law, Engineering, Transport Management or a related field from a recognized institution;
- Master's Degree in Social Sciences, Business Administration, Economics, Commerce, Law, Engineering, Transport Management or related field from a recognized institution;

- Diploma in Urban Transport Management and Planning from a recognized institution is an added advantage;
- Attended Leadership Course lasting not less than four (4) weeks from a recognized institution;
- Computer proficiency;
- Proven experience in developing and reviewing policies and strategies in collaboration with diverse teams;
- Membership of a relevant professional body will be an added advantage;
- Working experience and knowledge of transport sector will be an added advantage.
- Been trained or have a demonstrable understanding in corporate governance/leadership;

### **Skills and Competencies**

- Excellent strategic leadership skills particularly in strategy execution, monitoring and evaluation;
- Highly accountable in decision making and of integrity;
- Demonstrable commercial experience;
- Excellent interpersonal and networking abilities;
- Excellent people management, organizational, reporting and stakeholder management skills;
- Ability to work in multi-cultural and multi-ethnic environments with sensitivity and respect for diversity;
- Negotiation and analytical skills; and
- Strong written and oral communication

## **2. DIRECTOR, ROAD SAFETY - REF: NTSA/03/2019/02**

Reporting to the Director General, the job holder will be responsible for promoting safe motoring culture in Kenya by providing strategic leadership and direction in formulation, implementation and enforcement of road safety prevention and mitigation policies and programmes in line with the Authority's Strategic Plan.

### **Key Duties and Responsibilities**

#### **a) Managerial / Supervisory Responsibilities**

- Provide continuous leadership, supervision, training and development of the directorate staff by ensuring an effective and motivated team;
- Ensure continuous improvement of the business processes and controls in the Directorate;

- Develop mechanisms for corporate consultation, increase public participation and involvement in Authority's policies and programs;
- Participate in the development and review of the Authority's Strategic Plan;
- Develop work plans and budgets for the directorate;
- Oversee the execution of approved directorate work plans and budgets;
- Oversee performance management in the directorate;
- Prepare and submit monthly, quarterly and annual reports for the Directorate;
- Prepare Board and Management Papers for approval;
- Identify training needs for the personnel in the directorate;
- Participate in the recruitment of staff and leave management within the Directorate;
- Identify procurement needs for the Directorate;
- Mentor and coach directorate staff; and
- Participate in various committees in the Authority upon appointment.

#### **b) Technical Responsibilities / Tasks**

- Lead in development and implementation of road safety policies and strategies in line with NTSA's Vision, Mission and Mandate;
- Coordinate the development, promotion and implementation of the Authority's strategic working documents including Road Safety Action Plan as well as operational plans;
- Advise on long-term road safety strategic plans and establish effective internal monitoring and control systems and procedures to ensure realization of the Authority's road safety strategic goals;
- Build partnerships with other road safety agencies, governmental, international and national organizations and coordinate the road safety resource mobilization efforts;
- Coordinate the development of a functioning Road Safety Crash Data System in the country;
- Develop a monitoring and evaluation framework to check the progress of implementation of road safety action plans both at the national and county level and make appropriate corrective measures;
- Support the design, planning, execution and monitoring of the overall road safety strategic plan with the objective of making Kenyan roads safe;
- Initiate and coordinate road safety research, audit and awareness programmes;
- Coordinate the Transport and Safety Committees at the County level;
- Propose effective road safety programmes and interventions on speeding, drunk driving, pedestrian safety, and general compliance;
- Seek and build sustainable, mutually beneficial and collaborative relationships and networks with all stakeholders in road transport sub-sector; and
- Coordinate all the agencies involved in road safety programmes.

