

LEGAL OFFICER, COMPLIANCE SERVICES – (KET 7) (1 POSITION) REF: KET/5/1C/40/156-B/VOL I ON PERMANENT AND PENSIONABLE.

Reporting to the Senior Legal Officer, Contracts & Governance, the successful candidate will be responsible for creating awareness of and ensuring compliance with statutory, regulatory and policy frameworks that impact on the Company's core mandate.

Key Responsibilities:

- i). Conducting continuous surveillance and regular legal audits to ensure compliance with all statutory and policy requirements/guidelines;
- ii). Preparing and updating the legal compliance matrix;
- iii). Drafting and updating Legal Audit and Compliance policies;
- iv). Drafting the Terms of Reference for the conduct of bi-annual legal compliance audits;
- v). Initiating implementation of legal audit recommendations;
- vi). Continuously monitoring statutory and regulatory changes and creating awareness of statutory and policy requirements/guidelines to Staff in the Company;
- vii). Preparing periodic reports on the level of adherence to statutory and policy requirements/guidelines;
- viii). Providing support in preparation, continuous review and implementation of internal policy documents;
- ix). Proposing possible improvements to internal processes and workflows;
- x). Implementing Presidential Directives, Circulars and Executive Orders;
- xi). Preparing necessary communication to the stakeholders on legal, contractual requirements and/or obligations;
- xii). Representing the Directorate in meetings;
- xiii). Spearheading implementation of legal audit recommendations;
- xiv). Carrying out research and preparing detailed legal opinions on matters on a need basis;
- xv). Liaising with other process owners for operational effectiveness; and
- xvi). Preparing necessary communication to the stakeholders on legal, contractual requirements and/or obligations.

Qualifications & Skills required:

- i). Bachelor's degree in Law from a recognized institution
- ii). Must be an Advocate of the High Court of Kenya, member of Law Society of Kenya (LSK) and have a valid practicing certificate;
- iii). Post Graduate Diploma in Law from the Council of Legal Education; and
- iv). Must have three (3) years relevant work experience.

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, 28th February 2023 at 4:30PM EAT.**

**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.**

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.