

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: -

ASSISTANT ACCOUNTANT TAX (KET 7) ONE (1) POSITION REF: KETRACO/5/IC/40/229/VOL I – B (02/2025) ON PERMANENT & PENSIONABLE TERMS

Reporting to the **Accountant, Tax**

Job purpose

This Job is responsible for managing the application of the prevailing tax laws in processing of payments and the timely preparation and submission of the organisations' tax payments and returns.

Key Responsibilities

- i). Computation and reconciliation of the company's weekly and monthly taxes based on reports extracted from the company's SAP system.
- ii). Computation of the company's corporation tax and instalment tax amount payable as per the provisions of the Income Tax Act ,CAP 470.
- iii). Preparation and filing of monthly tax returns in accordance with the applicable Tax laws
- iv). Liaising with KRA on company's tax matters and participating in meetings to discuss tax matters affecting the company
- v). Preparation of weekly and monthly tax reports
- vi). Preparation and submission of Objections to tax assessments as provided under the Tax Procedures Act, CAP 469B

- vii). Responding to correspondence from KRA and other external customers on tax related issues
- viii). Participating in contract evaluation and negotiation meetings to advise on appropriate tax clauses
- ix). Retrieving ,compiling and providing information and supporting evidence requested by internal and external auditors during audit and providing information requested by KRA during tax compliance checks
- x). Maintaining and regularly updating a tax register for monitoring all tax matters affecting the company.
- xi). Liaising with the stakeholders, internal and external customers concerning tax matters and queries affecting the company's operations
- xii). Reconciliation of the company's SAP tax ledger accounts to KRA's i-Tax ledger
- xiii). Participating in resolution of tax disputes involving the company
- xiv). Obtaining and compiling information and documents requested by KRA regarding the company's suppliers and contractors.
- xv). Keeping in safe custody tax related records and accountable documents

Qualifications & Skills required

- i). Diploma in Finance/Accounting/Economics/Business or related field from a recognized institution
- ii). Certified Public Accountant, CPA – Part II or ACCA Part II;
- iii). A minimum of four (4) 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.

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.**