### **c) Policy Development**

- Develop, review and implement regulations, internal policies and procedures.
- Propose and advise on policy formulation within the public transport sector;

#### **Key Qualifications and Experience:**

To be appointed to this role, the successful candidate must be a Kenyan citizen and must possess the following key requirements:-

- At least fifteen (15) years relevant work experience, five (5) of which must have been at a senior management position in a large organization;
- Bachelor's degree in Social Sciences, Education, Public Administration, Business Administration, Law, Engineering or a related field from a recognized institution;
- Master's Degree in Social Sciences, Education, Public Administration, Business Administration, Law, Engineering or a related field from a recognized institution;
- Attended Leadership Course lasting not less than four (4) weeks from a recognized institution;
- Computer proficiency;
- Demonstrate knowledge and experience of Road safety or involvement in Road Safety matters.
- Proven ability to develop policies and strategies in collaboration with diverse teams;
- Exemplary leadership & administrative skills;
- Visionary, transformative and result-oriented strategic thinker;
- Ability to work in multi-cultural and multi-ethnic environment with sensitivity and respect for diversity;
- Excellent negotiation, communication and lobbying skills; and
- Ability to drive change and innovation.

#### **Skills and Competencies**

- Excellent strategic leadership skills particularly in strategy execution, monitoring and evaluation;
- Highly accountable in decision making and of integrity;
- Excellent interpersonal and networking abilities;
- Excellent organizational, reporting and stakeholder management skills;
- Ability to work in multi-cultural and multi-ethnic environments with sensitivity and respect for diversity;
- Negotiation and analytical skills; and
- Strong written and oral communication.

### **3. DEPUTY DIRECTOR, MOTOR VEHICLE INSPECTION - REF: NTSA/03/2019/03**

Reporting to the Director, Motor Vehicle Inspection and Safety Audit, the Deputy Director, Motor Vehicle Inspection will be responsible for development of Motor Vehicle Inspection Strategies; planning, organization, co-ordination and overseeing of activities of all Motor Vehicle Inspection Centres.

#### **Key Duties and Responsibilities**

##### **a) Managerial/ Supervisory Responsibilities**

- Provide continuous leadership, supervision, training and development of the department staff by ensuring an effective and motivated team;
- Ensure the fulfilment of the department's performance contract targets;
- Participate in the development and review of the Authority's Strategic Plan;
- Develop work plans and budgets for the department;
- Oversee the execution of approved department work plans and budgets;
- Prepare and submit monthly, quarterly and annual reports for the department;
- Prepare Board and Management Papers for approval;
- Identify training needs for the personnel in the department;
- Participate in the recruitment of staff within the department;
- Identify procurement needs for the department;
- Mentor and coach department staff; and
- Participate in various committees in the Authority upon appointment.

##### **b) Operational Responsibilities / Tasks**

- Maintain effective procurement systems for the Authority;
- Implement motor vehicle inspection standards;
- Oversee inspection of all vehicles for roadworthiness;
- Oversee inspection of accident vehicles and reporting;
- Implement motor vehicle inspection manuals;
- Implement motor vehicle inspection policies;
- Oversee privatization of motor vehicle inspection services; and
- Develop and implement motor vehicle inspection system.

#### **Key Qualifications and Experience:**

For appointment to this position, a candidate must have:

- At least twelve (12) years relevant work experience, five (5) of which must have been at a senior management position in a large organization;

- Bachelor's degree in Mechanical Engineering, Automotive Engineering or a related field from a recognized institution;
- A Master's Degree in any of the above or related disciplines from a recognized institution;
- Attended a Leadership Course lasting not less than four (4) weeks from a recognized institution;
- A valid Driving License free from any current endorsements; and
- Demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organization and management of an automotive department function and a thorough understanding of the Authority's policies.
- The candidate should also be a registered engineer with the Engineering Board.

### **Skills and Competencies**

- Visionary, transformative and result-oriented strategic thinker;
- Ability to work in multi-cultural and multi-ethnic environment with sensitivity and respect for diversity;
- People management skills;
- High integrity levels;
- Ability to drive change and innovation;
- Strong planning, organization, coordination and inter personal skills; and
- Good leadership, mentorship and coaching skills.

