



CAREER OPPORTUNITIES

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 positions: -

1. GENERAL MANAGER PROJECT DEVELOPMENT SERVICES – KET 2 REF: KETRACO/5/1C/40/122/VOL I – B (1 POSITION) ON CONTRACT TERMS OF FIVE (5) YEARS RENEWABLE ONCE

Reporting to the Managing Director & CEO, the successful candidate will be responsible for power transmission system planning, project development, wayleave and land acquisition to ensure development of a robust, reliable, efficient and cost-effective power transmission system.

Key Responsibilities

- i. Providing leadership to Staff in the Directorate;
- ii. Overseeing formulation of electricity transmission projects, power system planning, power system studies and development of projects;
- iii. Overseeing the development and implementation of policies and strategies relating to Project Development Services;
- iv. Guiding the execution of transmission planning, system studies, development of projects, Monitoring & Evaluation processes, to ensure a reliable and robust national grid in the short-term and long-term while ensuring stable regional interconnection;

- v. Overseeing surveying, mapping and GIS, environmental safeguards and sustainability, social safeguards and resettlement, valuation, land and wayleave acquisition to facilitate construction of high voltage transmissions lines;
- vi. Advising Management on matters relating to Project Development Services;
- vii. Directing the formulation of technical guidelines and standards in power system studies, project development, transmission planning and M&E by the application of engineering principles;
- viii. Advising Management on technical aspects of the company's Transmission Master Plan (TMP) to inform the capital expenditure requirements, timelines and sequencing of power transmission infrastructure;
- ix. Articulating electricity transmission plans and interests in line with sectoral, national and regional transmission plans;
- x. Mobilizing resources through Development Finance Institutions (DFIs) and Public-Private Partnership (PPP);
- xi. Coordinating the company's Public Private Partnership (PPP) and Private Initiated Investment Projects (PIIP);
- xii. Representing the company in technical committees of regional transmission planning Eastern Africa Power Pool (EAPP) and East Africa Community (EAC) and national transmission planning (LCPDP) and Integrated National Energy Plan (INEP) and other sectoral committees;
- xiii. Coordinating the Monitoring and Evaluation of the outcomes and impact of completed transmission infrastructure;
- xiv. Overseeing internal processes and workflows for operational effectiveness;
- xv. Proposing the Directorate's annual budget, procurement and work plans;
- xvi. Managing the implementation of risk mitigation measures and updating of the Directorate's Enterprise Risk Register;
- xvii. Managing staff job performance and evaluation, career development, capacity building and deployment of skills;
- xviii. Accounting for resource use in line with prevailing laws, policies and regulation;
- xix. Providing oversight in quality assurance for the Directorate;
- xx. Ensuring compliance with national and international environmental, safety standards and social safeguards in implementation of high voltage transmission projects;
- xxi. Preparing and implementing the Directorate's annual budget, work plan and procurement plan;
- xxii. Liaising with Ministry of Energy and National Treasury and Planning on the transmission infrastructure investment plan for resource mobilisation;
- xxiii. Appointing the Directorate's staff in Project Implementation Teams and nominate staff to local & regional energy sector committees;

- xxiv. Reviewing and approving feasibility studies for high voltage transmission infrastructure;
- xxv. Preparing and submitting board papers and periodic status reports;
- xxvi. Reviewing and approving project monitoring and evaluation reports for submission to Management and Project Financiers;
- xxvii. Identifying and recommending wayleave acquisition and purchase of substation land;
- xxviii. Approving submission of Environmental Social Impact assessment (ESIA) study reports and periodic environmental compliance reports to National Environment Management Authority (NEMA);
- xxix. Recommending for approval wayleave acquisition compensation payments;
- xxx. Submitting Departmental periodic reports;
- xxxi. Reviewing and approving project Resettlement Action Plan (RAP) reports for submission to financiers and acquisition of wayleaves;
- xxxii. Updating Management on pertinent issues regarding wayleave acquisition;
- xxxiii. Coaching and Mentoring staff within the Directorate.

Qualifications & Skills required

- i) Knowledge and relevant experience of not less that twelve (12) years, with at least eight (8) years at senior management level;
- ii) Bachelor's degree in Civil or Electrical Engineering;
- iii) Master's Degree in a relevant field will be an added advantage;
- iv) Registered Professional Engineer with Engineers Board of Kenya (EBK);
- v) Corporate Member of the Institution of Engineers of Kenya (IEK);
- vi) Undertaken a leadership development programme/training lasting not less than 4 (four) weeks from a recognized institution;
- vii) Fulfil the requirements of Chapter Six (6) of the Constitution of Kenya 2010;
- viii) Personal attributes such as Communication skills, Problem solving skills, Analytical skills, Critical thinking, Decision making skills, Entrepreneurial skills, Negotiation and mediation skills, Leadership skills, Interpersonal skills, Team player, Knowledge in office automation applications.

