

**SECURITY OFFICER INVESTIGATIONS – KET 6 REF: KETRACO/5/1C/40/145 – B /VOL I (1 POSTION ON PERMANENT AND PENSIONABLE)**

Reporting to the Senior Security Officer Investigations, the successful candidate will be responsible for carrying out thorough investigations on all security incidents involving Vandalism, Fraud and any other criminal activity both internal and external affecting the Company

**Key Responsibilities;**

- i). Reporting criminal incidents affecting KETRACO to the relevant security agencies as applicable in a timely manner
- ii). Undertaking security inquiries both internal and external on security irregularities, illegal activities accidents/incidents, complaints and allegations of misconduct;
- iii). Conducting interviews with potential witnesses and the subjects of investigations in liaison with the Police;
- iv). Gathering evidence including documents, exhibits and statements for preservation and safe custody;
- v). Analysing and compiling evidence gathered in a professional and concise manner;
- vi). Producing evidence in court and HR Advisory Committee during proceeding/ hearing sessions;
- vii). Assisting in undertaking security Audits;
- viii). Collecting and collating of security intelligence reports;
- ix). Assisting in the Security Awareness training and sensitization of KETRACO staff; and
- x). Supervising the Security Agents Investigations in the performance of their duties

**Qualifications & Skills required**

- i). A Bachelor's Degree in Social Sciences/ Security Management or equivalent qualification from a recognized institution;
- ii). Must have fraud investigation course certificate from CID training school lasting not less than two (2) months;
- iii). Must have ICT certification on investigation lasting not less than three (3) months from an Institution accredited to ICT Authority; and
- iv). Supervisory course lasting not less than two (2) weeks.
- v). Must have three (4) years relevant work experience in investigation;

**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, 28<sup>th</sup> February 2023 at 4:30PM EAT.**

**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.**

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.**