



## KENYA RURAL ROADS AUTHORITY

### RE-ADVERTISEMENT OF JOB VACANCIES

The **Kenya Rural Roads Authority (KeRRA)**, is a State Corporation under the Ministry of Roads & Transport established under the Kenya Roads Act, 2007 with a mandate to manage, develop, rehabilitate and maintain rural roads. Pursuant to the provisions of the Act, the Board of Directors invites applications from suitable qualified Kenyan citizens who wish to be considered for various job positions as listed below.

SN.	JOB TITLE	GRADE	NO. OF VACANCIES	JOB REF
1	Corporation Secretary and Director (Legal Services)	Grade 2	1	KeRRA/CSDL/05/2024
2	Deputy Director, Environment and Social Safeguards	Grade 3	1	KeRRA/DDESS/05/2024

#### Terms and Conditions of Service for the Advertised Positions

The Authority offers a competitive package in line with its Human Resource Policy as read with the Public Service Commission guidelines. These positions will be on a three (3) year contract renewal based on performance.

#### How to apply.

Interested applicants should email their duly signed application letter, updated curriculum vitae indicating names of at least three (3) professional referees, copies of academic and professional certificates **MUST be certified by the issuing Institution** and a copy of national identification card or passport in PDF format to email [jobs@kerra.go.ke](mailto:jobs@kerra.go.ke) with job title and job reference as the subject of the email, on or before **28th June 2024**. Please see below the detailed job descriptions and person specifications for the above listed job positions.

The application letter indicating the specific position and reference number should be addressed to:

**The Director General**  
Kenya Rural Roads Authority  
P.O Box 48151-00100  
Nairobi, Kenya.

Successful candidates **MUST** satisfy the requirements of Leadership and Integrity set out in Chapter Six (6) of the Constitution of Kenya, 2010 and shall be required to present the following documents before offer of employment:-

- Tax Compliance Certificate from Kenya Revenue Authority (KRA);
- Certificate of clearance from the Higher Education Loans Boards (HELB);
- Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI);
- Duly filled and stamped Self-Declaration/Clearance from the Ethics and Anti-Corruption Commission (EACC); and
- A clearance Certificate from an approved Credit Reference Bureau (CRB).

Please note that **HARD COPY APPLICATION WILL NOT BE ACCEPTED**. Only shortlisted candidates will be contacted.

**Applicants who had previously applied are eligible to apply.**

**Kenya Rural Roads Authority is an equal opportunity employer committed to diversity and gender equality. Any form of canvassing will lead to automatic disqualification.**

*Connecting Devolved Kenya*

**CORPORATION SECRETARY AND DIRECTOR (LEGAL SERVICES), KeRRA  
GRADE 2-JOB REF:KeRRA/CSDL/05/2024**

**Job Specifications.**

Reporting to the Director General, the Corporation Secretary and Director, Legal Affairs shall be responsible for provision of legal advice, undertaking the Board Secretarial function, legislative drafting, legal drafting, litigation, ensuring statutory compliance and offering contract advisory services.

**Duties and responsibilities at this level will entail: -**

- (i) Assist in the provision of Board Secretarial services to the Board
- (ii) Advise on Corporate Governance within the organization;
- (iii) In liaison with the Director General, ensure timely preparation and circulation of Board papers;
- (iv) Take Minutes, during Board meetings;
- (v) Ensure Board members are knowledgeable of relevant laws;
- (vi) Communication to management of Board resolutions for implementation;
- (vii) Development and implementation of Capacity building programmes for the Board of Directors;
- (viii) Custodian of Board documents as, Board Minute Books, Board policy documents, Board register of Conflict of Interest Authority seal and register of Board attendance;
- (ix) Development and implementation of the Board operational documents as Board Charter Board Committee charters, Board Work Plan and Code of Conduct and Ethics;
- (x) Facilitate induction of Board members, annual Board evaluation and Governance audit;
- (xi) Oversee the provision of legal advice to the Authority;
- (xii) Manage the function of advise on statutory compliance;
- (xiii) Manage the litigation function of the Authority;
- (xiv) Manage legal/legislative drafting; (xv) Coordinate the activities of the directorate;
- (xv) In liaison with relevant directorates and departments ensure capacity building of staff within the directorate;
- (xvi) Oversee the receipt of court processes on behalf of the Authority;
- (xvii) Develop preventive legal strategies for management of disputes;

- (xviii) Manage the legal support in preparation of legal documents, contracts, leases and other related documents;
- (xix) Custodial function of key legal documents within the Authority; and
- (xx) Other duties as may be assigned by the Director General.

