REPUBLIC OF KENYA

MINISTRY OF ROADS AND TRANSPORT
STATE DEPARTMENT FOR TRANSPORT
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TRANSIT TRANSPORT COORDINATION
AUTHORITY OF THE NORTHERN CORRIDOR
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VACANCY ANNOUNCEMENT

1.0 Overview of the Organization

The Northern Corridor Transit and Transport Coordination Authority (NCTTCA) is a Regional Inter-Governmental Institution composed of six (06) Member States of Burundi, DR Congo, Kenya, Rwanda, South Sudan and Uganda. The objective is to monitor the Corridor Performance and transform the Northern Corridor into a Development Corridor, making it seamless, efficient and smart. The Northern Corridor's Permanent Secretariat is based in Mombasa, Republic of Kenya.

A vacancy has arisen at the Permanent Secretariat of the NCTTCA as specified below:

2.0. Job Title: DEPUTY DIRECTOR, TRANSPORT POLICY AND PLANNING	
Directorate:	Transport Policy and Planning.
Salary Grade:	P4
Reports to:	Director, Transport Policy and Planning.
Contract Duration:	Four (4) Years renewable twice.
Job Location:	Mombasa, Republic of Kenya.

2.1. Job Purpose

The overall purpose of the job is to assist the Director Transport Policy and Planning Program on all issues pertaining to technical and administrative functions of the division. The Deputy Director Program Transport Policy and Planning shall be responsible to the Director Transport Policy and Planning Program.

2.2. Duties & Responsibilities:

a) Assist in development and management of the NCTTCA Transport Observatory for the Northern Corridor Transport systems.

b) Monitor Transport Costs along the Northern Corridor in comparison with other Corridors and propose measures to reduce transport costs.

c) Compile data on transport systems along the Northern Corridor such as traffic volumes and seasonal variations, traffic classifications, axle load data, border posts (customs) data, vehicle operating costs, road user costs and accident statistics.

d) Assist in Management of the Transport Database, ensuring it is up to date through continuous flow of data from data donators and stakeholders.

e) Assist Head of program in reviewing of policies and regulations of Member States, identification of areas requiring harmonization pertaining to all modes of transport.

f) Undertake field surveys to address data gaps and to provide interpretations of observations arising from data analysis.

g) Identify the impact of the non-physical barriers impeding easy movement of transport.

h) Assist the Head of Program in the design and Supervision of ad hoc surveys along the Northern Corridor Transport Systems.

i) Assist in the preparation of working documents and actively participate in successful organization of Technical Committee meetings of the Transport Policy & Planning Program.

j) Undertake any other related activity (duties) that may be assigned by the Head of Program.

2.3. Qualifications and Experience:

i. Bachelor's degree in Economics, Statistics, or Equivalent in related discipline from a recognized university.

ii. A Master's Degree in Transport Economics, Statistics, Data Science or related area shall be an advantage.

iii. Working knowledge of the latest data modelling applications skills is necessary.

iv. At least 10 years work experience with five years in the transport sector.

v. Good interpersonal, intercultural and organizational and Communication Skills;

vi. Advanced information technology skills especially Microsoft Office (word, excel, access), SPSS or any other statistical packages;

3.0 Key Skills & Competencies

i. Good inter-personal and organizational skills.

ii. Strong presentation and communication skills.

iii. Ability to excel in a fast paced, multifaceted team environment.

iv. Familiarity with private sector program activities desirable.

v. High professional integrity and ethical conduct.

vi. Leadership skills and ability to work in a multi-cultural environment.

vii. Must be computer literate and well-versed in the functions of basic software applications

4.0 Language Proficiency

Language proficiency in French or English, a working knowledge of the either language is desirable.

5.0 Eligibility Criteria

i. Maximum age of 45 years at the time of recruitment.

ii. Appointment terms are 4-year fixed-term contract renewable twice only.

iii. Females qualified candidates are encouraged to apply.

iv. The position is open to ONLY Kenyan nationals.

6.0 Job Benefits

The post offers attractive fringe benefits including education allowance, a medical scheme, and insurance cover among others.

7. 0 How to Apply:

All suitably qualified and interested candidates are advised to send their application letter, detailed curriculum vitae, photocopies of academic certificates, and a copy ID Passport/ showing the date of birth. In addition, applicants are required to provide details of at least three referees **(not friends),** at least one of whom should be most recent Supervisor(s).

Please quote the job title on both the application and the envelope.

NB: Please submit your application either electronically or in hard copy but not both. For electronic submissions, please quote the respective Job title on the subject of the email and forward to the address given below:

E-mail: **ps@transport.go.ke**

For physical submissions, please address your applications to:

The Principal Secretary
Ministry of Roads and Transport
State Department for Transport
Transcom Building, 8th Floor
P O. Box 52692-00200 Nairobi, Kenya

Deadline for submission of applications is 5th May, 2025, 05:00pm East African Standard Time.

8.0 Short-listing and recruitment of applicants

Applicants that will best meet the criteria for the job will be short-listed and undergo preliminary interview selection and the names of those who will pass preliminary interviews will be submitted to the Executive Committee of the NCTTCA for final interviews and ultimate recruitment by the NCTTCA Secretariat. Files submitted for application shall not be claimed for return to applicants.

9.0 Notification to successful applicants

Applicants that are short-listed for interviews at all stages shall be notified of the same via e-mail and shall be advised of the date of interview for recruitment, as well as the logistics thereto related.

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