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**MANAGER, SUBSTATIONS (KET 4) ONE (1 POSITION) REF: KETRACO/5/1C/40/169/VOL II – B (04/24) ON PERMANENT & PENSIONABLE TERMS**

Reporting to the **Senior Manager, System Operations & Maintenance**

**Job purpose**

This job is responsible for directing operations and maintenance of AC and HVDC substations and asset management to enable the Company achieve its mandate regarding operations and maintenance.

**Key Responsibilities;**

- i). Coordinating the development of policies and programmes on substation projects, substation primary equipment maintenance, reinforcement and expansion;
- ii). Coordinating and liaising with the power system and sector players in enabling the substations operational functions;
- iii). Coordinating and liaising with other sections and units in the directorate to establish linkages for enabling effective power system protection and assets management operational functions as stipulated in the transmission grid and Interconnector codes as well as offering support where and when needed;
- iv). Managing staff job performance, career development, capacity building and deployment of skills;
- v). Ensuring implementation of quality assurance in the Division;
- vi). Overseeing the development of scope of works, specifications and evaluations for outsourced related works purchases;
- vii). Conducting regular meetings with substation engineers and maintenance contractors
- viii). to review progress of work activities and to program future works;
- ix). Monitoring quality of work execution, progress and completion schedule of maintenance contracts;
- x). Planning for reinforcement projects works and various technical matters related to substation maintenance works;
- xi). Safeguarding the company's compliance to asset management system standards (PAS55/ ISO 55000) and industry best practices.
- xii). Preparing analysis progress reports on the status of substation maintenance;
- xiii). Managing switching operations for maintenance and breakdown repair works when required;

- xiv). Verifying and recommending payment claims by contractors;
- xv). Co-ordinating commissioning and energisation of completed substation projects
- xvi). Guiding performance of analysis on asset management data to assist the Company in making maintenance investment plans, perform asset risk analysis and spares inventory management
- xvii). Providing technical leadership and guidance to the regions on matters pertaining to substations e-plant, HVDC and control and assets management as necessary.
- xviii). Ensuring preparation and generation of monitoring reports on the health indices of all transmission assets and generating work orders for all required maintenance in the system
- xix). Developing and implementing technological innovations to enhance efficiency
- xx). Supervising, appraising and identifying staff training and development needs;
- xxi). Preparing annual budgets, procurement plan and work plan.

### **Qualifications & Skills required**

- i). Must have master's degree in a relevant field
- ii). Bachelor's degree in Electrical engineering from a recognized institution
- iii). 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). Must have eight (8) years relevant work experience.

**Working condition** - Office setting & Substations

<https://forms.office.com/r/VLSZZC3aBS>

### **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 19<sup>th</sup> April 2024 at 5.00pm so as to reach:-

**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.**

**Please note that applications will ONLY be via joblink, hard copies shall not be considered. Indicate the position reference number as the subject heading candidates MUST fill an online form on our website.**