#### **4. DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT - REF: NTSA/03/2019/04**

Reporting to the Director General, the Deputy Director, Supply Chain Management will be responsible for provision of strategic direction of the Authority's procurement activities in accordance with the Public Procurement and Asset Disposal Act, 2015.

### **Key Duties and Responsibilities**

#### **c) Managerial / Supervisory Responsibilities**

- Provide continuous leadership, supervision, training and development of the department staff by ensuring an effective and motivated team;
- Ensure the fulfilment of the department's performance contract targets;
- Develop work plans and budgets for the department;
- Oversee the execution of approved department work plans and budgets;
- Oversee performance management in the department;
- Prepare and submit monthly, quarterly and annual reports for the department;
- Prepare Board and Management Papers for approval;

- Identify training needs for the personnel in the department;
- Participate in the recruitment of staff and leave management within the department;
- Participate in the development and review of the Institution's strategic plan;
- Identify procurement needs for the department;
- Mentor and coach department staff; and
- Participate in various committees in the Authority upon appointment.

#### **d) Operational Responsibilities / Tasks**

- Maintain effective procurement systems for the Authority;
- Implement procurement policies, strategies and work plans;
- Manage, monitor and evaluate all Authority's contracts and report progress to facilitate timely decision making and implementation/completion of projects;
- Prepare and implement the Annual Budget as well as Procurement and Disposal Plans;
- Manage compliance with relevant legislation;
- Monitor and coordinate the bidding process and evaluation of tenders in line with Public Procurement Act and Regulations;
- Provide Secretarial Services to the Tender Evaluation Committees;
- Liaise with the Public Procurement Oversight Authority and other government agencies on procurement matters;
- Formulate the Authority's Procurement and Asset Disposal strategy in line with the government guidelines including the Public Procurement and Asset Disposal Act, 2015, ensuring it is properly implemented;
- Ensure development of reliable suppliers' database based on set requirements;
- Coordinate development of Procurement, Inventory Control and Asset Disposal policies and procedures; and
- Make strategic, operational and financial decisions.

#### **Key Qualifications and Experience:**

For appointment to this position, a candidate must have:

- At least twelve (12) years relevant work experience, five (5) of which must have been at a senior management position in a large organization;
- A Bachelor's degree in any of the following disciplines:- Business Administration (Supplies Management Option). Marketing, Economics, Statistics, Procurement and Supplies Management, Law or any other relevant qualification from a recognized institution;
- A Master's Degree in any of the above or related disciplines from a recognized institution;



- Attended a Leadership Course lasting not less than four (4) weeks from a recognized institution;
- Membership to a recognized Purchasing and Supplies Management Professional Body and Practising License from KISM; and
- Proven professional competence, administrative capacities and initiative in the general organization and management of the Supply Chain Management function and thorough understanding of Supply Chain Management issues and emerging trends and techniques.

### **Skills and Competencies**

- Visionary, transformative and result-oriented strategic thinker;
- Ability to work in multi-cultural and multi-ethnic environment with sensitivity and respect for diversity;
- Strategic leadership;
- Proven leadership and Management skills High integrity levels;
- Ability to drive change and innovation;
- Strong negotiation and analytical skills;
- Excellent communication and report writing skills;
- Strong organization and inter personal skills;
- Must be well conversant with Government regulations and Procurement laws;
- Good leadership, mentorship and coaching skills; and
- Demonstrated a high degree of work professional competence and ethics, Administrative capability required for effective planning, direction, control and Coordination of Procurement Department.

### **5. MANAGER, ICT INFRASTRUCTURE SERVICES - REF: NTSA/03/2019/05.**

Reporting to the Deputy Director, ICT, the Manager, ICT Infrastructure Services will be responsible for the provision of technical support of the ICT infrastructure, communications and mobilizing systems, including architectural design, functionality and security.

