

MANAGER, LEGAL SERVICES CONTRACTS & GOVERNANCE – (KET 4) (1 POSITION) REF: KETRACO/5/1C/40/148/VOL I -B ON PERMANENT AND PENSIONABLE.

Reporting to the Company Secretary & General Manager Legal Services, the successful candidate will be responsible for providing legal services in management of the Company's Contracts, board secretariat and compliance portfolio.

Key Responsibilities:

- i). Providing leadership to staff in the Division;
- ii). Managing implementation of Divisional deliverables in realization of the Company's Strategic Plan and Performance Contract;
- iii). Preparing the Division's annual budget, procurement plans, work plans and periodic reports;
- iv). Managing and directing the drafting, negotiating and vetting of Drafting, reviewing and negotiating all types of contracts, G-G MOUs, leases, amendments/variation agreements, and other related contractual documents;
- v). Overseeing the development of a Legal Compliance matrix, monitoring and ensuring compliance with the same;
- vi). Coordinating the conduct of bi-annual Legal and Governance Audits;
- vii). Coordinating the development and updating of the Division's risk register and tracking the implementation of the mitigation measures;
- viii). Initiating and facilitating activities for approved visits to other utilities for benchmarking and capacity building in line with the Board Almanac on ad hoc basis as the case may be;
- ix). Advising on securities, bonds and guarantees made in favour of or by the Company;
- x). Providing advice to Management on legal, regulatory and contractual matters affecting the Company;
- xi). Providing legal advisory on public procurement and review of Tender documents such as EOIs, RFPs, RFQs etc;
- xii). Managing implementation of the Division's targets under the Performance Contract;
- xiii). Improving internal processes and workflows for operational effectiveness;
- xiv). Accounting for resource use in line with prevailing laws, policies and regulations;
- xv). Managing staff job performance career development, capacity and deployment of skills;
- xvi). Liaising with other process owners for operational effectiveness.
- xvii). Providing necessary support in the Board Secretarial function in implementation of Mwongozo Code of Governance;
- xviii). Facilitating timely preparation and circulation of Board and Committee papers and minutes;
- xix). Coordinating activities for approved Board Project Monitoring and Evaluation visits;
- xx). Monitoring implementation of Board decisions and preparing status update reports thereof;

- xxi). Coordinating the implementation of Presidential Directives, Administrative Circulars and Executive Orders;
- xxii). Coordinating the drafting, negotiation and vetting of contracts and agreements in liaison with relevant Divisions/Departments;
- xxiii). Coordinating conduct of legal compliance audits and implementation of legal audit recommendations;
- xxiv). Coordinating conduct of Annual General Meetings and filing of statutory annual returns with the Registrar of Companies;
- xxv). Preparing corporate governance statements and providing necessary information for preparation of the Annual Directors Report;
- xxvi). Monitoring compliance with statutory and other regulatory requirements in the Company;
- xxvii). Participating in the development and review of corporate business plans, objectives, strategies, work plans and policies;
- xxviii). Developing the Division's operational policies, manuals and procedures;
- xxix). Coordinating policy reviews and development in liaison with the Office of the Attorney General and Department of Justice, State Corporations Advisory Committee and other relevant agencies;
- xxx). Researching on emerging legal issues and advising accordingly;
- xxxi). Providing legal interpretation and opinions sought by the Company's other Divisions/Departments;
- xxxii). Guiding the functions on legal implications of their processes; and
- xxxiii). Ensuring quality assurance in the Division.

Qualifications & Skills required:

- i). Must have a Master's Degree in any of the following disciplines: Law, Business Administration, Public Administration, or equivalent qualifications with a 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). Must be a **Certified Secretary CS(K)** and be a member in good standing of the Institute of Certified Secretaries of Kenya (ICSK);
- iv). Post Graduate Diploma in Law from the Council of Legal Education;
- v). Course in Senior Management lasting not less than four weeks OR a certificate in Corporate Governance course OR Strategic Leadership Development Programme lasting not less than 4 (four) weeks from a recognized institution; and
- vi). Must have eight (8) years post admission relevant work experience.

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; 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.