

BUSINESS DEVELOPMENT OFFICER – (KET 6) ONE (1) POSITION REF: KET/5/1C/40/210/VOL I – B (04/2024) ON PERMANENT & PENSIONABLE TERMS

Reporting to the Senior Business Development Officer

Job purpose

The successful candidate will be responsible prospecting business opportunities through identification of commercial business income streams by leveraging on excess resources of the Company.

Key Responsibilities;

- i). Providing information to Senior Business Development Officer by collecting, analysing, and summarizing data and trends;
- ii). Developing business cases of well researched opportunities;
- iii). Working closely with cross-cutting department and customers to identify business opportunities locally and regionally;
- iv). Liaising with external partners in relation to contracting, licensing and compliance requirements;
- v). Supporting NOC operations regarding billing, network configuration & SLA management;
- vi). Drafting relevant documents for establishing commercial relationship with clients;
- vii). Exploring business opportunities and drafting proposals to different decision-making bodies;
- viii). Supporting timely billing and collection of commercial revenues;
- ix). Developing business development promotional activities;
- x). Performing customer service commercial clients.

Qualifications & Skills required

- i). Bachelor's degree in Business Administration/Economics/Strategic Management/Commerce or related field from a recognized institution
- ii). A minimum of three (3) years relevant work experience

Working condition - Office setting and field visits

MANDATORY REQUIREMENTS FOR ALL POSITIONS

Applicants MUST provide the following documents on application:-

- i). A Signed application letter;
- ii). A detailed Curriculum Vitae indicating current and previous employers, positions held, level of education, current and expected salary, notice period required to take up appointment and names of at least three professional referees;
- iii). Copies of academic and professional certificates; and
- iv). Copy of National Identification Card or Passport.

Important Information to note:

- i). Candidates should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application;
- ii). Only shortlisted and successful candidates will be contacted;
- iii). Canvassing in any form will lead to automatic disqualification;
- iv). Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates during interviews; and
- v). It is a criminal offence to present fake certificates/documents.

Only Successful candidates will be expected to present the following Chapter Six Clearance Certificates : -

- a) Valid Certificate of Good Conduct from the Directorate of Criminal Investigations;
- b) Valid Clearance Certificate from Higher Education Loans Board (HELB);
- c) Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA);
- d) Current Clearance from the Ethics and Anti-Corruption Commission (EACC); and
- e) Current Report from an approved Credit Reference Bureau (CRB).

The Company is an Equal Opportunity Employer and is committed to implementing the provisions of the Constitution – Chapter 232 (1) on fair competition and merit, representation of Kenya’s diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED, THE MINORITIES AND FEMALE CANDIDATES ARE ESPECIALLY ENCOURAGED TO APPLY.** Applications without the relevant qualifications, copies of documents/details as sought for will not be considered. Any form of canvassing and giving false information shall lead to automatic disqualification. *Only shortlisted candidates shall be contacted.*

Interested candidates fulfilling the required qualifications should submit their application clearly indicating the position applied for and vacancy Reference No. as the subject heading via the **joblink** posted on KETRACO website.

NOTE: These positions are open to **KENYAN Citizens ONLY.**

The successful candidates for the positions will be offered competitive remuneration package in accordance with the Company guidelines. Candidates who meet the above requirements should submit their applications by 19th April 2024 at 5.00pm so as to reach:-

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

Please note that applications will ONLY be via joblink, hard copies shall not be considered. Indicate the position reference number as the subject heading candidates MUST fill an online form on our website.