



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(RE-ADVERTISEMENT)

1.0 Overview of the Organization

The Northern Corridor Transit and Transport Coordination Authority (NCTTCA) is a regional intergovernmental institution composed of six (6) Member States: Burundi, the Democratic Republic of the Congo, Kenya, Rwanda, South Sudan and Uganda. Its objective is to monitor corridor performance and transform the Northern Corridor into a seamless, efficient and smart development corridor. The NCTTCA Permanent Secretariat is based in Mombasa, Republic of Kenya.

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

2.0 Job Title: DIRECTOR FINANCE AND ADMINISTRATION

Directorate	FINANCE AND ADMINISTRATION
Salary Grade	P5
Reports to	Executive Secretary
Contract Duration	Four (4) years, renewable twice
Job Location	Mombasa, Republic of Kenya

3.0 Overall Job Purpose

Responsible to the Executive Secretary for providing efficient and effective Financial and Administration Support Services. Directly Supervises the Accountant and Administrative Secretaries.

4.0 Core Duties and Responsibilities

Serve as the Chief Advisor on matters related to human, financial, material and general services management.

4.1 Develop financial human resource, administration strategies in support of the Secretariat's work program.

4.2 Ensure that the NCTTCA has a well-qualified, well trained and highly motivated staff capable of realizing its objectives.

4.3 Perform personnel functions relating to staff recruitment, placement, career development, promotion, training, job classification, salary administration, staff relations and leave administration.

4.4 Carry out periodic salary surveys to ensure the competitiveness of the remuneration system.

4.5 Develop and maintain an accurate computerized employee record system.

4.6 Ensure efficient procurement service, adequate building maintenance, safety and security of staff and premises and efficient telephone and transport service.

4.7 Initiate plans for the reviews of the Institutions Rules and Procedure Manuals and submit proposals for consideration and approval by NCTTCA's policy organs through the Executive Secretary.

4.8 Address grievances on interpretation and/or application of rules and regulations with a view to ensuring a high level of transparency and consistency.

4.9 Direct the preparation and consolidation of the Authority's budget under the guidance of the Executive Secretary and in collaboration with Heads of Programs and ensure proper management of finances.

4.10 Undertake any other related duties as may be assigned from time to time by the Executive Secretary

5.0 Minimum Qualifications and Experience

5.1 Master's Degree in Business Administration, Commerce, Finance, Public Administration or its equivalent

5.2 Working experience of at least ten (10) years in International or National Organization relations skills

6.0 Key Skills and Competencies

6.1 Considerable knowledge of international accounting standards including financial forecasting and monitoring of budgets

6.2 Technical expertise in strategic planning and budgeting, risk management, quality assurance as well as monitoring and evaluation

6.3 Proficiency in computer applications such as Microsoft Word, Excel, Access, PowerPoint and Outlook express including financial and statistical packages

6.4 Willingness to innovate and come up with new ideas

6.5 Maturity to handle people and challenging situations objectively

6.6 Willingness to up-hold and support authority's values

6.7 Managerial skills, conceptual, analytical, interpersonal, problem solving, conflict resolution, leadership, counselling, diplomacy.

6.8 Ability to maintain confidentiality of privileged information in financial records and to ensure absolute discretion and sensitivity to confidential matters.

7.0 Language Proficiency

Proficiency in English or French is required. Working knowledge of both languages will be an added advantage.

8.0 Eligibility Criteria

8.1 Maximum age of 45 years at the time of recruitment;

8.2 Appointment will be on a four-year fixed-term contract, renewable twice only;

8.3 Qualified female candidates are encouraged to apply; and

8.4 The position is open ONLY to KENYA nationals.

9.0 Job Benefits

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

10.0 How to Apply

Suitably qualified and interested candidates should submit an application letter, a detailed curriculum vitae, photocopies of academic and professional certificates, and a copy of the passport page showing the

date of birth. Applicants must also provide details of at least three referees (not friends), at least one of whom should be the applicant's most recent supervisor.

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

NB: Applications should be submitted either electronically or in hard copy, but not by both methods.

For electronic submissions, quote the job title in the email subject line and send the application to:

Email: ps@transport.go.ke

For physical submissions, address applications to:

**The Principal Secretary
State Department for Transport
Ministry of Roads and Transport
P O. Box 52692-00200
Nairobi, Kenya**

Deadline for submission of applications: 11th September 2026 at 5:00 p.m. East Africa Time.

11.0 Shortlisting and Recruitment of Applicants

Applicants who best meet the job requirements will be shortlisted and invited for preliminary interviews. The names of candidates who pass the preliminary interviews will be submitted to the Executive Committee of the NCTTCA for final interviews and recruitment by the NCTTCA Secretariat. Application documents submitted will not be returned.

12.0 Notification of Successful Applicants

Applicants shortlisted for interviews at any stage will be notified by email and advised of the interview date and related logistical arrangements.