



## **CAREER OPPORTUNITIES**

### **INTRODUCTION**

The Kenya Electricity Transmission Company Limited (KETRACO) is a 100% state-owned corporation incorporated on 2<sup>nd</sup> December, 2008 under the Company's Act, Cap 486 as a State Corporation pursuant to the Sessional Paper No. 4 of 2004 on Energy. The Mandate of the Company is to plan, design, construct, own, operate and maintain high voltage electricity transmission grid and regional power interconnectors.

KETRACO's Vision is to be a world-class electricity transmission company and the leading interconnector in Africa. The Mission of the Company is to provide reliable, efficient and effective electricity transmission and promote power trade for sustainable socio-economic development.

To achieve the above mandate, KETRACO has so far completed and commissioned 1,115.5km of transmission lines with 5000km committed and on-going projects. The company has assets base of over Kshs. 77 Billion. In addition; and to increase access to electricity, KETRACO plans to construct additional 7000km of transmission lines in the next five years.

The Company invites applications from suitable individuals to fill the following positions.

#### **1. LEGAL MANAGER, COMMERCIAL, COMPLIANCE AND SECRETARIAT SERVICES UNIT (1POST): REF: KETRACO/5/1C/40/100/VOL I-B**

Reporting to the Company Secretary/Senior Manager, Legal Services.

##### **Duties and responsibilities: -**

- Assist the Company Secretary/Senior Manager, Legal Services at the Board Secretariat;
- Provide Secretariat Services to the Management Committee and the Managing Director's staff meetings;
- Monitor compliance with legal and regulatory framework;
- Review and provide legal advice on tender documents before publication;
- Review and advise Management on legal implications of internal policies and procedures.

**S/he will also be responsible for:-**

- Drafting and/or advising on securities, bonds, and guarantees made in favour of or by the Company;
- Reviewing legislation pertaining to the Company's affairs and where necessary, make appropriate recommendations for amendments;
- Providing legal interpretation and opinions sought by the Company's other Divisions/Departments;
- Assisting the Company in adopting and propagating appropriate and effective legal strategies ensuring that these are communicated and implemented in a manner that supports corporate objectives;
- Maintaining an awareness of the requirements of any relevant legislation to ensure that the Company complies with all legal, regulatory and statutory requirements;
- Keeping the Company's staff aware and abreast of Legislation that is relevant to them in the performance of their duties;
- Participating in design and implementation of local agreements, international documents, contracts, etc. Preparing and/or advising on contractual documents and other arrangements entered into by the Company;
- Advising disciplinary committees on legal requirements;
- Assisting the Company in safeguarding its best interests in contractual matters;
- Coordinating the Company Secretary/Legal Services Division's ISO compliance;
- Any other duties that may be assigned from time to time.

**Job specifications:**

For appointment to this grade, a candidate must;

- Have a Bachelor's degree in Law from a recognised University/Institution;
- Have a Diploma in Law from the Kenya School of Law;
- A Master's degree in Law from a recognised University/institution, will be an added advantage;
- Be an advocate of the High Court of Kenya;
- Have a current practising certificate;

- Be a member of the Institute of Certified Secretaries of Kenya;
- Have a certificate in either Corporate Governance or Strategic Leadership Development; Programme lasting not less than three (3) weeks from a recognized institution;
- Have a certificate in computer application skills;

**The candidate must also:-**

- Have at least seven (7) years relevant experience ideally in a leading organisation, proven track record in contract negotiation and drafting;
- Have proven track record of providing accurate and effective legal counsel;
- Have proven track record of adding value to an organisation through the development of comprehensive contract documents that mitigate risk and penalties.

**Required additional skills are as follows:-**

- Strong leadership and Managerial skills;
- Good relationship management and communication skills necessary for interaction with stakeholders and negotiating parties;
- Demonstrate knowledge of, and experience in, laws dealing with commercial contract administration, particularly contract negotiation, preparation and administration;
- Ability to provide independent advice to senior level management on highly technical matters;
- Good planning and organizational skills.