Decision Making - Strategic and Managerial Decisions

Working Conditions - Office Setting and field setting

2. GENERAL MANAGER DESIGN & CONSTRUCTION – KET 2 REF: KETRACO/5/1C/40/123/VOL I – B
(1 POSTION ON CONTRACT TERMS OF FIVE (5) YEARS RENEWABLE ONCE)

Reporting to the Managing Director & CEO, the successful candidate will be responsible for designing, construction, project management and commissioning of a reliable, efficient and effective high voltage electricity transmission infrastructure.

Key Responsibilities

- i. Providing leadership to Staff in the Directorate;
- ii. Advising management on matters relating to design, project management, construction and commissioning of transmission infrastructure;
- iii. Overseeing development of policies and strategies relating to transmission infrastructure design, project management, construction and commissioning;
- iv. Guiding the development and implementation of strategies, policies, plans, standards and procedures pertaining to design, project management, construction, and commissioning;
- v. Ensuring compliance with relevant legal, legislative and regulatory requirements;
- vi. Overseeing design, construction and commissioning of transmission lines and substation projects to ensure delivery within budget, time and scope;
- vii. Overseeing internal processes and workflows for operational effectiveness;
- viii. Proposing the Directorate's annual budget, procurement and work plans;
- ix. Managing the implementation of risk mitigation measures and updating of the Directorate's Enterprise Risk Register;
- x. Managing staff job performance and evaluation, career development, capacity building and deployment of skills;
- xi. Accounting for resource use in line with prevailing laws, policies and regulation;
- xii. Providing oversight in quality assurance for the Directorate;
- xiii. Overseeing implementation of technical guidelines and standards for transmission infrastructure design, project management, construction and commissioning;
- xiv. Coordinating procurement of construction contractors and consultants;
- xv. Providing oversight in management of contractors and consultants;
- xvi. Coordinating design, project management, construction and commissioning activities;
- xvii. Liaising with other process owners and stakeholders during the design, construction and commissioning of transmission system projects;
- xviii. Preparing periodic project status reports to Management and the Board;
- xix. Articulating the roles of the company on matters relating to design, project management, construction and commissioning of transmission infrastructure;
- xx. Collaborating with relevant stakeholders for the delivery of design, construction and commissioning of transmission system projects;

- xxi. Updating Management on pertinent issues related to the design, project management, construction and commissioning of transmission system projects;
- xxii. Coaching and mentoring staff within the Directorate.

Qualifications & Skills required

- i) Knowledge and relevant experience of not less than twelve (12) years, with at least eight (8) years at senior management level;
- ii) Bachelor's Degree in Electrical or Civil Engineering;
- iii) Master's Degree in a relevant field will be an added advantage;
- iv) Registered Professional Engineer with Engineers Board of Kenya (EBK);
- v) Corporate Member of the Institution of Engineers of Kenya (IEK);
- vi) Undertaken a leadership development programme/training lasting not less than 4 (four) weeks from a recognized institution or Corporate Governance;
- vii) Fulfil the requirements of Chapter Six (6) of the Constitution of Kenya 2010;
- viii) Personal attributes such as; Communication skills, Problem solving skills, Analytical skills, Critical thinking, Decision making skills, Entrepreneurial skills, Negotiation and mediation skills, Leadership skills, Interpersonal skills, Team player, Knowledge in office automation applications.

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Working Conditions - Office Setting and field setting

**3. COMPANY SECRETARY & GENERAL MANAGER LEGAL SERVICES – KET 2 REF:
KETRACO/5/1C/40/130/VOL I – B (1 POSTION ON CONTRACT TERMS OF FIVE (5) YEARS
RENEWABLE ONCE)**

Reporting to the Managing Director & CEO, the successful candidate will be responsible for advising the Board of Directors and Management on matters of Corporate Governance and implementation of the *Mwongozo* Code of Governance for State Corporations.

The job is also responsible for management of secretariat services to the Board, corporate and legal affairs of the Company.

