



KENYA ROADS BOARD

VACANT POSITIONS

Kenya Roads Board (KRB) is a statutory body established by the Kenya Roads Board Act No. 7 of 1999. The object and purpose for which KRB was established is to oversee the road network in Kenya and coordinate the maintenance, rehabilitation, and development funded by the Kenya Roads Board Fund as established under the Act and to advise the Cabinet Secretary responsible for roads on all matters related thereto.

The Board seeks to recruit dynamic, experienced, and results-oriented persons to the positions of: -

NO.	POSITION
1	Director, Rural and County Roads
2	Director, Urban and Park Roads
3	Deputy Director, Internal Audit and Risk Management
4	Deputy Director, Supply Chain Management
5	Deputy Director, Fund Management

Successful applicants will be responsible for the day-to-day management and operations of the Directorate/Department, implementation of the KRB Performance Contract and Business Plan, and control of all functions and assets in their Directorate/Department under the supervision of the Director General.

DIRECTOR RURAL AND COUNTY ROADS PROGRAMME & ASSURANCE KRB 2

Reporting to the Director General the incumbent shall among others be responsible for: -

- Coordinate preparation and issuance of annual budget ceilings and maintenance guidelines to Agencies responsible for Rural and County Roads
- Oversee the review of Annual Roadworks programs for Agencies responsible for Rural and County Roads to ensure compliance with set standards and guidelines.
- Coordinate preparation of the Rural and County Roads Annual Public Roads Programme for approval by the Board;
- Recommend release of RMLF funds for Rural and County Roads Programmes subject to their compliance with issued guidelines.
- Spearhead monitoring of implementation of maintenance, rehabilitation and development of Rural and County Roads road programs funded by the Fund to ensure consistency with economy and set standards and policies,
- Oversee review of quarterly financial and non-financial progress reports on implementation of Rural and County Roads programmes funded by the Fund
- Lead the engagement of Agencies responsible for Rural and County Roads on progress reporting and APRP Implementation
- Guide the preparation of the Half Year and Annual Rural and County Roads APRP Progress Report
- Steer training and capacity building programs on roadworks implementation and financial management to enhance delivery of Rural and County Roads road maintenance programmes
- Initiate and maintain linkages/ liaison with Road Agencies, Development Partners, Audit Consultants, and other Government entities for optimal work performance.
- Oversee technical, financial and performance audits of Rural and County Roads programmed roadworks funded by Kenya Roads Board Fund and the Development Partners, where applicable, to ascertain compliance with standards and Technical specifications
- Oversee monitoring of Rural and County Roads axle load control programmes by the Rural and County Roads Authority to protect the Road Asset from overloading
- Lead the Development and Dissemination of the Rural and County Roads Maintenance Accountability Index
- Oversee the preparation of technical, financial, and performance Audit reports and submission to the Board for approval and onward transmission to the PS Infrastructure.
- Coordinate preparation of project status briefs of the Rural and County Roads programmes and present to Senior Management from time to time.
- Coordinate preparation of Board papers on matters related to Rural and County Roads roadworks programmes and where required present to the Board's relevant Committees
- Provide technical advice to the Director General on matters relating to Rural and County Roads maintenance, rehabilitation, and development.
- Oversee the planning and dissemination of audit findings to auditees.
- Oversee and guide the preparation of the annual audit programme for Financial, Technical and Performance audits
- Coordinate the implementation of audit guidelines, manuals, procedures and methodology for Financial, Technical, and Performance audits
- Guide road inspection tours with the Board of Directors and senior management to monitor implementation of highway programmes.



- Oversee the identification of capacity gaps and needs for road works implementation and make appropriate recommendations to the Director General.
- Oversee management of projects and consultancies under the Directorate
- Steer post audit reviews and follow-ups to confirm implementation by road agencies of prior audit recommendations
- Oversee the preparation of work plans, budgets, and procurement plans for the directorate
- Ensure relevant Rural and County Roads policies, standards, systems and manuals are developed and used in liaison with the directorate in charge of Policies and Research.
- Ensure Rural and County Roads safety is mainstreamed in the Rural and County Roads Roadworks programmes

Requirements for the Position: -

- Bachelor's Degree in any of the following disciplines: Civil Engineering, Finance, Accounting, Economics or other equivalent qualification from a recognized institution.
- Master's Degree in any of the following disciplines: Civil Engineering, Finance, Accounting, Economics, Business Administration, Project Management, or other related disciplines from a recognized institution.
- Registration by Engineers Board of Kenya as a Professional Engineer or Registration with Institute of Certified Public Accountants of Kenya as CPA
- Valid Annual Practicing License from the Engineers Board of Kenya
- Membership of Institute of Engineers of Kenya (IEK) or Membership with the Institute of Certified Public Accountants of Kenya (ICPAK) and in good Standing
- Leadership Course lasting not less than six (6) weeks from a recognized institution.
- Experience of 15 years in a relevant field, five (5) of which are at Management level or equivalent

