

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 LEGAL OFFICER, COMMERCIAL & COMPLIANCE SERVICES (KET 5) (1 POSITION) **REF: KETRACO/5/1C/40/150/VOL II – B (02/2025) ON PERMANENT & PENSIONABLE TERMS**

Reporting to the **Manager Legal Services, Contracts & Governance**

Job purpose

This job is responsible for providing sound legal advice that protects the Company's interests and ensure compliance with legal, regulatory, contractual and good governance requirements.

Key Responsibilities;

- i). Spearheading implementation of the Company's internal policies and procedures;
- ii). Participating in developing the Divisional performance targets, procurement plans, work plans and budget;
- iii). Supervising Legal Officers.
- iv). Preparing performance targets for the Division;
- v). Implementing Divisional performance targets, procurement plans, work plans and preparing periodic reports as required;
- vi). Providing necessary administrative support in the Company's secretarial function;
- vii). Drafting the Board Almanac, budget, Board Development Plans and other Board activities;

- viii). Assisting in coordinating activities for approved visits to other utilities for benchmarking and capacity building in line with the Board Almanac on ad hoc basis as the case may be;
- ix). Assisting in coordinating activities for approved Board Project Monitoring and Evaluation visits;
- x). Implementing legal audit recommendations;
- xi). Preparing legal opinions on statutory, regulatory and policy matters affecting the operations of the Company;
- xii). Advising on public procurement and review of tender documents to ensure compliance with legal, regulatory and policy requirements;
- xiii). Carrying out research and drafting detailed legal opinions on matters on a need basis;
- xiv). Liaising with other process owners for operational effectiveness;
- xv). Drafting, reviewing and negotiating all types of contracts, G-G MOUs, leases, amendments/variation agreements, and other related contractual documents;
- xvi). Following up on developments and changes of any relevant legal and regulatory framework to ensure the legal and regulatory compliance of the Company's activities;
- xvii). Preparing necessary communication to the stakeholders on legal, contractual requirements and/or obligations;
- xviii). Preparing a Legal Compliance matrix, monitoring and tracking compliance with the same;
- xix). Drafting and reviewing legal audit and compliance policies;
- xx). Preparing and updating of the Division's risk register and tracking the implementation of the mitigation measures;
- xxi). Drafting and updating the contract status matrix;
- xxii). Providing support in preparation, continuous review and implementation of internal policy documents;
- xxiii). Evaluating internal processes and workflows and proposing possible improvements;
- xxiv). Drafting, vetting and advising the Company on the validity of securities, bonds and guarantees issued in favour of or by the Company;
- xxv). Undertaking legal due diligence exercises with respect to all types of contracts, G-G MOUs, leases, amendments/variation agreements, and other related contractual documents;
- xxvi). Implementing Presidential Directives, Circulars and Executive Orders;
- xxvii). Representing the Company in sectoral initiatives and the Directorate in committee meetings;
- xxviii). Handling ad-hoc legal issues that may arise from time to time.

Qualifications & Skills required

- i). Bachelor's degree in Law from a recognized institution.
- ii). Be an Advocate of the High Court of Kenya, member of Law Society of Kenya (LSK) and have a valid practicing certificate;
- iii). Post Graduate Diploma in Law from the Council of Legal Education;
- iv). Have attended a supervisory course lasting not less than two (2) weeks from a recognized institution;

- v). A minimum of six (6) 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.**