



"Building a World Class National Grid"

KENYA ELECTRICITY TRANSMISSION COMPANY LTD.

CAREER OPPORTUNITIES

EXTERNAL ADVERTISEMENT

INTRODUCTION

The Kenya Electricity Transmission Company Limited (KETRACO) is a 100% state-owned corporation incorporated on 2nd 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.

The Company invites applications from suitable individuals to fill the following position: -

GENERAL MANAGER HUMAN RESOURCE & ADMINISTRATION – (KET 2) (1 POSITION) **REF: KET/5/1C/40/124/VOL I – B FIVE (5) YEAR CONTRACT RENEWABLE ONCE**

Reporting to the Managing Director

Job purpose

This job is responsible for matters relating to optimal utilization of human resources in compliance with Human Resource Management Act 2012 and Labour laws.

The job is also responsible for overall leadership to Human Resource Services, Learning & Development, Administration, Insurance, Security, Records and Property functions in the Company.

Key Responsibilities;

- i. Providing leadership to Staff in the Directorate;
- ii. Advising Management on development and review of the organisational structure to maximise on organisational effectiveness;
- iii. Coordinating staff establishment to ensure optimal recruitment, overseeing placement, contracting and retention of staff;
- iv. Advising on the Company's remuneration strategy and appropriate terms and conditions of employment;
- v. Promoting and maintaining harmonious employee relations;

- vi. Overseeing development and implementation of policies, strategies and guidelines relating to the Directorate;
- vii. Overseeing succession management in the Company;
- viii. Overseeing employee development and career management programmes to improve individual and corporate performance;
- ix. Overseeing implementation of staff performance management;
- x. Leading the development and implantation of appropriate change management initiatives;
- xi. Providing oversight in quality assurance for the Directorate;
- xii. Preparing the Human Resource & Administration Directorate budget and accounting for the same;
- xiii. Ensuring that employees adhere to the Company code of conduct in accordance with the Public Officers' Ethics Act;
- xiv. Overseeing Insurance, Records, Property Management and Administrative functions in the Company;
- xv. Overseeing Security Services in safeguarding Company assets;
- xvi. Managing the implementation of risk mitigation measures and updating of the Directorate's Enterprise Risk Register;
- xvii. Ensuring pension administration adheres to Retirement Benefits Authority requirements; and
- xviii. Ensuring administration of company Medicare scheme and coordinate welfare activities.
- xix. Ensuring adequate utilization of resources and budget allocation for the Directorate;
- xx. Guiding the Company on relevant employment legislations and statutes relating to human resource;
- xxi. Enforcing compliance of legislations to promote fairness and harmony in the Company;
- xxii. Formulating reward management and remuneration policies and strategies that attract, retain and motivate employees to higher productivity;
- xxiii. Preparing board papers and other reports for Board and Management;
- xxiv. Coordinating disciplinary and appeals cases in the Company;
- xxv. Implementing Board decisions on matters relating to human resource in the Company;
- xxvi. Submitting statutory and periodic reports to various government agencies;
- xxvii. Implementing various government Circulars relating to human resource in the Company;
- xxviii. Accounting for resource use in line with prevailing laws, policies and regulation;

Qualifications & Skills required

- i). A Master's Degree in a relevant field with a Bachelor's in Human Resource Management or related field.
- ii). Full member of the Institute of Human Resource Management (IHRM) and in good standing.
- iii). Post graduate diploma in Human Resource HRM or CHRP Certification
- iv). Practising Certificate from IHRM
- v). Undertaken a leadership development programme/training lasting not less than 4 (four) weeks from a recognized institution;
- vi). The job holder requires knowledge and relevant post admission experience of not less than twelve (12) years, with at least eight (8) years at senior managerial level.

Working condition - Office setting

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.
- vi). Beware fraudsters misusing the Company name to solicit money from unsuspecting job seekers.

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 **8th July 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 job-link, hard copies shall not be considered. Indicate the position reference number as the subject heading candidates **MUST** fill an online form on our website.