ASSISTANT OFFICE ADMINISTRATOR I (KET 7) ONE (1) POSITION REF: KETRACO/5/1C/40/212/VOL IV - B (11/2026) ON PERMANENT & PENSIONABLE TERMS

Reporting to the **Manager, Administration.**

Job purpose

This Job is responsible for supporting the Head of Departments/Directorates and other office managers by carrying out administrative/office duties and handling general office management.

Key Responsibilities;

i). Ensuring proper utilisation of office stationery.
ii). Supporting Head of department/directorate carrying out administrative/office duties;
iii). Coordinating correspondences within the Directorate;
iv). Editing/referencing letters, memos and documents for accuracy before dispatch;
v). Ensuring accurate records management in the directorate by Maintaining office systems and management of whole filing system to Company standard procedures;
vi). Providing assistance in preparing office procedures; i.e. departmental Annual work plan, Annual procurement plan;
vii). Providing general support to visitors either in person, by email or phone;
viii). Initiating payments process in the SAP ERP platform upon approval such as Preparing and monitoring purchase requisitions for vender's invoice payments for services rendered i.e. Conference booking, Training fee, Consultancy Services fees, Air ticket fees and office stationery;
ix). Facilitating team effort by accomplishing related result such as in fast tracking payment approvals for compensation to PAPs, Consultants, Staff travel memos and other approvals;
x). Screening Directorate's /Department's telephone calls;
xi). Compiling documentary evidence across the department for annual Performance contracting evaluation and ISO Audit;
xii). Organizing travel arrangements for Senior Managers/General Manager;

xiii). Arranging meetings by reserving hotel conference facilities, board rooms, taxis in liaison with supply chain department;
xiv). Preserving and upholding departmental sensitive information in a confidential manner;
xv). Coordinating repairs of office equipment in liaison with Administration Division;
xvi). Coordinating and maintaining office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies through supply chain;
xvii). Coordinating processes related to the administration of human resource activities i.e. departmental performance appraisals, renewal of contracts;
xviii). Collating directorate 's training proposals for forwarding to Human Resource directorate;
xix). Ensuring the Directorate/Department complies with Company approved branding manuals standards and guideline relating to letter writing/memo templates and other Company documents.

Qualifications & Skills required

i. Diploma in Secretarial Studies or equivalent qualification from a recognized institution;
ii. Cumulative service period of six (6) years' work experience, three (3) of which must have been at the grade of Assistant Office Administrator II or in comparable position;
iii. Proficiency in computer applications.

Working condition - Office setting with regular field assignments locally, regionally and internationally.

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) Certificate of clearance 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. ***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. Hard copies shall not be considered.

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 **4th December 2026 at 5.00pm** to reach: -

The Managing Director/CEO
Kenya Electricity Transmission Company Limited,
KAWI Complex, 4th Floor,
Popo Road, South C, along Red Cross Road,
P.O. Box 34942 – 00100,

NAIROBI.