**2. MANAGER LEARNING AND DEVELOPMENT (1POST) –**  
**REF: KETRACO/5/1C/40/101/VOL I-B**

The Manager Learning and Development is accountable to the Senior Manager Human Resource and Administration and will be responsible for ensuring continuous availability of a competent Human Resource through enhancement of knowledge, skills and attributes in the workforce.

**Duties and responsibilities: -**

- a) Design competency framework that ensure individuals perform to the standards and levels required by the organisation;

- b) Implement performance management to promote and improve employee effectiveness and engagement;
- c) Ensure efficient and effective knowledge management within the organisation;
- d) Develop and implement strategies on training needs identification and training programmes to meet corporate skills and competency needs;
- e) Design strategies to assess the impact of training programmes on employee performance and making necessary interventions;
- f) Designing and implement strategies to guide the succession planning, coaching and mentoring within the Company;
- g) Periodically review the leadership capacity in the organization and make the necessary interventions.

**Job Specifications:**

- Bachelor's degree in Social Sciences from a recognized University;
- A Master's Degree will be an added advantage;
- At least a full member of the Institute of Human Resource Management (IHRM);
- Good organizational, planning and time management skills;
- Strong computer operation skills;
- Excellent communication skills both written and oral;
- At least eight (8) years relevant experience out of which three (3) years should have been at management level;
- Strong communication & negotiation Skills;
- High level analytical skills.

**3. HUMAN RESOURCE OFFICER- INDUSTRIAL RELATIONS(1POST) - REF: KETRACO/5/1C/40/102/VOL I-B**

The Human Resource Officer- Employee Relations is accountable to the Manager Human Resource Services and will be responsible in provision of high quality industrial and employee relations services to management and other stakeholders.

**Duties and responsibilities: -**

- a) Develop an effective employer/employee relations service to deal with all employee relations matters including grievances and cases brought before the Industrial Court, as well as the administration of WIBA.

- b) Assist in developing and reviewing the Code of Conduct to guide all employees, and ensure that they are properly interpreted;
- c) Implement approved/recommended disciplinary actions against offenders who violate laid down rules and regulations;
- d) Ensure proper administration of the grievance handling machinery and staff disciplinary process. Participate in negotiations between the Trade Union and management in instances of employee grievances;
- e) Act as contact person between KETRACO FKE, Ministry of Labour and the Trade Union. Interpret the Kenya labour laws and other relevant legislations to ensure they are correctly implemented and adhered to;
- f) Ensure maintenance of harmony between management and other employees of the Organisation especially in employee grievances.

**Job Specifications:**

- Must possess a Bachelor's Degree in Social Sciences
- Should be a member of IHRM;
- Should have a minimum of seven (7) years relevant experience out of which three (3) years should be in the field of Industrial Relations;
- Should have good communications and interpersonal skills;
- Should have Emotional Intelligence and good negotiation skills;
- Should have Conflict management and problem solving skills;
- Experience and/or certificate in legal matters will be an added advantage.

**4. SENIOR MARKETING OFFICER (1POST) – REF: KETRACO/5/1C/40/103/VOL I-B**

The Senior Marketing Officer is accountable to the Manager Business Development and will be responsible for identifying and transforming revenue opportunities for the Company while serving existing customers to maximize profit.

**Duties and responsibilities: -**

- a) Develop business cases of well researched opportunities;
- b) Work closely with KETRACO partners and customers to identify business opportunities locally and regionally;
- c) Provide information by collecting, analysing, and summarizing data and trends;
- d) Incubate opportunities into reaching tangible revenue generating pursuits;

- e) Develop relevant documents like contracts for establishing commercial relationship with clients;
- f) Work closely with cross – functional teams to ensure execution of proposed opportunities;
- g) Develop compelling presentation of opportunities to different decision making bodies;
- h) Ensure correct billing and collection of revenue are done timely;
- i) Meet agreed revenue targets;
- j) Develop and manage marketing promotional activities;
- k) Delight Company customers.

**Job Specifications:**

- Bachelor Degree in Business Administration/Marketing;
- An MBA in marketing / strategic management will be an advantage;
- A minimum of five (5) years' relevant experience in a commercial environment;
- A minimum of 3 years in ICT / broadband related industry;
- Excellent negotiation, organizational and administrative skills;
- Excellent verbal, written and presentation skills;
- Excellent networking skills;
- Ability to build and maintain relationships in both private and public sector;
- Ability to identify market segments, niches and potential markets;
- Ability to work with teams;
- Demonstrate integrity and honesty.

