

Designation: Projects Officer.
Job Group: Fabian 07.
Department: Technical Services.

1) Group Remuneration: -

1. Basic Salary: 60,000 × 2,100 - 62,100 × 2,174 - 64,274 × 217 - 66,523 × 2,328 - 68,851
2. Housing Allowance: 6,000 × 210 - 6,210 × 217 - 6,427 × 225 - 6,652 × 233 - 6,685
3. Commuter Allowance: 9,000 × 315 - 9,315 × 326 - 9,641 × 337 - 9,978 × 349 - 10,328

2) Minimum Requirements: -

1. Holders of a Kenya National Identity Card.
2. A valid Certificate of Good Conduct from the Kenya National Police Service.
3. A valid Clearance Certificate from the Ethics and Anti-corruption Commission.

3) Specific Requirements: -

1. Diploma in Project Management.
2. Project Management Professional.
3. Valid Class B3 Driver's License from the National Transport & Safety Authority (NTSA).
4. Proficiency in the use of Microsoft Windows and Microsoft Office.
5. Three (3) years continuous work experience in building and construction projects either in the oil & gas, or marine industries

4) Job Description: -

1. Shall report to the Supervisor: Projects.
2. Shall undertake entry level project management functions in accordance with company policies and standard operating procedures, i.e.: -
 - a) Updating and maintaining project records and documentation.
 - b) Monitoring the expenditure of a project to ensure compliance with approved budget and resources.
 - c) Monitoring the progress of project implementation to ensure compliance with project delivery timelines and work plans.
 - d) Monitoring the project scope to ensure compliance with approved Terms of Reference and contractual obligations.
 - e) Coordinating project meetings and ensure that meeting minutes are documented and shared with all project stakeholders.