



*"Building a World Class National Grid"*

**KENYA ELECTRICITY TRANSMISSION COMPANY LTD.**

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## **CAREER OPPORTUNITIES**

### **INTRODUCTION**

The Kenya Electricity Transmission Company Limited (KETRACO) is a 100% state-owned corporation incorporated on 2<sup>nd</sup> 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, FINANCE – KET 2 REF: KETRACO/5/1C/40/127/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 efficient, effective and economic management of the Company's financial resources in compliance with the Public Finance Management Act 2012 and Regulations and management of Financial Accounts, Management Accounts, and Projects Accounts.

#### **Key Responsibilities;**

- i. Providing leadership to Staff in the Directorate;
- ii. Overseeing development and implementation of finance policies and strategies for the company;
- iii. Coordinating preparation of the Company budget in respect to ceiling, budget analysis, implementation and adherence to approved levels;
- iv. Ensuring compliance with statutory and regulatory requirements including the Public Finance Management Act 2012 (PFMA), International Financial Reporting Standards

- (IFRS), International Public Sector Accounting Standards (IPSAS), tax laws and any other relevant legislation;
- v. Managing and accounting for revenue collected in line with prevailing laws, policies and regulations;
  - vi. Overseeing internal processes and workflows for operational effectiveness;
  - vii. Managing the implementation of financial risk mitigation measures and updating of the Directorate's Enterprise Risk Register;
  - viii. Managing staff job performance and evaluation, career development and capacity building and deployment of skills;
  - ix. Overseeing the operation, administration and financial management of the Directorate in line with Corporate strategies;
  - x. Providing oversight in quality assurance for the Directorate;
  - xi. Designing internal financial controls to prevent and detect inherent risks;
  - xii. Overseeing implementation of approved work plan, policies and budget of the Directorate;
  - xiii. Ensuring timely payments to suppliers, project affected persons (PAPs), contractors, employees and other service providers;
  - xiv. Coordinating the Company's external audit process;
  - xv. Coordinating financial resource mobilization for the Company;
  - xvi. Serving as the custodian of the Company's assets register;
  - xvii. Overseeing preparation of quarterly management reports and annual financial statements.
  - xviii. Facilitating sourcing of required corporate funds;
  - xix. Preparing the Company's annual budget and submitting to the Board for approval;
  - xx. Maintaining awareness of professional trends that may affect the operations of the Directorate and recommend initiatives to be instituted to safeguard the interest of the Company;
  - xxi. Coaching and Mentoring staff within the Directorate;
  - xxii. Providing technical support to the MD during meetings with stakeholders;
  - xxiii. Preparing Board Papers related to finance to the Finance, Strategy and Risk committee of the Board as directed.

### **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 a relevant field with Bachelor's degree in Finance/Accounting/Economics/Business or related field from a recognized institution;
- iii. Certified Public Accountant, CPA(K) or ACCA Finalist;
- iv. Full member of Institute of Certified Public Accountants of Kenya (ICPAK);
- v. Undertaken a leadership development programme/training lasting not less than 4 (four) weeks from a recognized institution;
- vi. Fulfil the requirements of Chapter Six (6) of the Constitution of Kenya;
- vii. 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

**2. GENERAL MANAGER, HUMAN RESOURCE AND ADMINISTRATION – KET 2 REF: KETRACO/5/1C/40/124/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 matters relating to optimal utilization of human resources in compliance with Human Resource Management Act 2012 and Labour laws with 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;

- 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 providing secretarial services to Salaries & Remuneration Committee of the Board;
- 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) Knowledge and relevant experience of not less that twelve (12) years, with at least eight (8) years at senior management level;
- ii) A Master’s Degree in a relevant field with a Bachelor’s in Human Resource Management or related field;
- iii) Full member of the Institute of Human Resource Management (IHRM) and in good standing;
- iv) Post graduate diploma in Human Resource HRM or CHRP Certification;
- v) Practising Certificate from IHRM;
- vi) Undertaken a leadership development programme/training lasting not less than 4 (four) weeks from a recognized institution;
- vii) Fulfils 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

**3. GENERAL MANAGER PROJECT DEVELOPMENT SERVICES – KET 2 REF: KETRACO/5/1C/40/122/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 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;
- 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 than twelve (12) years, with at least eight (8) years at senior management level;
- ii) A Master's Degree in a relevant field with a Bachelor's degree in Civil or Electrical Engineering.
- iii) Registered Professional Engineer with Engineers Board of Kenya (EBK);
- iv) Corporate Member of the Institution of Engineers of Kenya (IEK);
- v) Undertaken a leadership development programme/training lasting not less than 4 (four) weeks from a recognized institution;
- vi) Fulfil the requirements of Chapter Six (6) of the Constitution of Kenya 2010;
- vii) 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

**4. 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) A Master's Degree in a relevant field with a Bachelor's Degree in Electrical or Civil Engineering;
- iii) Registered Professional Engineer with Engineers Board of Kenya (EBK);
- iv) Corporate Member of the Institution of Engineers of Kenya (IEK);
- v) Undertaken a leadership development programme/training lasting not less than 4 (four) weeks from a recognized institution or Corporate Governance;
- vi) Fulfil the requirements of Chapter Six (6) of the Constitution of Kenya 2010;
- vii) 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

### **5. GENERAL MANAGER STRATEGY, RESEARCH AND COMPLIANCE – KET 2 REF: KETRACO/5/1C/40/125/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 providing strategic leadership and coordination of Strategy & Corporate Planning, Research & Knowledge Management, Business Development, Quality Assurance, IT & Innovation and Risk Management in the Company.