Key Responsibilities

- i. Providing leadership to Staff in the Directorate;
- ii. Advising the Board and Management on legal matters;
- iii. Providing guidance to the Board on their duties and responsibilities on matters of Governance;
- iv. Ensuring that the company complies with statutory and other regulatory requirements;
- v. Ensuring formulation and implementation of strategies on litigation, prosecution and arbitration;
- vi. Coordinating litigation, arbitration, prosecution matters and ensuring stakeholder communication in liaison with the Office of the Attorney General and Department of Justice, Government Ministries and external lawyers;
- vii. Overseeing representation of the company before the Courts and Tribunals and issuing instructions to external lawyers as necessary;
- viii. Convening Annual General Meetings and filing of statutory annual returns with the Registrar of Companies;
- ix. Coordinating conveyancing activities for easement registration and purchase of substation land;
- x. Overseeing research on emerging legal issues and advising the company accordingly;
- xi. Managing staff job performance and evaluation, career development and capacity building and deployment of skills;
- xii. Overseeing internal processes and workflows for operational effectiveness;
- xiii. Proposing the Directorate's annual budget, procurement and work plan;
- xiv. Managing the implementation of legal risk mitigation measures and updating of the Directorate's Enterprise Risk Register;
- xv. Overseeing drafting, negotiation and vetting of contracts, memoranda of understanding (MOUs), leases and other legal documents;
- xvi. Overseeing planning and implementation of corporate communication strategies;

- xvii. Promoting a good corporate image of the company and advising the Board and Management on strategic communication;
- xviii. Planning and implementing statutory bi-annual legal and governance audits to ensure compliance with relevant statutory requirements;
- xix. Managing staff job performance and evaluation, career development and capacity building and deployment of skills;
- xx. Liaising with other process owners for operational effectiveness.
- xxi. Ensuring timely preparation and circulation of Board and Committee papers and minutes;
- xxii. Maintaining proper records of Board proceedings and being the custodian of Board documents such as, Board minute Books, Board policy documents, Board register of Conflict of interest and register of Board meetings' attendance;
- xxiii. Communicating Board resolutions to Management for implementation;
- xxiv. Coordinating annual Board evaluation and induction of new board members;
- xxv. Facilitating the implementation of the *Mwongozo* Code of Governance;
- xxvi. Maintaining subscription of eBoard software for Board information;
- xxvii. Keeping safe custody of the company seal, contracts, licenses, title documents, vehicle logbooks, security and corporate documents;
- xxviii. Monitoring and ensuring compliance with contractual agreements, legislation, administrative circulars/executive orders, legal/governance audit recommendations;
- xxix. Drafting and facilitating gazettelement of legal notices issued by the company;
- xxx. Facilitating effective communication between the company and its stakeholders;
- xxxi. Co-ordinating and promoting corporate brand and image of the company
- xxxii. Accounting for resource use in line with prevailing laws, policies and regulations;
- xxxiii. Providing oversight in quality assurance for the Directorate.

Qualifications & Skills required

- i. Knowledge and relevant experience of not less than twelve (12) years, with at least eight (8) years at senior management level;
- ii. Master's Degree in any relevant field with a Bachelor's degree in Law from a recognized institution.
- iii. Possess a Postgraduate Diploma in Law from the Council of Legal Education;
- iv. Be an Advocate of the High Court of Kenya, member of Law Society of Kenya (LSK) and have a valid practicing certificate;
- v. Be a Certified Secretary CS(K) and be a member in good standing of the Institute of Certified Secretaries of Kenya (ICSK);

- vi. Undertaken a leadership development programme/training lasting not less than 4 (four) weeks from a recognized institution;
- vii. Fulfil the requirements of Chapter Six (6) of the Constitution of Kenya 2010
- viii. Personal attributes such as; Communication skills, Problem solving skills, Analytical skills, Critical thinking, Decision making skills, Entrepreneurial skills, Negotiation and mediation skills, Leadership skills, Interpersonal skills, Team player, Knowledge in office automation applications.

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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
- iv) Copy of National Identification Card or Passport
- v) Valid Certificate of Good Conduct from the Directorate of Criminal Investigations
- vi) Valid Clearance Certificate from Higher Education Loans Board (HELB)
- vii) Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA); and
- viii) Current Report from an approved Credit Reference Bureau (CRB)

NB: The above documents must be scanned as one continuous PDF for uploading.

In addition to the above

- i) Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application.
- ii) Those who had earlier applied are encouraged to reapply.
- iii) Only shortlisted and successful candidates will be contacted.
- iv) Canvassing in any form will lead to automatic disqualification.
- v) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates during interviews.
- vi) It is a criminal offence to present fake certificates/documents.
- vii) The company is committed to implementing provisions of the Constitution of Kenya – 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. **PERSONS LIVING WITH DISABILITIES ARE ESPECIALLY ENCOURAGED TO APPLY.**

Candidates who meet the above requirements should submit their application to: **The Managing Director through our portal accessible through the KETRACO website by Friday 30th April 2021 at 4.30pm East Africa Time.**

Please note that applications will ONLY be through the portal, <https://KetracoGMJobApplications.powerappsportals.com> hard copies shall not be considered.