

CAREER OPPORTUNITIES

INTRODUCTION

The Kenya Electricity Transmission Company Limited (KETRACO) is a 100% state-owned corporation incorporated on 2nd December, 2008 under the Company's Act, Cap 486 as a State Corporation pursuant to the Sessional Paper No. 4 of 2004 on Energy. The Mandate of the Company is to plan, design, construct, own, operate and maintain high voltage electricity transmission grid and regional power interconnectors.

KETRACO's Vision is to provide a Stable Power Grid that will Transform Lives in the Region and Beyond. The Mission of the Company is to provide a stable electricity grid and facilitate power trade for sustainable socio-economic development.

The Company invites applications from suitable individuals to fill the following positions: -

BUSINESS DEVELOPMENT OFFICER – (KET 6) ONE (1) POSITION REF: KETRACO/5/1C/40/210/VOL II – B (02/2025) ON PERMANENT & PENSIONABLE TERMS

Reporting to the **Senior Business Development Officer**

Job purpose

This job is responsible for prospecting business opportunities through identification of commercial business income streams by leveraging on excess resources of the Company.

Key Responsibilities;

- i). Identifying potential Consultancy Services customers through networking initiatives or any other sales model.
- ii). Supporting in development of sales presentations to potential customers.
- iii). Resolving customer complaints in a timely and professional manner to maintain customer loyalty.
- iv). Working closely with cross-cutting Departments and customers to identify business opportunities
- v). Liaising with customers in relation to contracting, licensing, and compliance requirements;
- vi). Supporting billing and collection of revenues when invoices are due.
- vii). Developing ways to reduce operational costs and improve KETRACO's profit.
- viii). Advising and guiding customers.
- ix). Identifying opportunities to increase sales and exceed sales targets.

- x). Conducting any other additional duties that may be allocated.

Qualifications & Skills required

- i). Bachelor's degree in Business Administration/Economics/Strategic Management/Commerce or related field from a recognized institution
- ii). A minimum of three (3) years relevant work experience

Working condition - Office setting and field visits.

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. 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 **17th March 2025 at 5.00pm** so as to reach:-

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.