

**BUSINESS ANALYST & PAYROLL HCM – (KET 6) (1 POSITION) REF: KET/5/1C/40/158-B/VOL I**  
**ON PERMANENT AND PENSIONABLE**

Reporting to the Senior Information Technology & Innovation Officer, Business Analyst, the successful candidate will be responsible for reviewing, analysing, advising on and evaluate human resources processes and user needs for SAP Human Capital Management (HCM) for the company. The job holder examines and configures individual SAP Human Capital Management modules including Organizational Management, Personnel Administration, Time Management, Payroll, Employee Self Service, Manager Self Service, E-recruitment and Travel Management. The office is responsible for implementation of New and Enhanced functionalities relating to SAP Human Capital Management. Moreover, they execute system integration testing, architect internal and external interfaces and creates technical documentation.

**Key Responsibilities;**

- i). Participating in and/or represent the unit in external and ad hoc assignments relevant to the unit's work as and when required by the Senior Information Technology and Innovation Officer, Business Analyst;
- ii). Leading and supporting SAP Human Capital Management initiatives as team member and lead the implementation of new and improved functionalities;
- iii). Mentoring and supporting users and teammates on Human Capital Management functionalities including understanding of configurations and transactions;
- iv). Designing, configuring and testing new and enhanced functionality for various SAP Human capital management modules; Organizational Management, Personnel Administration, Time Management, Payroll, definition of pay calculation rules and schema, Employee Self Service, Manager Self Service, E-recruitment and Travel Management;
- v). Reviewing, analysing and evaluating business processes and scenarios of the company relating to human capital management;
- vi). Developing functional specifications and recommends solutions that meet the need;
- vii). Preparing high-quality documentation for SAP Human Capital Management Modules, blueprints, configuration, testing and training documents;
- viii). Developing a training Plan for Users to optimise System Knowledge;
- ix). Delivering training on SAP Human Capital Management to address user knowledge gaps on need basis;
- x). Guiding Users on Extraction of HR reports by utilizing common SAP data extraction tools such as ad hoc query, report painter and SAP tables;
- xi). Performing Human Capital Management mass master data conversion and updates utilizing tools such as SAP LSMW and ABAP programs;
- xii). Developing the necessary Human Capital Management test strategy, test scenarios and test data to test new functionalities;
- xiii). Leading integrated system testing efforts with other SAP business analysts with regards to newly implemented or enhanced SAP human capital management functionalities;

- xiv). Troubleshooting, investigating and analysing system problems in liaison with users and provide solutions that meets user needs; and
- xv). Building and managing effective partnerships with SAP human capital management system users and the Information technology and Innovation department.

**Qualifications & Skills required:**

- i). A Bachelor's degree or Diploma in Business/Computer Science/ Management Information Systems/Business IT Administration/Economics or related field from a recognized institution;
- ii). Must be a Certified SAP Human Capital Management Application Associate;
- iii). Must have experience in at least four (4) full life-cycle implementations including post Go-Live support;
- iv). Must have five (5) years of experience in SAP Human Capital Management, SAP Payroll, time management, organization management and personnel administration;
- v). Diploma in Human Resource Management will be an added advantage; and
- vi). Membership with Human Resource body or Accreditation with ICT Authority.

**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.

**\*Successful candidates will be expected to present the following 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).

**In addition to the above:**

- 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.



Interested candidates fulfilling the required qualifications should submit their application clearly indicating the position applied for and vacancy Reference No. via the **job link** posted on KETRACO website and attach copies of certificates and transcripts, current curriculum vitae and any other relevant testimonials, telephone contacts, e-mail address and three (3) referees with their contacts so as to reach **the below address by Tuesday, 28<sup>th</sup> February 2023 at 4:30PM EAT.**

**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.**

KETRACO is an Equal Opportunity Employer 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.***

**Please note that applications will ONLY be via email, hard copies shall not be considered. Indicate the position reference number as the subject heading.**