

**HUMAN RESOURCE OFFICER PAYROLL & COMPENSATION – (KET 6) ONE (1)**  
**POSITION REF: KET/5/1C/40/208/VOL I – B (04/24) ON PERMANENT & PENSIONABLE**  
**TERMS**

Reporting to the **Senior Human Resource Officer**

**Job purpose**

This Job is responsible for timely and accurate salary and pension administration.

**Key Responsibilities;**

- i). Maintaining and updating compensation database;
- ii). Compiling accurate pay slips and ensuring all data for payroll is prepared;
- iii). Participating in review of payroll software;
- iv). Processing of pension benefits in accordance with the Trust Deeds and Retirement Benefits Authority (RBA) rules and regulations;
- v). Providing an interface between KETRACO and pension scheme administrators, fund managers and custodians of staff superannuation funds;
- vi). Processing SAP Payroll and interfacing the system with Finance General Ledger;
- vii). Facilitating and overseeing prompt submission of the monthly payroll to Finance which will ensure that staff are paid by 25th day of every month;
- viii). Processing staff benefits such as loans, advances, allowances, terminal benefits and any other approved staff claims;
- ix). Assessing staff eligibility to qualify for staff loans, bank loans, advances and making the necessary recommendations thereto;
- x). Undertaking reviewing of proposals from potential banks that wish to sign Memorandum of Understanding (MOUs) for personal lending to staff, and recommend for further managerial action
- xi). Processing through the monthly payroll all statutory deductions like P.A.Y.E, N.S.S.F., N.H.I.F. and Pension, other staff voluntary deductions like Sacco dues, insurance premiums and ensuring that the same are promptly remitted;
- xii). Recovering through the payroll terminal dues overpayments, money incurred or any other resources from staff, which are due to KETRACO;
- xiii). Extracting KETRACO annual P.A.Y.E. returns in accordance with the requirements of the Income Tax Department;

- xiv). Preparing annual staff status reports for National Employment Authority, Salaries & Remuneration Commission, which are used by the Government in addressing its manpower development affairs;
- xv). Resolving payroll discrepancies and assisting in payroll audits;
- xvi). Facilitating the remittance of both members 'contributions to the fund managers. Assist in the preparation of timely annual pension accounts;
- xvii). Reporting to the pension administrators any changes in the pension fund membership;
- xviii). Maintaining and keeping safe custody and confidentiality of member's records;
- xix). Sensitizing members on pension matters;
- xx). Implementing key Board and Management decisions like Salary Reviews;
- xxi). Participating in the development and implementation of compensation and benefit related policies and procedures;
- xxii). Preparing ad hoc reports from time to time for Management's decision making;
- xxiii). Assisting in budget preparation and administration.

### **Qualifications & Skills required**

- i). A Bachelor's degree in Human Resource Management or BCOM, Finance.
- ii). The job holder requires to be a registered member of Institute of Human Resource Management (IHRM)
- iii). Certified Public Accountant of Kenya (CPA-K)
- iv). Post graduate diploma in Human Resource HRM or CHRP Certificate
- v). Supervisory course lasting not less than two (2) weeks;
- vi). Must have a minimum of three (3) years of SAP-HCM (payroll) version 7.0 experience
- vii). Experience in SAP-BI and analytical skills will be an added advantage.

**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 19<sup>th</sup> April 2024 at 5.00pm so as to reach:-

**The Managing Director,  
Kenya Electricity Transmission Company Limited,  
KAWI COMPLEX, 4<sup>th</sup> 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.**