

## **CAREER OPPORTUNITIES**

### **INTRODUCTION**

The Kenya Electricity Transmission Company Limited (KETRACO) is a 100% state-owned corporation incorporated on 2<sup>nd</sup> 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, LITIGATION & PROSECUTION (KET 5) (1 POSITION) REF: KETRACO/5/1C/40/220/VOL I – B (02/2025) ON PERMANENT & PENSIONABLE TERMS**

Reporting to the **Manager Legal Services, CLP**

#### **Job purpose**

This job is responsible for ensuring efficient management of litigation and Prosecution portfolio by facilitating effective and expeditious prosecution and/or defence of disputes involving the Company.

#### **Key Responsibilities;**

- i). Implementing the Company's internal policies and procedures;
- ii). Coordinating submission of periodic reports from external lawyers and coordinating the conduct of their annual performance evaluation
- iii). Supervising Legal Officers.
- iv). Conducting initial case assessment and investigations before institution of suits in courts/tribunals;
- v). Undertaking the discovery of evidence for use in cases where the Company is a party;
- vi). Drafting pleadings and other relevant documents for filing in courts/tribunals;
- vii). Drafting the necessary correspondence and/or instructions to the Company's in-house Counsel or external lawyers

- viii). Drafting the necessary correspondence to the Office of Attorney General and Department of Justice as may be required in litigation and arbitration matters;
- ix). Conducting witness preparations for trials/hearings and arranging attendances of witnesses;
- x). Implementing Alternative Dispute Resolution Mechanisms;
- xi). Initiating settlement proceedings where appropriate in matters pending in courts/tribunals;
- xii). Conducting hearings in matters before courts/tribunals;
- xiii). Participating in all preliminary processes regarding arbitral proceedings, collating relevant documentation, drafting pleadings, filing the same before the arbitral tribunals, ensuring attendance of witnesses to the hearings and carrying out all other required processes till conclusion of the arbitral proceedings;
- xiv). Participating in handover of project sites and material and ensuring preservation of the evidence for use in any arbitral process thereafter;
- xv). Carrying out research and drafting detailed legal opinions on matters on a need basis
- xvi). Implementing Divisional performance targets, procurement plans, budget, work plans and preparing periodic reports as required;
- xvii). Ensuring realization of Divisional deliverables of the Strategic Plan and Performance Contract;
- xviii). Advising all legal, regulatory and policy matters affecting the operations of KETRACO;
- xix). Liaising with other process owners for operational effectiveness;
- xx). Developing a litigation register, monitoring and updating the same;
- xxi). Ensuring litigation diary is regularly updated;
- xxii). Updating the repository of Rulings/Judgments;
- xxiii). Participating in conducting proper investigation in liaison with the Security Division and the Critical Infrastructure Police Unit;
- xxiv). Drafting charge sheets in accordance with the relevant laws;
- xxv). Ensuring the prosecution register is updated;
- xxvi). Ensuring the prosecution diary is updated;
- xxvii). Carrying out prosecutorial duties as appropriate;
- xxviii). Developing and updating the Division's risk register and tracking the implementation of the mitigation measures;
- xxix). Providing support in preparation, continuous review and implementation of internal policy documents;
- xxx). Evaluating internal processes and workflows and proposing possible improvements;
- xxxi). Implementing Presidential Directives, Circulars and Executive Orders;
- xxxii). Representing the Division in committee meetings as may be required;
- xxxiii). Handling ad-hoc legal issues that may arise from time to time.
- xxxiv). Preparing Divisional performance targets, procurement plans, work plans and budget.

### **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 **17<sup>th</sup> March 2025 at 5.00pm** so as to reach:-

**The Managing Director,  
Kenya Electricity Transmission Company Limited,  
KAWI COMPLEX, 4<sup>th</sup> Floor,  
Popo Road, South C, along Red Cross Road,  
P.O. Box 34942 – 00100,  
NAIROBI.**