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

PRINCIPAL OFFICE ADMINISTRATOR (KET 5) ONE (1) POSITION REF: KET/5/1C/40/249 VOL II – B (11/2026) ON PERMANENT AND PENSIONABLE

Reporting to **Manager Administration.**

Job Purpose

To provide administrative support and office management to the Managing Director's office.

Key Responsibilities

i). Carrying out office administrative duties including arranging for meetings, managing the MD's Bring Ups and tracking progress of various assignments;
ii). Drafting, transcribing notes, typing correspondences and reports;
iii). Handling and prioritizing all outgoing and incoming correspondence;
iv). Managing and screening phone calls and redirecting when appropriate;
v). Monitoring and Requisitioning of office supplies and equipment;
vi). Maintaining an effective filing and record management system for the Executive office;
vii). Attending to internal and external customers/visitors;
viii). Managing office petty cash;
ix). Maintaining the itinerary and agenda for the Executive office;
x). Coordinating the Executive office transport;
xi). Coordinating office maintenance;
xii). Disseminating memos reports and other communications to relevant staff;
xiii). Handling and ensuring confidential documents are secure.

Qualifications & Skills required

i. Bachelor's degree in any of the following disciplines:- Secretarial Studies; Business and Office Management or equivalent qualification from a recognized institution;
ii. Management course lasting not less than four (4) weeks from a recognized institution;
iii. Proficiency in computer applications; and

iv. Cumulative service period of nine (9) years' work experience, three (3) of which must have been at the grade of Senior Office Administrator or in 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.