### **Key Duties and Responsibilities**

- Manage contracts and relationships with external suppliers and support organizations including having regular formal review meetings to ensure the best possible economic goods and services are received by the Authority and mission critical ICT services are maintained;
- Manage Project major ICT infrastructure related projects through the complete project lifecycle from project initiation to end project review, undertaking proactive monitoring of costs, timescales and resources throughout;
- Responsible for ensuring the ICT Infrastructure Team complete the lifecycle planning, installation, testing, upgrading, control and management of all

configuration items of the ICT infrastructure including all documentation, software, hardware and firmware assets, including information relating to the configuration items, their dependencies and relationships;

- Ensure that all records are complete, current and accurate;
- Manage the ICT Infrastructure Team to ensure that appropriate action is taken to investigate and resolve all reported incidents and problems associated with the ICT infrastructure in line with Service Level Agreements;
- Ensure that all reported incidents and problems are fully documented. Coordinate the implementation of remedies and preventative measures to address such incidents and problems;
- Ensure the ICT Infrastructure Team keep the ICT infrastructure secure from internal and external threats and that all privileges are proactively managed.
- Ensure all security breaches are investigated. Maintain complete, current and accurate records of all areas of ICT infrastructure security.
- Manage the assessment, analysis, documentation and implementation of all changes to the configuration items of the ICT infrastructure;
- Document and Implement appropriate processes to manage and report on all changes. Maintain complete, current and accurate records of all changes to the ICT infrastructure;
- Responsible for ensuring the ICT Infrastructure Team design, implement, maintain and test strategies, procedures and contingency plans for all systems, data and components to ensure ICT services are restored in a timely fashion in the case of a disaster; and
- Ensure the strategies, procedures and plans are complete, current and accurate. Organize regular testing of disaster recovery plans and document outcomes.

### **Key Qualifications and Experience:**

For appointment to this position, a candidate must have:

- At least ten (10) years relevant work experience, three (3) of which must have been at a middle management position in a large organization;
- Bachelor's degree in Computer Science, Information Communication Technology, Electronics Engineering or its equivalent qualification from a recognized institution;
- Master's Degree in Computer Science, Information Communication Technology, Electronics Engineering or its equivalent qualification from a recognized institution;
- Attended a Management Course lasting not less than four (4) weeks from a recognized institution;
- Demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organization and management of ICT.
- Be a member of a relevant professional body;

- Experience in Project Management;
- Experience in supporting major infrastructure in public/private institutions;
- Experience managing a team from a large corporate environment and
- Experience negotiating large contracts and services necessary.
- Certifications in Microsoft Certified Professional / ITIL / SQL and/or Oracle Certification.

### **Skills and Competencies**

- Strong communication/customer service skills to resolve problems with stakeholders/users/vendors;
- A wide degree of creativity;
- Business problem solving skills - analysis and synthesis;
- Ability to lead multidisciplinary teams in an environment conducive to continuous change, learning, creativity and innovation; and
- A strategic thinker with an eye for detail.

## **6. MANAGER, SUPPLY CHAIN MANAGEMENT- REF: NTSA/03/2019/06**

The job holder is responsible to the Deputy Director, Supply Chain Management for co-ordination of Procurement, Inventory management, Inspection, Acceptance and Asset Disposal activities in accordance with the Public Procurement and Asset Disposal Act, 2015.

### **Key Duties and Responsibilities**

- Support in maintenance of effective procurement systems for the Authority;
- Implement procurement policies, strategies and work plans for the Function;
- Co-ordinate procurement, stock control, asset disposal and records management activities;
- Provide secretarial services to the various Procurement and Evaluation committees;
- Manage the monitoring of Suppliers contracts in liaison with the Legal Department;
- Manage periodic and annual stock takes;
- Assist in preparation and implementation of the budget and Annual Procurement and Disposal Plans;
- Support in formulation of the Authority's Procurement and Asset Disposal strategy in line with the government guidelines including the Public Procurement and Asset Disposal Act, 2015 and ensuring it is properly implemented;
- Work closely with various Project Implementation Committees on donor funded procurement activities;

- Undertake performance management duties in the department;
- Represent the department in management meetings; and
- Manage compliance with relevant legislation; and
- Manage staff in the Department.