**Person Specifications.**

**For appointment to this grade, a candidate must have: -**

- (i) Bachelor of Laws Degree from a university recognized in Kenya;
- (ii) Master's Degree in Law or equivalent qualification in Social Science from an institution recognized in Kenya;
- (iii) Postgraduate Diploma in Legal Studies from the Council of Legal Education (CLE);
- (iv) Admission as an Advocate of the High Court of Kenya;
- (v) Certified Public Secretary, Kenya (CPSK) or its equivalent;
- (vi) Membership of the Law Society of Kenya and Institute of Certified Secretaries of Kenya (ICPSK);
- (vii) Minimum twelve (12) years equivalent work experience with at least five (5) years in management role in a position in the Public Service or in the Private Sector;
- (viii) Attended a Leadership Course lasting not less than four (4) weeks;
- (ix) Proficiency in computer applications; (x) Demonstrated competence in work performance and results; and
- (x) Fulfilled the requirements of Chapter Six (6) of the Constitution.

**DEPUTY DIRECTOR, ENVIRONMENT AND SOCIAL SAFEGUARDS, KeRRA  
GRADE 3-JOB REF: KeRRA/DDESS/05/2024**

**Job Specifications.**

**Duties and responsibilities at this level will entail: -**

- (i) Formulating environmental and social strategies and action plans that ensure sustainable roads development;
- (ii) Ensure that projects and programs comply with the environmental and social safeguards and other relevant compliance policies throughout the project cycle as well as coordinate management responses to complaints on projects on the same;
- (iii) Ensuring environmental and social concerns are properly addressed;
- (iv) Reviewing progress on environmental and social performance systems;
- (v) Oversee the preparation of periodic reports on the status of environmental and social safeguards to ensure compliance with the Authority's standards and requirements;
- (vi) Oversee preparation of Environmental and Social Impact Assessment (ESIA) Studies and Social Impact Assessment (SIA) Studies of new road projects as required;
- (vii) Providing support to project development initiatives in the Authority and ensuring environmental and social development issues are addressed;
- (viii) Reviewing environmental priorities for the Authority in collaboration with other stakeholders with a view to managing associated risks;
- (ix) Monitoring emerging environmental regulatory and legislative policy changes and/or initiatives and facilitating incorporation and implementation of those changes within the Authority's operations;
- (x) Ensure that cross-cutting issues such as involuntary resettlement, gender and labour among others are properly addressed in all the Authority's programmes and projects;
- (xi) Establish linkages with consultants and other stakeholders on environmental and social matters for mutual benefit of the authority;
- (xii) Create strategic partnerships and collaborations, internally and externally to strengthen the delivery of the work of the department and the Authority; and
- (xiii) Coordinating the technical and administrative activities of the Department.

## **Job Specifications.**

### **For appointment to this grade, a candidate must have: -**

- (i) Bachelor's Degree in Environmental Studies, Environmental Science, Environmental Planning & Management, Environmental Health, Environmental & Biosystems Engineering, Environmental Conservation & Natural Resources Management, or equivalent from a university recognized in Kenya;
- (ii) Master's Degree in Environmental Studies, Environmental Science, Environmental Planning & Management, Environmental Health, Environmental & Biosystems Engineering, Environmental Conservation & Natural Resources Management, Physical Sciences, Biological Sciences, or equivalent qualification from an institution recognized in Kenya;
- (iii) Registration with NEMA as a Lead Expert;
- (iv) A minimum of ten (10) years' experience in relevant work and at least five (5) years in a supervisory role in the Public Service or in the Private Sector;
- (v) Valid Annual Practicing License from NEMA;
- (vi) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (vii) Fulfilled the requirements of Chapter Six (6) of the Constitution;
- (viii) Proficiency in computer applications; and
- (ix) Demonstrated competence in work performance.