

## INTER GOVERNMENTAL STANDING COMMITTEE ON SHIPPING – ISCOS



### VACANCY ANNOUNCEMENT

**POSITION: SECRETARY GENERAL**  
(Chief Executive Officer of the Organisation)

Applications are invited from suitably qualified **Kenyan Citizens** to fill the post of Secretary General of the Inter governmental Standing Committee on Shipping (ISCOS) The Secretary General is the Chief Executive Officer of the Organisation.

#### **a) The Organisation**

The Inter-Governmental Standing Committee on Shipping (ISCOS) is a regional Inter Governmental body formed by the Governments of the Republic of Kenya, United Republic of Tanzania, Republic of Uganda, and Republic of Zambia to protect, promote and coordinate their Shipping and Maritime interests in the region. Due to the International nature of Shipping and Logistics, ISCOS' activities extend throughout much of the region to the other states of Rwanda, Burundi, South Sudan, Malawi and Mozambique.

In fulfillment of her Mandate, ISCOS' works with various regional and international bodies and institutions throughout the world. ISCOS' main objective is Serve the region and the International Community as a one Stop Centre of excellence for Regional Maritime Matters and Total Logistics. The Organisation's Secretariat is hosted by Kenya in the coastal city of Mombasa.

#### **b) Particulars of the Appointment:**

- |                                 |   |
|---------------------------------|---|
| 1. <b>Position:</b>             | Secretary General:                            |
| 2. <b>Appointing Authority:</b> | The Assembly                                  |
| 3. <b>Reporting to:</b>         | The Chairperson of the Coordination Committee |
| 4. <b>Job Group:</b>            | E:1   |
| 5. <b>Terms of appointment:</b> | 5 year contract, non-renewable.               |

#### **c) Duties and Responsibilities:**

The secretary General is the Chief Executive Officer of the organization and shall represent the organization in the exercise of its legal personality. He/she shall be responsible among others for:-

- i) Acting as Secretary to the Assembly and the Co-ordination Committee; and facilitate the implementation of decisions of all the Policy Organs of ISCOS

- ii) Develop and implement strategies aimed at promoting the Organisation's Mandate, Vision and Mission.
- iii) Submit reports in consultation with the Technical Committees on the activities of the organization to the Co-ordination Committee and the Assembly;
- i) Overall administration and management of finances and other resources of the organization, subject to the provisions of the Agreement/Protocols;
- ii) Promote the adoption of joint positions by the Contracting Parties in multilateral negotiations with third party countries or regional and international organisations;
- iii) Submit the budget of the organization to the co-ordination Committee through the Technical Committee on Finance, Administration and Resource Mobilization;
- iv) Ensure that the objectives set out in the Agreement/Protocols are attained and shall either on his own initiative or on the basis of a complaint, investigate a presumed breach of the provisions of the Agreement and report to the Committee in accordance with an investigative procedure to be determined by the committee;
- v) Keep the functioning of the organization under continuous assessment and may act in relation to any particular matter which appear to merit assessment either on his/her own initiative or upon the request of contracting parties where appropriate and report the result of his/her assessment to the contracting parties or the organs of the organization;
- vi) Develop linkages between the organization, the Member States, maritime and Shipping stakeholders, regional, and international organisations and the general public on the affairs of the organization;
- vii) Oversee performance management across the organisation; and
- viii) Perform any other functions as contained in the Agreement or as the Assembly may determine subject to the provisions of the Agreement.

**d) Qualifications and Work experience:**

- i. Post graduate qualification/Masters degree in Maritime Transport Studies, Economics, Statistics, Law, Business Administration, Public Administration or any other related field from a recognized university.
- ii. Have a Minimum of 10 years practical management experience at senior level in a reputable organization.
- iii. Experience in networking with senior officials in Government, Private Sector and Regional Organizations.

- iv. Experience in any of the following fields: shipping, - port management, transport, trade facilitation, Financial Management, Human Resource Management and Public Policy will be an added advantage.

**e) Competencies:**

- i. Have ability to take leadership of a professional team and promote team spirit geared towards organizational objectives.
- ii. Possess an aptitude for relationship building through negotiation and networking.
- iii. Have excellent communication skills and public relations.
- iv. Have knowledge and competence in Information and Communications Technology (ICT).
- v. Fluent in English.

**f) Mandatory requirements**

Applicants should Satisfy the requirements of Chapter Six of the Constitution of Kenya; and in addition, obtain and submit clearances from: The Kenya Revenue Authority(KRA); The Credit Reference Bureau (CRB); The Criminal Investigation Department (D.C.I) of National Police Service; The Ethics & Anti-Corruption Commission (EACC); the Higher Education Loans Board (HELB); and from the former employer where applicable.

**g) Salary and Benefits**

In addition to a very attractive and competitive salary, the successful candidate shall enjoy several benefits which include Housing allowance, Spouse allowance, Airtime allowance, and Gratuity on separation equivalent to 25% of salary earned per month.

Other benefits include a medical Insurance cover for self, spouse and 4 children, domestic support services, limited education allowance for a maximum of 4 children, 36 working days of leave per year, and paid home leave.

**h) Mode of application**

Interested candidates who have the above requirements and believe they meet the above qualifications should submit their applications alongside their CVs, copies of their relevant certificates and testimonials with names and addresses of three referees, and a day telephone contact to:

**The Principle Secretary, State Department for Shipping and Maritime Affairs,  
Ministry of Transport, Infrastructure, Housing and Urban Development,  
TRANSCOM BUILDING, NGONG ROAD,  
P.O. Box 52692  
Nairobi, Kenya.**

Applications should be sent only by **registered courier** or delivered by hand in properly sealed envelopes clearly marked “**Application for the position of Secretary General of ISCOS**”. Deadline for submission of applications is **Friday the 10<sup>th</sup> May 2019, 17:00HOURS**