### **Qualifications and experience**

- At least ten (10) years relevant work experience, three (3) of which must have been at a middle management position in a large organization;
- A Bachelor's degree in any of the following disciplines:- Business Administration (Supplies Management Option), Marketing, Economics, Statistics, Procurement and Supplies Management, Law or any other relevant qualification from a recognized institution;
- A Master's Degree in any of the above disciplines or any other relevant qualification from a recognized institution;
- Membership to a recognized Purchasing and Supplies Management Professional Body and valid practicing license from KISM;
- Have attended a Management course lasting not less than four (4) weeks from a recognized institution;
- Strong negotiation and analytical skills;
- Strong communication and reporting skills;
- Strong organization and inter personal skills; and
- Good leadership, mentorship and coaching skills.

### **7. PRINCIPAL MOTOR VEHICLE INSPECTOR (IN-CHARGE, GARISSA VEHICLE INSPECTION CENTRE)- REF: NTSA/03/2019/07**

The office holder will be responsible to the Manager, Motor Vehicle Inspection for planning, organizing, administration and control of activities in the Motor Vehicle Inspection Centre.

### **Key Duties and Responsibilities**

- Planning, controlling and coordinating activities of the Motor Vehicle Inspection Centre;
- Interpret and Implement Traffic Act Cap 403;
- Implement regulations on road transport relevant to Motor Vehicle Inspection function;
- Inspect and test vehicles;
- Verify inspection documents;
- Undertake liaison role between the Centre and stakeholders (clients);

- Make reports on motor vehicle inspections and attend court cases;
- Analyze the utilization of the human resource in the station and advising on proper transfers;
- Carry out staff performance appraisal and make appropriate recommendations; and
- Supervise staff in the Inspection Centre.

### **Qualifications, Skills and Experience**

- At least eight (8) years relevant work experience, three (3) of which must have been in a supervisory position in the Public/Private sector;
- Bachelor's degree in Mechanical Engineering, Automotive Engineering or a related field from a recognized institution;
- Master's Degree in any of the above disciplines from a recognized institution is an added advantage;
- Supervisory Course lasting not less than two (2) weeks from a recognized institution is an added advantage;
- Computer proficiency; and
- Team leadership with excellent interpersonal skills.
- The employee should also be a registered engineer with the Engineering Board.

### **Please note:**

Directors (Grade NTSA 2) shall be appointed on a contract of four (4) years renewable once subject to satisfactory performance while Deputy Directors, Managers and Principal Officers (Grade NTSA 3, 4 and 6 respectively) shall be appointed on permanent terms.

Candidates interested in the above positions are expected to fulfil the requirements of Chapter Six of the Constitution of Kenya. Candidates must, therefore, obtain and submit the following documents together with their applications:

1. Clearance Certificate from the Criminal Investigations Department (CID);
2. Clearance Certificate from Higher Education Loans Board (HELB);
3. Tax Compliance Certificate from Kenya Revenue Authority (KRA);
4. Clearance from Ethics and Anti-Corruption Commission (EACC) and
5. Clearance from Credit Reference Bureau (CRB).

Qualified candidates should apply in confidence indicating the job Ref. No. on both the application and envelope to the address below, enclosing CVs with full details of educational background and professional qualifications. The application should also have copies of certificates, relevant testimonials and the National ID.

Applications may be deposited at the Authority's Head Office, Hill Park Plaza, Ground Floor, Upper Hill Road, Nairobi in the application box or posted to;  
**The Director General**  
**National Transport and Safety Authority**  
**Hill Park Plaza, Upper Hill Road**  
**P.O. Box, 3602 -00506**  
**NAIROBI.**

All applications should be received not later than 5:00pm on **Friday, 5<sup>th</sup> April, 2019.**

NTSA is an equal opportunity employer committed to diversity and gender equality. Youth, Women and Persons with Disability are encouraged to apply. Please note that only shortlisted candidates shall be contacted. Any form of canvassing shall lead to automatic disqualification.