



## **JOB ADVERTISEMENT**

The Kenya Electricity Transmission Co. Ltd. (KETRACO) was incorporated in December, 2008 under the Company's Act Cap 486 as a State Corporation wholly-owned by the Government. KETRACO's mandate is to design, construct, operate and maintain new high voltage electricity transmission infrastructure that will form the backbone of the National Transmission Grid in line with Kenya Vision 2030.

The Company wishes to competitively fill the following position.

### **WAY LEAVE ASSISTANT (3 NO.) REF: KET/5/1C/40/2/VOL XXIII - B**

**The Way Leave Assistants will serve the Garsen - Hola - Bura - Garissa Transmission Line Project.**

This will be a one (1) year renewable contract.

#### **Key Responsibilities**

- ❖ Explain to PAPs and Local Administration KETRACO's procedure for compensation and RAP policies;
- ❖ Enumerate various types of trees and crops that are damaged and fill in details on the Crop Damage Report on private land;
- ❖ Respond to minor way-leave issues and report to Project land Economist;
- ❖ Securing Access agreements from owners, land occupiers;
- ❖ Keep daily track of right of way issues in specific sections and advise Project Implementation Team;
- ❖ Authenticate right of way issues ahead of contractor construction team;
- ❖ Attend site weekly meetings and give way leave status;
- ❖ Sign way control sheets in the presence of contractors for records.

#### **Qualifications and Competencies**

- ❖ Diploma in Agricultural Economics, Environment Science Management, Community Development, Social Sciences, Project Management or related field;
- ❖ Knowledge of KETRACO policy;
- ❖ **Must be residents of Garsen, Hola, Bura and Garissa and be able to speak the local language.**

- ❖ Possession of a valid driving licence will be an added advantage.

### **Previous Experience Desired**

- ❖ Knowledge of KETRACO policy;
- ❖ Records keeping and clerical works.

### **Working Conditions**

The job involves continuous travelling to the field sometimes even over the weekends and public holidays, communicating with Contractors, the Project Implementation Teams and the Project Affected Persons (PAPS) as well as travelling on very short notices therefore one has to be prepared all the time.

**Candidates who meet the set criteria should submit applications, attach a one page CV with details of your day time contacts, a copy of KCSE Certificate, a relevant Diploma Certificate and must attach a copy of national ID, to be emailed to: [HR-Recruitment@ketraco.co.ke](mailto:HR-Recruitment@ketraco.co.ke) so as to reach the Ag. General Manager, Human Resource and Administration not later than 18<sup>th</sup> September 2020 at 4.30 pm.**

**Please note that the applications will ONLY be via email and indicate the reference as the subject heading, no hard copies shall be considered.**

**KETRACO is an equal opportunity employer. Persons with disabilities and female candidates are encouraged to apply. Any form of canvassing shall lead to disqualification. Only shortlisted candidates will be contacted.**

**Address your applications to: -**

**Ag: GENERAL MANAGER, HUMAN RESOURCE & ADMINISTRATION  
KENYA ELECTRICITY TRANSMISSION COMPANY LIMITED,  
KAWI HOUSE, SOUTH C  
P.O. BOX 34942 -00100,  
NAIROBI.**

