

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 OFFICER SUPPLY CHAIN MANAGEMENT, PROJECTS (KET 5) (1 POSITION) REF: KETRACO/5/1C/40/221/VOL I -B (02/2025) ON PERMANENT & PENSIONABLE TERMS.

Reporting to the **Manager, Supply Chain Management, Project Services & Office Operations**

Job purpose

This job is responsible for undertaking procurement of specialised project contracts, review performance of contractors & consultants to ensure delivery of transmission infrastructure.

Key Responsibilities;

- i). Implementing procurement activities in compliance with laws and regulations;
- ii). Undertaking Procurement of project goods, works and services according to the Annual Procurement Plan;
- iii). Advising on budget for the sub-function in view of office requirements;
- iv). Managing project contracts progression;
- v). Proposing procurement solutions/innovation for implementation.
- vi). Coordinating the project procurement processes in the Section;
- vii). Supervising opening of tenders and quotations;
- viii). Evaluating project bid proposals for award of contracts selection of vendors for procurement of goods, works and services;
- ix). Preparing draft contract agreements in liaison with respective Departments for signature;
- x). Compiling of supply chain statutory reports to authorizing agents;

- xi). Registering vendors for procurement of goods, works and services;
- xii). Coordinating pre-construction activities such negotiation and purchase of land for construction of substations for new projects;
- xiii). Implementing effective contracts for goods, works and services with respective user departments;
- xiv). Undertaking project and contract management process;
- xv). Implementing advanced procurement solutions such as SAP s/4 Hana & SAP Ariba and exploring best practices.

Qualifications & Skills required

- i). Bachelor's degree in Procurement/Purchasing/Supply Chain Management or related field from a recognized institution
- ii). Full Member of the Kenya Institute of Supplies Management (KISM) Or Chartered Institute of Purchasing (CIPS) in good standing;
- iii). Valid Practising licence from the Kenya institute of supplies management (KISM)
- iv). Supervisory or Management course lasting not less than two (2) weeks.
- v). Must have 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.