Functional Skills & Behavioural Competencies/Attributes:

- Strategic and Leadership Skills, Decision Making Skills, Problem Solving skills, Communication and Report Writing Skills, Analytical Skills, Project Management Skills, Mentoring, and Coaching Skills
- Emotional Intelligence, Attention to detail, Strategic & Innovative Thinking, Demonstrated knowledge of the road sector, Ability to meet deadlines, Proficiency in computer applications, Inter-personal skills

DIRECTOR URBAN AND PARK ROADS PROGRAMME & ASSURANCE - KRB 2

Reporting to the Director General the incumbent shall among others be responsible for:-

- Coordinate preparation and issuance of annual budget ceilings and maintenance guidelines to Agencies responsible for Urban and Park Roads
- Oversee the review of Annual Roadworks programs for Agencies responsible for Urban and Park Roads to ensure compliance with set standards and guidelines.
- Coordinate preparation of the Urban and Park Roads Annual Public Roads Programme for approval by the Board;
- Recommend release of RMLF funds for Urban and Park Roads Programmes subject to their compliance with issued guidelines.
- Spearhead monitoring of implementation of maintenance, rehabilitation and development of Urban and Park Roads road programs funded by the Fund to ensure consistency with economy and set standards and policies,
- Lead the engagement of Agencies responsible for Urban and Park Roads on progress reporting and APRP Implementation
- Guide the preparation of the Half Year and Annual Urban and Park Roads APRP Progress Report
- Steer training and capacity building programs on roadworks implementation and financial management to enhance delivery of Urban and Park Roads road maintenance programmes
- Initiate and maintain linkages/ liaison with Road Agencies, Development Partners, Audit Consultants, and other Government entities for optimal work performance.
- Oversee technical, financial and performance audits of Urban and Park Roads programmed roadworks funded by Kenya Roads Board Fund and the Development Partners, where applicable, to ascertain compliance with standards and Technical specifications
- Lead the Development and Dissemination of the Urban and Park Roads Maintenance Accountability Index
- Oversee the preparation of technical, financial, performance Audit reports, and submission to the Board for approval and onward transmission to the PS Infrastructure.
- Coordinate preparation of project status briefs of the Urban and Park Roads programmes and present to Senior Management from time to time.
- Provide technical advice to the Director General on matters relating to Urban and Park Roads maintenance, rehabilitation, and development.
- Oversee the planning and dissemination of audit findings to auditees.
- Oversee and guide the preparation of the annual audit programme for Financial, Technical, and Performance audits
- Coordinate the implementation of audit guidelines, manuals, procedures and methodology for Financial, Technical, and Performance audits
- Oversee management of projects and consultancies under the Directorate
- Steer post audit reviews and follow-ups to confirm implementation by road agencies of prior audit recommendations
- Ensure relevant Urban and Park Roads policies, standards, systems, and manuals are developed and used in liaison with the directorate in charge of Policies and Research.

Requirements for the Position: -

- Bachelor's Degree in any of the following disciplines: Civil Engineering, Finance, Accounting, Economics or other equivalent qualification from a recognized institution.
- Master's Degree in any of the following disciplines: Civil Engineering, Finance, Accounting, Economics, Business Administration, Project Management, or other related disciplines from a recognized institution.
- Registration by Engineers Board of Kenya as a Professional Engineer or Registration with Institute of Certified Public Accountants of Kenya as CPA
- Membership of Institute of Engineers of Kenya (IEK) or Membership with the Institute of Certified Public Accountants of Kenya (ICPAK)



and in good Standing

- Leadership Course lasting not less than six (6) weeks from a recognized institution.
- Experience of 15 years in a relevant field, five (5) of which are at Management level or equivalent

Functional Skills & Behavioural Competencies/Attributes:

- Strategic and leadership skills, Decision making skills, Problem solving skills, Communication and Report Writing Skills, Analytical Skills, Project Management Skills, Mentoring, and Coaching Skills
- Emotional Intelligence, Attention to detail, Strategic & Innovative Thinking, Demonstrated knowledge of the road sector, Ability to meet deadlines, Proficiency in computer applications, Inter-personal skills

DEPUTY DIRECTOR – INTERNAL AUDIT AND RISK MANAGEMENT-KRB 4

Reporting to the Director General the incumbent shall among others be responsible for: -