#### **Key Responsibilities;**

- i. Providing leadership to Staff in the Directorate;
- ii. Coordinating development and review of the Company's Strategic Plan, Transmission Master Plan, Performance Contract, Annual Work Plan in line with regional, national and sectoral plans;
- iii. Overseeing formulation of electricity transmission tariffs and wheeling charges in line with national and regional regulatory guidelines and frameworks;
- iv. Coordinating monitoring and evaluation of Transmission Master Plan, Strategic Plan, Performance Contract, Annual work plan implementation and preparation and submission of monthly, quarterly, semi-annual and annual performance progress reports to Management and the Board;
- v. Overseeing economic and financial analysis of proposed electricity transmission projects during feasibility studies in the Company;
- vi. Overseeing formulation and review of electricity trade and open access frameworks for the Company in liaison with other sector utilities and regional power entities;



- vii. Coordinating development, review and implementation of financing & investment and Business Development strategies for the Company;
- viii. Coordinating Research and Development, Innovations and Knowledge Management policies and strategies for the Company;
- ix. Directing implementation and monitoring of Quality Assurance and Risk Management frameworks in the Company and regularly updating Management and the Board;
- x. Overseeing development and implementation of Management Information System and other business reengineering process initiatives;
- xi. Overseeing development, deployment and maintenance of appropriate ICT infrastructure and connectivity solutions for secure, efficient and effective flow of Company data and information;
- xii. Providing operational linkages with other Directorate/Departments within the Company;
- xiii. Ensuring compliance with all relevant statutory and regulatory obligations;
- xiv. Reviewing and updating the Company's Strategic Plan and Transmission Master Plan in line with national and sector development plans and priorities;
- xv. Preparing the Company's annual Performance Contract and facilitating negotiation, vetting and evaluation of the contract in line with Government guidelines;
- xvi. Providing inputs into the sector's Least Cost Power Development Plan and Integrated National Energy Plan
- xvii. Undertaking economic and financial analysis of electricity transmission projects during feasibility studies and projects appraisal;
- xviii. Developing and implementing Monitoring and Evaluation (M&E) plans and strategies for the Company's plans, ongoing and completed programmes and projects;
- xix. Preparing monthly, quarterly and annual performance progress reports and submitting to Management, Board and Government Ministries and Agencies;
- xx. Reviewing and approving Directorates/Departments performance contracts and annual work plans;
- xxi. Computing the Company's Annual Revenue Requirements and submitting to the Regulator for setting electricity transmission wheeling charges/tariffs;
- xxii. Computing annual fees and submitting to the Regulator for renewal of the Company's Transmission Licence;
- xxiii. Providing support during Public Private Partnership (PPP) projects preparation, evaluation and monitoring;
- xxiv. Participating in Eastern Africa Power Pool (EAPP) and East African Community (EAC) and other regional bodies Power Market and Power Planning Committees;
- xxv. Collecting relevant industry and national statistics, collating and analysing the data for electricity transmission system planning and research purposes;
- xxvi. Developing and implementation Research and Knowledge Management policies and strategies;
- xxvii. Developing, implementation and monitoring Quality Assurance and Risk Management frameworks in the company;
- xxviii. Deploying appropriate IT hardware and software to enhance communication, automation, business applications and solutions/innovations, business continuity and

- providing user support while ensuring availability, confidentiality and integrity of the Company data and information;
- xxix. Providing advisory services to Management and Board on matters related to the Directorate;
  - xxx. Chairing Strategic Plan, Master Plan, Transmission Tariff, M&E Steering and R&D committees in the Company;
  - xxxi. Managing Performance and capacity building of the staff in the Directorate
  - xxxii. Identifying and implementing investment and business development opportunities and strategies for the Company.
  - xxxiii. Reviewing and presenting the Directorate's board papers to the Board of Directors;
  - xxxiv. Accounting for resource use in line with prevailing laws, policies and regulation;
  - xxxv. Proposing the Directorate's annual budget, procurement and work plans;
  - xxxvi. Authorising the Directorate's expenditures and budget utilization;

### **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) A Master's Degree in a relevant field with a Bachelor's Degree in Commerce, Business, Economics, Information Technology or relevant field;
- iii) Membership to a relevant professional institution;
- iv) Undertaken a leadership development programme/training lasting not less than 4 (four) weeks from a recognized institution;
- v) Fulfils the requirements of the provision of Chapter Six (6) of the Constitution of Kenya 2010;
- vi) 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

### **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)

**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.
- v) It is a criminal offence to present fake certificates/documents.
- vi) The Company 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 AND THE MINORITIES ARE ENCOURAGED TO APPLY.**

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 application **to: The Managing Director on [GMRecruitment@ketraco.co.ke](mailto:GMRecruitment@ketraco.co.ke) by 31<sup>st</sup> DECEMBER 2020 a 5.00pm.**

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