KETRACO
Kenya Electricity Transmission Company Limited
"Stable Power Grid - Mfumo Thabiti wa Umeme"

ASSISTANT MANAGER, DESIGN, ELECTRICAL (KET 4) ONE (1) POSITION REF: KETRACO/5/1C/40/245/VOL I - B (11/2026) ON PERMANENT AND PENSIONABLE

Reporting to **Manager, Design.**

Job Purpose

This job is responsible for coordinating works related to quality control in Civil design designs including civil works, foundations works, support structures and building works during Design /Design Review and supply of a reliable, efficient and effective electricity transmission infrastructure.

Key Responsibilities

i). Providing leadership in the Division;
ii). Reporting on matters relating to electrical engineering quality control during procurement, design, construction and commissioning of transmission infrastructure projects;
iii). Implementing strategies, policies, plans, standards and procedures pertaining to electrical design;
iv). Enforcing compliance with relevant acts including Energy Act, Procurement Act, National Construction Authority Act, Engineers Act; Environmental Act, Health and Safety Act among others;
v). Coordinating Electrical design and design reviews of projects of projects within the electrical division in liaison with the other relevant divisions and stakeholders;
vi). Formulating Electrical design standards and construction methodology;
vii). Overseeing management of transmission line and substation projects by monitoring electrical standards and methodologies from initiation to commissioning to ensure quality projects.
viii). Overseeing management of electrical design consultancy projects by monitoring electrical methodologies from initiation to completion to ensure quality projects.
ix). Managing staff job performance, career development, capacity building and deployment of skills;
x). Identifying and mitigating of electrical design related risks within the Divison.

xi). Preparing and updating Electrical technical guidelines and standards for transmission infrastructure designs and procurement;
xii). Monitoring management of local and international design Consultants for stand-alone outsourced design services;
xiii). Accounting for resource use in the division in line with prevailing laws, policies and regulations.
xiv). Implementing annual procurement plan and annual work plan;
xv). Collating and submitting periodic projects civil & structural design status reports to the SM Design as directed;
xvi). Implementing quality assurance in the Division;
xvii). Ensuring appropriate interface between electrical and civil designs during design and construction stage of transmission system projects;
xviii). Researching and recommending solutions to electrical design document problems, including conflict, interferences and error or omissions;
xix). Approving technical electrical engineering information to be shared with contractors and subcontractors to ensure projects comply with all engineering standards, codes, specifications and design instructions;
xx). Tracking electrical design and design reviews of projects in liaison with the other relevant stakeholders to support timely delivery of transmission system projects;
xxi). Managing document control and archiving of approved and built Electrical designs and drawings.
xxii). Monitoring and controlling change of quantities and specifications during design;
xxiii). Supervising design consultants to ensure that their designs conform to company standards and international standards;
xxiv). Creating and maintaining detailed stand-alone design schedules as per approved policies and procedures;
xxv). Chairing design interface meetings with consultants and contractors, as required;
xxvi). Supervising and approving design Consultant's output and milestones achieved;
xxvii). Reviewing for processing stand-alone design Consultants invoices for payments;
xxviii). Reviewing Electrical design related changes during construction;
xxix). Recommending Electrical engineers to participate in Factory Acceptance Tests, material testing, Site Inspections and Acceptance;
xxx). Reviewing and recommending of all design changes, changes in technical specifications and changes in approved suppliers/manufacturers;
xxxi). Advising on cost implications related to changes in scope, specifications supply and design of transmission system projects;
xxxii). Intermediate reviewer and approval of departmental budget expenditure which includes but not limited to outsourced design (excluding EPC contracts) payments and departmental related staff travel in SAP system.

Qualifications & Skills required

i. Master's degree in electrical and Electrical Communications Engineering, Project Management, Strategic Management, Business Administration or equivalent qualification from a recognized and accredited institution;
ii. Bachelor of Science in Electrical and Electronics/Electrical Communications Engineering or equivalent qualifications from a recognized institution;
iii. Registered Professional Engineer with the Engineers Board of Kenya (EBK);
iv. Full member with the Institution of Engineer of Kenya (IEK) and in good standing;
v. A valid practicing license from the Engineers Board of Kenya (EBK);
vi. Leadership course lasting not less than four (4) weeks from a recognized institution;
vii. Cumulative service period of twelve (12) years relevant work experience three (3) of which should have been at the grade of Principal Engineer or in a comparable position.

Working condition –

i. The role is performed in an office setting with extensive field assignments locally, regionally and internationally including outside normal office hours and days;
ii. Exposed to operational and occupational risks associated with high-voltage and work at heights.

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.