- Spearhead development, approval, and dissemination of risk strategies, policies, and procedures;
- Coordinate and monitor the implementation of strategies on the Board's internal control systems;
- Spearhead examination and evaluation of the Board's internal controls to ascertain their adequacy and recommend areas of improvement;
- Develop and present internal audit Board papers to the audit committee of the Board;
- Review and evaluate progress in achieving departmental objectives as outlined in the strategic plan;
- Review internal audit programmes and submit for approval by audit committee of the Board;
- Oversee implementation of Board Audit committee resolutions;
- Coordinate development and execution of risk based audit plans and procedures;
- Oversee development of internal audit risk framework;
- Steer post audit reviews and evaluate status on implementation of audit recommendations;
- Provide secretarial services to the audit committee of the Board;
- Participate in development, implementation, and review of KRB's strategic and business plan;
- Approve and submit internal audit reports;
- Execute Departmental performance contract and cascade it to staff within the department;
- Approve internal audit plans;

Requirements of the position: -

- Bachelor's degree in Finance, Accounting, Economics, Business Administration or equivalent from a recognized institution;
- Master's degree in Finance, Accounting, Economics, Business Administration or equivalent from a recognized institution
- Certified Public Accountant CPA(K) or Certified Internal Auditor or Certified Information Systems Auditor (CISA) or Association of Certified Chartered Accountant (ACCA) or Certified Fraud Examiner (CFE), Certification in Risk Management Assurance (CRMA) or equivalent
- Membership with ICPAK, IIA, ACCA, CISA, or any other relevant recognized professional body with a good standing
- Leadership Course lasting not less than six (6) weeks from a recognized institution
- Experience of 12 years in the relevant field, 3 of which should be at Senior Management level or equivalent

Functional Skills & Behavioural Competencies/Attributes:

- Decision making, Technical expertise, Communication, Negotiation, Problem-solving, Analytical, Coaching and mentoring, Interpersonal skills, Technological savvy
- Emotional intelligence, Ability to work under pressure, Risk Management, Collaboration, and partnerships, Coaching & mentoring, Ability to manage and apply public resources, Ability to manage performance, Integrity, Change management, Understanding of legal and regulatory framework, Results-orientation, Creativity, and innovation, Team player

DEPUTY DIRECTOR-SUPPLY CHAIN MANAGEMENT - KRB 4

Reporting to the Director General the incumbent shall among others be responsible for: -

- Initiate the development and implementation of procurement and disposal strategies, policies, and procedures to achieve KRB's strategic objectives while ensuring compliance with the relevant laws;
- Spearhead market surveys/research exercises to gather and analyze vital information that impacts sourcing strategies;
- Oversee the management of supply chain contracts to ensure KRB's interests are safeguarded;
- Oversee the consolidation and implementation of Annual Procurement and disposal Plan aligned to the KRB's approved budget;
- Design capacity-building programs on supply chain processes in order to ensure compliance with the procurement law, policies, and procedures;
- Manage supplier relationships in terms of their performance in terms of quality, service, and price;
- Oversee the preparation of procurement reviews filed against the Board at the Public Review and Advisory Board and facilitate implementation of the decisions thereof in consultation with PPRA;
- Oversee the implementation of external/internal audit recommendations on procurement findings;
- Issue administrative guidelines on the interpretation and implementation of the Supply Chain Management laws and other statutes as they relate to the Board;
- Prepare and submit a professional opinion to guide the Director General on award decisions for tenders;
- Coordinate preparation and submission of progress implementation reports on annual procurement plan along with other procurement reports required by PPRA, Director General and other relevant government institutions;
- Coordinate the tendering process and ensure that goods, services, and works meet KRB's specifications and requirements;
- Oversee bidder negotiation process strategies and ensure clear parameters are established in line with organizational objectives and within limits of delegated and contractual authorities;



- Verify and approve purchase requisitions and purchase orders within the prescribed threshold by the Board;
- Oversee the management of inventory/stores in compliance with the relevant regulations;
- Oversee maintenance of procurement records as per the statutory requirements;
- Review and coordinate procurement policy implementation and the effectiveness of Work Instruction Procedures for Procurement;
- Monitor and evaluate procurement of items based on price, quality, emerging technologies, and other requirements;
- Evaluate all risks related to procurement and ensure the development of appropriate mitigation actions; and

Requirements of the position: -

- Bachelor's Degree in Commerce, Procurement /Supply Chain Management, Business Administration, Economics or its equivalent qualification from a recognized institution;
- Master's Degree in Procurement/Supply Chain Management, Business Administration, Economics or its equivalent qualification from a recognized institution;
- Professional Diploma or its equivalent qualifications in Supply Chain Management from a recognized institution;
- Member of the Kenya Institute Supplies Management (KISM) or Chartered Institute of Procurement & Supply (CIPS) and in good standing;
- A valid practicing license;
- Leadership Course of not less than 6 weeks.
- A minimum of twelve (12) years of relevant experience, three (3) of which should have been in a management role.

