

MANAGER, QUALITY ASSURANCE & RISK MANAGEMENT COORDINATION – (KET 4) (1 POSTION) KET/5/1C/40/157-B/VOL I ON PERMANENT AND PENSIONABLE

Reporting to the General Manager, Strategy, Research & Compliance, the successful candidate will be responsible for ensuring adherence to quality standards and coordination of risk management in the Company.

Key Responsibilities

- i). Coordinating development, review, implementation and monitoring of Quality; Management System (QMS) procedures in the Company;
- ii). Overseeing internal and external quality management system audits and liaising with certification bodies;
- iii). Coordinating with heads of Divisions/Departments in identification, monitoring and evaluation of risks exposure and ensuring risk management principles are extended and integrated in the Company processes;
- iv). Guiding preparation, implementation, review and monitoring Enterprise Risk Management Framework and the annual Risk & Compliance Review Plan;
- v). Providing advisory services to the management on risk exposure and developments in the risk management field;
- vi). Coordinating management of identified risks and implementation of mitigation strategies
- vii). Ensuring compliance of the company policies and regulations, to enhance operational efficiency;
- viii). Managing implementation of the Department's performance targets in realization of the Company's Strategic Plan and Performance Contract;
- ix). Overseeing internal processes and workflows for operational effectiveness;
- x). Preparing the Department's annual budget, procurement and work plan;
- xi). Managing the implementation of risk mitigation measures and updating of the Department's Enterprise Risk Register;
- xii). Managing staff job performance and evaluation, career development and capacity building and deployment of skills;
- xiii). Overseeing risk mitigation Strategies for the Company;
- xiv). Liaising with other process owners for operational effectiveness;
- xv). Developing, implementing and maintaining a compliance framework on all statutory obligations, regulations, standards, contractual and internal obligations of the organization;
- xvi). Facilitate maintenance of ISO integrated management systems implemented by the Company.
- xvii). Presenting high priority risk issues on a regular basis to the management;
- xviii). Monitoring risk taking activities and risk exposure to ensure they are in line with board approved risk appetite;
- xix). Monitoring implementation of the risk mitigation Strategies;

- xx). Developing and implementing the strategic initiatives for the division;
- xxi). Drafting the Division's board papers to the board committee;
- xxii). Accounting for resource use in line with prevailing laws, policies and regulations; and
- xxiii). Providing oversight in quality assurance for the Department.

Qualifications & Skills required

- i). Master's Degree in a relevant field;
- ii). Bachelor's degree in Engineering/Economics/Finance/ Actuarial Science/Risk management or related field from a recognized institution;
- iii). Management course lasting not less than four (4) weeks;
- iv). Must have risk Management Certification; and
- v). Must have a minimum of eight (8) years relevant work experience.

Working condition – Office 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.