



**MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN
DEVELOPMENT
STATE DEPARTMENT FOR TRANSPORT**

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TRANSCOM BUILDING
NGONG ROAD
P.O. Box 52692 - 00200
NAIROBI

Ref. NO. MOT7I/P/HRM/007/3 VOL.1/115

29th November, 2017

Alice A. Otwala, CBS
Secretary/CEO
Public Service Commission
P.O. Box 30095-00100
NAIROBI

INTERNAL ADVERTISEMENT FOR INTERNS

Applications are invited from suitably qualified Kenyans for the following intern positions in the Ministry of Transport, Infrastructure, Housing and Urban Development, State Department for Transport.

Eligible applicants are requested to fill one application form for Internship Programme. The form can be downloaded from Public Service Commission Website, www.publicservice.go.ke.

S/NO	DESIGNATION	NO OF POSTS	VACANCY NO.
1.	Shipping and Maritime Officer	2	1/2017
2.	Aircraft Accident Investigator (operations/technical)	2	2/2017
3.	Air Transport Officer	2	3/2017
4.	Road/Railway Transport Officer	1	4/2017
5.	Economist II/Statistician II	1	5/2017
6.	Administrative Officer	1	6/2017
7.	Public Communication Officer	1	7/2017

Completed application forms together with CV, Copies of academic/professional certificates and identity card should reach the:

***The Principal Secretary
Ministry of Transport, Infrastructure, Housing and Urban Development
State Department for Transport
P.O. BOX 52692-00100
NAIROBI***

or

Hand delivered to the Director Human Resource Management & Development Office, Ministry of Transport, Infrastructure, Housing and Urban Development, State Department for Transport, Transcom Building, 1st Floor, Room No. 119 on or before 29th December, 2017

DETAILS OF THE POSTS

1. VACANCY NO.1/2017 SHIPPING AND MARITIME OFFICER– TWO (2) POSTS

Requirements for appointment

- i. Bachelors degree in the following disciplines: Social Sciences from a recognized institution, and
- ii. Certificate in Computer application skills from a recognized institution.

Duties and Responsibilities

- i. Collating data on shipping and maritime affairs
- ii. Drafting briefs on shipping and maritime matters

2. VACANCY NO.2/2017 AIRCRAFT ACCIDENT INVESTIGATOR (OPERATIONS/TECHNICAL) – ONE (1) POST

Requirements for appointment

Operations

- i. Bachelors degree in any of the following disciplines:- Aviation Safety; Aviation Science; Airline Operations; Psychology or Human Factors from a recognized institution;

or

Commercial or Airline Transport Pilot License with Instrument and Twin Rating with a minimum of 500 hours flying experience;

or

Air Traffic Controller's License with Aerodrome and Approach Ratings

- ii. Certificate in Computer application skills from a recognized institution.

Technical

- i. Bachelors degree in any of the following disciplines:- Aeronautical Engineering, Electronics Engineering, Avionics Engineering, Aerospace Engineering Aircraft Design, Aircraft Engine Design or Forensic Science from a recognized institution;

or

Aircraft Maintenance Engineer's License issued by Kenya Civil Aviation Authority

- ii. Certificate in Computer application skills from a recognized institution.

Duties and Responsibilities

- i. Collecting, documenting and preserving safety evidence;
- ii. Updating Aircraft Accident database system;
- iii. Drafting incident reports;
- iv. Drafting aircraft accident notifications; and
- v. Providing logistical support during investigations.

3. VACANCY NO.3/2017: AIR TRANSPORT OFFICER – TWO (2) POSTS

Requirements for appointment

- i. Bachelors Degree either in:- Sociology, Government, Anthropology, Geography, Meteorology, Commerce, Economics, Statistics, Transportation & Logistics, Business Administration, Engineering or its equivalent from a recognized institution.
- ii. Certificate in Computer applications skills.

Duties and Responsibilities

- i. Collecting and compiling air transport data;
- ii. Preparing airline schedules; and
- iii. Drafting briefs and reports on air transport matters.

4. VACANCY NO.4/2017: ROAD/RAILWAY TRANSPORT OFFICER – ONE (1) POSTS

Requirements for appointment

- i. Bachelors degree in any of the following disciplines: Business Administration, Economics/Statistics, Sociology, Public Administration, Anthropology, Urban Planning or its equivalent qualification from a recognized institution.
- ii. Certificate in Computer application skills

Duties and Responsibilities

- i. Collecting data on Accident Statistics and Road Safety matters
- ii. Participating in promoting road transport and safety matters,
- iii. Developing draft proposals for planning of non-motorized and inter-mediate means of transport and
- iv. Participating in road safety awareness campaigns.

5. VACANCY NO.5/2017: ECONOMIST II/STATISTICIAN II – ONE (1) POST

Requirements for appointment

Upper Second Class Honors Degree in:-Economics and Mathematics, or Economics and Statistics, Computer Science, Operations Research, Survey Techniques and Demographic Techniques from a recognized University/Institution.

Duties and Responsibilities

- i. Providing economic data; economic analysis; formulation of development strategies;
- ii. Identification, preparation and valuation of development projects and programmes and monitoring of their implementation;
- iii. Conducting feasibility studies, determining project viability;
- iv. Setting project

6. VACANCY NO.6/2017: ADMINISTRATIVE OFFICER – ONE (1) POST

Requirements for appointment

- i. Bachelors degree in Social Science or its equivalent qualification from a recognized University/institution:
- ii. Certificate in computer application skills from a recognized institution

Duties and Responsibilities

- i. General office administration;
- ii. Assisting in handling general public complaints;
- iii. Compiling returns; daily operational and incident reports;
- iv. Collecting and collating data for preparation of speech briefs and report writing and
- v. Updating Bio-data of administrative Officers

7. VACANCY NO.7/2017: PUBLIC COMMUNICATION OFFICER – ONE (1) POST

Requirements for appointment

- i. Bachelors Degree in any of the following Disciplines:- Mass Communication, Public Relations, Communication Studies or Media Studies/Science from a recognized institution;

or

Bachelors Degree in Social Science with a post graduate Diploma in Mass Communication, Public Relations, Communication Studies or Media Studies/Science from a recognized institution; and

- ii. Certificate in Computer application skills from a recognised institution.

Duties and Responsibilities

- i. Gathering, Writing, verifying, translating and editing news; information and features;
- ii. Uploading content onto Kenya News Agency Website and Information Centres;
- iii. Managing information gathering and dissemination systems.

Further to the above qualifications, all applicants should:

- Be unemployed Kenya graduates from recognized training institutions who have completed their degree courses and have not been exposed to work experience related to their area of study;
- Be graduates of degree programmes, for whom internship is a requirement for registration by their respective professional bodies;
- Not have retired or exited from formal employment; and
- Not have benefited from a similar programme.

Note:

- *Internship shall be non-remunerative. However, interns will be paid a stipend as may be determined by the public service Commission (PSC) from time to time.*
- *Duration for internship for all the vacancies advertised herein is three (3) months.*

Prof. Arch. Paul M. Maringa (PhD), CBS, Corp, Arch, Maak, Mkip
PRINCIPAL SECRETARY