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

ASSISTANT MANAGER, FINANCE AND ACCOUNTS (PROJECT FINANCE) (KET 4) ONE (1) POSITION REF: KET/5/1C/40/250 VOL I – B (11/2026) ON PERMANENT AND PENSIONABLE

Reporting to **Manager, Finance and Accounts (Project Finance).**

Job Purpose

To ensure effective and efficient management, monitoring and controlling of project payments to contractors, consultants and Project Affected Persons (PAPs) and preparation of Project financial statements.

Key Responsibilities

i). Providing leadership to staff in the Division;
ii). Reviewing project accounts' internal controls, identifying and reporting any incidences of non-compliance and financial risks;
iii). Overseeing preparation of Cash-flow projections on a quarterly basis for Development Finance Institutions (DFI) funded projects to ensure timely drawdown of funds and adequate budgeting;
iv). Coordinating review of project related tax exemptions to ensure that they reconcile with the tax exemption master list;
v). Ensuring compliance with terms in Financing Agreements between Government of Kenya and DFIs;
vi). Coordinating follow up of counterpart funding for projects;
vii). Coordinating execution, extension and cancellation of custom bonds;
viii). Overseeing preparation of interim financial reports for submission to DFIs;
ix). Developing and implementing the Division's work plan and budget;
x). Coordinating implementation of Divisional policies, objectives and strategies;
xi). Overseeing operations, administration and financial management of the Division;
xii). Coordinating preparation of monthly, quarterly and annual project status reports.
xiii). Monitoring and evaluating the laid down project related financial procedures and make recommendations for improvement;
xiv). Reviewing and recommending payment of contractors/consultants;

xv). Reviewing processing of wayleave compensation to project affected persons within the stipulated timelines;
xvi). Managing staff job performance and evaluation, career development and capacity building and deployment of skills;
xvii). Overseeing internal processes and workflows for operational effectiveness;
xviii). Managing the implementation of financial risk mitigation measures and updating of the Division's Enterprise Risk Register;
xix). Maintaining contractual records to ensure efficiency, compliance and to mitigate risks;
xx). Participating in financial due diligence on potential contractors;
xxi). Coaching and mentoring staff in the Division.

Qualifications & Skills required

i. Master's degree in any of the following disciplines: - Commerce, Accounting, Finance, Business Management, Business Administration or equivalent qualification from a recognized institution; and
ii. Bachelor's degree in any of the following disciplines: - Commerce, Accounting, Finance, Business Management, Business Administration or equivalent qualification from a recognized institution;
iii. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
iv. Member of the Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body; and
v. Certified Public Accountant CPA (K) ,ACCA finalist or relevant qualification from a recognized institution;
vi. At least twelve (12) years' cumulative relevant work experience, three (3) of which should have been at the grade of Principal Accountant or in a comparable position

Working Conditions - 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.