Functional Skills & Behavioural Competencies/Attributes:

- Decision making, Technical Expertise, Communication, Negotiation, Problem Solving, Analytical, Coaching and mentoring, Interpersonal skills, Technological savvy
- Emotional intelligence, Ability to work under pressure, Risk Management, Collaboration, and partnerships, Coaching & mentoring, Ability to manage and apply public resources, Ability to manage performance, Integrity, Change management, Understanding of legal and regulatory framework, Results-orientation, Creativity, and innovation, Team player

DEPUTY DIRECTOR - FUND MANAGEMENT - KRB 5

Reporting to the Director Finance and Strategy the incumbent shall among others be responsible for: -

- Review and ensure prompt processing of all financial transactions including KRB Operations Accounts, suppliers, are released on time in accordance with the KRB Service Charter, contracts, and PFM Act & Regulations.
- Review and ensure expenditure management and control, revenue management, management of debtors and creditors, and monitoring the performance of the KRB's liabilities including leases, insurance summaries, contingencies, and loan expectations, as per the PFM Act and guidelines.
- Ensure compliance with tax and other statutory regulations;
- Supervise to ensure the integrity of financial transactions and compliance with all relevant policies, guidelines, and procedures for all financial reporting.
- Ensuring prompt transfer of funds from Central Bank of Kenya to Commercial banks
- Supervise the development and dissemination of cash flow projections and annual disbursement programme and prepare monthly disbursement schedule in line with the approved programme for approval by the Board
- Release funds approved by the Board to RAs in line with KRB Service Charter and Monitor and ensure adherence to Road Agencies budget ceilings
- Participate in the strategic planning process of Kenya Roads Board Develop accounting policies, procedures, and controls;
- Prepare timely and accurate quarterly management reports, Annual Report & Financial Statements to the Board for decision making as well as for external reporting inline the requirements of the International Public Sector Accounting Standards (IPSASs), the PFM Act & regulations, and the National Treasury;
- Prepare annual budgetary estimates of revenue and expenditure of the Kenya Roads Board Fund (KRBF) in accordance with the PFM Act & Regulations, KRB Act and the National Treasury Guidelines for approval by the Board and submission for approval by the parent ministry and the National Treasury;
- Liaise with external/internal auditor on audit matters and acting on management letter;
- Review bank reconciliations and ensure timely and accurate for all the KRB's and Kenya Roads Board Fund bank accounts
- Supervise the financial options analysis, information memorandum and participate in legal review and marketing of debt instruments.
- Supervise the conduct of market and industry research analysis with respect to the fund mobilization and investment.

Requirements of the position: -

- Bachelor's degree in Finance, Accounting or Economics or equivalent qualification from a recognized institution.
- Master's degree in Finance, Accounting or Economics or equivalent qualification from a recognized institution
- Professional qualifications in CPA(K), or equivalent
- Membership in Good Standing with the Institute of Certified Public Accountants of Kenya (ICPAK);
- Leadership course lasting not less than six (6) weeks from a recognized institution
- A minimum of twelve (12) years of relevant experience, three (3) of which should have been in a management role.

Functional Skills & Behavioural Competencies/Attributes:

- Decision making, Technical Expertise, Communication, Negotiation, Problem-Solving, Analytical, Coaching and mentoring, Interpersonal skills, Technological savvy
- Emotional intelligence, Ability to work under pressure, Risk Management, Collaboration, and partnerships, Coaching & Mentoring, Ability to manage and apply public resources, Ability to manage performance, Integrity, Change management, Understanding of legal and regulatory framework, Results-orientation, Creativity, and innovation, Team player



Terms of Service:

- The successful candidates will serve on a three (3) years contract renewable upon satisfactory performance.
- The successful candidates will be offered a competitive remuneration package, including house allowance, medical benefits, gratuity and other benefits in accordance with State Corporations Advisory Committee and Salaries Remuneration Commission guidelines.

How to Apply:

Applications shall be accompanied by detailed curriculum vitae, copies of academic and professional certificates, National Identity Card or Passport, testimonials, or other supporting documents. The application should also indicate the names and contact of the three referees. Scanned copies of these documents must accompany online applications. All applications should be clearly marked "Application for the Position of Director/Deputy Director/Manager" and submitted in any of the following ways:

- A) Online applications should be through the Recruitment Portal <https://www.krb.go.ke/careers> in the website;
- B) Physical applications will not be accepted.

Note: Interested applicants are required to obtain clearance from the following bodies:

- i. Kenya Revenue Authority
- ii. Higher Education Loans Board
- iii. Ethics and Anti-Corruption Commission and
- iv. Criminal Investigation Department (Certificate of Good Conduct)
- v. Credit Reference Bureau.

Applicants must submit copies of these clearance certificates with the application.

All Applications must be submitted **NOT LATER THAN 5 P.M. ON 24TH NOVEMBER 2021.**

DIRECTOR GENERAL