

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: -

SENIOR MANAGER, SUPPLY CHAIN MANAGEMENT – (KET 3) ONE (1 POSITION) REF: KETRACO/5/1C/40/219/VOL I – B (02/2025) ON CONTRACT RENEWABLE SUBJECT TO PERFORMANCE

Reporting to the Managing Director

Job purpose

This job is responsible for guiding and facilitating procurement of goods, works, services, inventory management and disposal of assets in accordance with the Public Procurement and Asset Disposal Act (PPADA) 2015 and the Regulations thereunder.

Key Responsibilities;

- i). Providing leadership to Staff in the Department;
- ii). Ensuring compliance with public procurement statutory and legal requirements;
- iii). Responsible for rendering professional advice and opinion on procurement processes and procedures to the Managing Director;
- iv). Overseeing preparation of consolidated procurement and disposal plan in line with approved budget;
- v). Facilitating and coordinating procurement of goods, works and services in line with procurement laws and regulations;
- vi). Coordinating disposal of obsolete assets in line with procurement laws and regulations

- vii). Reviewing and publishing tender notices and contract awards in line with procurement laws and regulations;
- viii). Overseeing negotiation, preparation, implementation and monitoring of procurement contracts in line with the award decisions
- ix). Ensuring safe custody of procurement and asset disposal documents and records in line with procurement laws and regulations;
- x). Proposing for appointment and providing secretariat services to tender opening, evaluation, contract implementation teams, inspection & acceptance, and disposal committees;
- xi). Undertaking supplier selection, continuous registration, maintain relationships/ engagement and periodic performance appraisal;
- xii). Overseeing internal processes and workflows for operational effectiveness;
- xiii). Proposing the Department's annual budget, procurement and work plans;
- xiv). Managing the implementation of risk mitigation measures and updating of the Department's Enterprise Risk Register;
- xv). Managing staff job performance and evaluation, career development, capacity building and deployment of skills;
- xvi). Accounting for resource use in line with prevailing laws, policies and regulations;
- xvii). Providing oversight in quality assurance for the Department;
- xxviii). Coordinating regional and central stores and conduct quarterly and annual stock taking;
- xix). Coordinating procurement logistics for the Company;
- xx). Spearheading development of innovative procurement solutions.
- xxi). Providing leadership to Staff in the Department;
- xxii). Undertaking procurement system approvals including request for quotations, tenders, evaluations, purchase orders, goods received notes, service entries and invoices to facilitate procure-to-pay processes;
- xxiii). Coordinating inventory management to ensure optimal stock levels are maintained in the Company;
- xxiv). Coaching and Mentoring staff within the Department;
- xxv). Preparing periodic reports to Management and the Board;
- xxvi). Providing professional advice to user Directorate/Department on procurement processes and procedures;
- xxvii). Facilitating procurement of substation land parcels

Qualifications & Skills required

- i). Must have Master's Degree in a relevant field;
- ii). Bachelor's degree in supply chain management or in related field from a recognized institution;
- iii). Full Member of the Kenya Institute of Supplies Management (KISM) or Chartered Institute of Purchasing (CIPS) and in good standing;
- iv). Valid practising licence from the Kenya Institute of Supplies Management (KISM);
- v). Leadership course lasting not less than four (4) weeks;

- vi). **Must** have more than not less than (10) years relevant work experience, with at least six (6) years at **Senior management level**.

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.**