



"Building a World Class National Grid"
KENYA ELECTRICITY TRANSMISSION COMPANY LTD.

SENIOR MANAGER, PROJECT MANAGEMENT & CONSTRUCTION - (KET 3)
REF:KET/5/1C/40/91-B (9/2023) – ONE (1POST) FIVE (5) YEAR CONTRACT
RENEWABLE SUBJECT TO PERFORMANCE.

Reporting to **General Manager, Design & Construction**

Job Purpose

This job is responsible for coordinating Project Management and Construction of a reliable, efficient and effective electricity transmission infrastructure.

Key Responsibilities/Duties/Tasks

- i) Providing leadership in the Division;
- ii) Liaising with project financiers and other external stakeholders during construction of transmission infrastructure projects;
- iii) Coordinating implementation of strategies relating to transmission infrastructure project management and construction;
- iv) Ensuring compliance with standards and procedures pertaining to project management and construction;
- v) Providing strategic leadership and guidance to the project management and construction teams;
- vi) Ensuring compliance with relevant laws and regulations in construction and project management;
- vii) Preparing Departmental annual budget, procurement plan and work plan;
- viii) Liaising with the General Manager on matters relating to the project management and construction of transmission infrastructure projects;
- ix) Overseeing internal processes and workflows for operational effectiveness;
- x) Proposing the Directorate's annual budget, procurement and work plan;
- xi) Managing the implementation of risk mitigation measures and updating of the Directorate's Enterprise Risk Register;
- xii) Formulating of technical guidelines and standards for transmission infrastructure project management and construction;

- xiii) Managing staff job performance and evaluation, career development, capacity building and deployment of skills;
- xiv) Handing over of project sites to contractors;
- xv) Chairing kick-off meetings for contractors and consultants;
- xvi) Certifying works done by consultants and contractors;
- xvii) Reviewing of interim payments to contractors and consultants;
- xviii) Reviewing project financial appraisals for contractors and consultants;
- xix) Reviewing of final accounts and contract closure for contractors and consultants;
- xx) Appointing project managers and engineers in consultation with other departments and directorates during project implementation;
- xxi) Liaising with other process owners during construction of transmission system projects;
- xxii) Coordinating and submitting periodic project status reports to the GM;
- xxiii) Reporting to the GM on issues related to project management and construction of transmission system projects;
- xxiv) Collating and preparing progress reports related to project management and construction of transmission system projects;
- xxv) Implementing Quality assurance in the Department;
- xxvi) Coordinating scope changes and construction activities in interfacing projects.

Qualifications & Skills required:

- i). **Must** have Master's Degree in a relevant field from a recognized Institution;
- ii). Bachelor's degree in Civil Engineering from a recognized institution or any other; relevant equivalent qualification from a recognized Institution;
- iii). Must be a Registered Professional Engineer with Engineers Board of Kenya (EBK)
- iv). Must be a Corporate Member of the Institution of Engineers of Kenya (IEK);
- v). Management Course lasting not less than four (4) weeks from a recognized institution;
- vi). Project Management Practitioner will be an added advantage;
- vii). **Must** have more than ten (10) years relevant work experience of which five (5) years are in management.

Working Conditions

- i). Office setting
- ii). 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 **16th October 2023** 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.**

Hard copy **MUST** be sent via post office, courier or hand delivered to our offices in KAWI House, on 3rd Floor, Human Resource Office. Further, candidates **MUST** fill an online form on our website.