**5. AUDITOR-INFORMATION SYSTEMS (1POST) - REF: KETRACO/5/1C/40/104/VOL I-B**

The Auditor-Information Systems is accountable to the Senior Manager Internal Audit and Risk Management and will responsible in Providing independent and objective audit, risk assurance and compliance services for efficient business operations by conducting audits of IS systems and technical environments; analysing data for the adequacy and effectiveness of system integrity, accuracy, security and control

**Duties and responsibilities: -**

- a) Conduct general ICT reviews, audits of computer systems and technical environments; analyzes data for the adequacy and effectiveness of system integrity, accuracy, security and control;

- b) Perform audits of information systems controls including data integrity, backup and disaster recovery, data centre procedures, data communication and access controls, database administration and end user control;
- c) Conduct applications systems audit i.e. SAP and other business systems to determine the completeness and accuracy of transactions that have already been processed and the internal controls therein.
- d) Conduct audits of the KETRACO's information systems policies, procedures and processes and review compliance with the ICT strategy.
- e) Conduct ICT Projects audit to determine value for money for the implemented projects.
- f) Conduct continuous, monthly, quarterly and half yearly information systems audits as per the Annual Audit Plan.
- g) Prepare and develop detailed audit plans for performing individual audits including the identification of key risks and controls, determination of audit objectives, and development of an appropriate audit program.
- h) Prepare detailed audit working papers for review by the Snr. Manager, Internal Audit and Risk Management
- i) Ensure that Audit quality and standards are observed.
- j) Carry out follow-up ICT audits to determine whether appropriate action has been taken on areas audited.
- k) Conduct data extractions, analysis, and security reviews utilizing various computer assisted audit tools (CAAT).
- l) Advise on emerging issues through research and interviews and guide on how best to deal with them.

**Job Specifications: -**

- University degree in Computer Science, ICT, IT, IS, BBIT, or related field;
- Holder of Certified Information Systems Auditor (CISA) or CISM designation;
- Other professional qualification either in CPA, CIA, ACCA or its equivalent. IT certifications (such as CCNA, CCNP etc.) will be an added advantage;
- Should have a minimum of 3 years IT audit experience with a reputable organization or external audit firm;
- Experience in auditing major ERP systems (e.g. SAP and Oracle) would be an added advantage;
- Experience in delivering data analytics services using CAATs tools

## **TERMS OF SERVICE AND REMUNERATION**

The appointment for positions will be permanent and pensionable. The successful candidate for the positions will be offered competitive remuneration package in accordance with the Company guidelines.

Candidates interested in the above positions are expected to fulfil the requirements of Chapter 6 of the Constitution of Kenya. Specifically, they must obtain and submit with their application copies of clearance certificates from the following organizations: -

- Kenya Revenue Authority;
- Higher Education Loans Board;
- Ethics and Anti-Corruption Commission;
- Criminal Investigation Department (Certificate of Good Conduct);
- A report from an approved Credit Reference Bureau (CRB).

Candidates who meet the above requirements should submit their applications so as to reach the address shown below (clearly stating the reference in the letter and on the envelope) by close of business on **28<sup>th</sup> March, 2017 at 4.30pm**. Applications to include CVs with details of day time contacts, current and expected salary, notice period required to take up appointment, names and contacts of three referees. Applicants must also attach copies of all Certificates/Testimonials, and copy of National ID/Passport.

**The Managing Director,  
Kenya Electricity Transmission Company Limited,  
KAWI COMPLEX, 4<sup>th</sup> Floor,  
Popo Lane, South C, off Red Cross Road,  
P.O. Box 34942 – 00100,  
NAIROBI.**

KETRACO is an Equal Opportunity Employer committed to diversity and gender equality. Applications without the relevant qualifications, copies of documents/details as sought for will not be considered. Any form of canvassing shall lead to automatic disqualification. ***Only shortlisted candidates shall be contacted.***