

## **CAREER OPPORTUNITIES**

### **EXTERNAL ADVERTISEMENT**

#### **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 be a world-class electricity transmission company and the leading interconnector in Africa. The Mission of the Company is to provide reliable, efficient and effective electricity transmission and promote power trade for sustainable socio-economic development.

The Company invites applications from suitable individuals to fill the following positions: -

#### **1. SENIOR MANAGER, SYSTEM OPERATIONS & MAINTENANCE - (KET 3) (1 POSITION) REF: KETRACO/5/1C/40/15- B/VOL II ON FIVE (5) YEAR CONTRACT**

Reporting to the General Manager, System Operations & Power Management, the successful candidate will be responsible for maintaining and operating the Company's transmission infrastructure to achieve stable, available and reliable national grid and regional interconnectors.

#### **Key Responsibilities:**

- i). Providing leadership to staff in the Department;
- ii). Coordinating operations and maintenance of electricity transmission system to ensure stability, availability and reliability of Company's transmission assets for power transfer;
- iii). Providing technical leadership and guidance on matters pertaining to system operations and maintenance;
- iv). Coordinating the commissioning of completed projects;
- v). Coordinating functional activities within the department; Power System Protection, Electrical Plant Maintenance, Overhead Lines, HVDC Operations, Asset Management and Electrical safety;
- vi). Coordinating and implementing maintenance programmes for regional interconnectors;
- vii). Maintaining a supportive working environment to foster optimum performance;

- viii). Spearheading the development of innovative solutions of O&M;
- ix). Overseeing the development, review and implementation of Standard Operating Procedures and work instruction manuals in line with the company's management systems for the Department;
- x). Managing Departmental staff job performance and evaluation, career development, capacity building and deployment of skills;
- xi). Providing oversight in quality assurance for the Department.
- xii). Implementing policies and programs on electricity transmission system operations & maintenance to ensure availability of services;
- xiii). Preparing the Department's annual budget, procurement and work plans;
- xiv). Developing and implementing an emergency work plan for transmission line and Substation asset failures to ensure supply restoration in real time;
- xv). Preparing preventive and corrective maintenance programmes;
- xvi). Monitoring the condition of transmission assets;
- xvii). Recommending necessary interventions and reinforcements arising from investigation of major system interruptions and weaknesses;
- xviii). Undertaking continuous reinforcements arising from system studies;
- xix). Putting in place strategies for disaster management in the transmission infrastructure;
- xx). Confirming that commissioning is done as per the specifications, quality controls and documentation;
- xxi). Advising and ensuring compliance to occupational health and safety standard;
- xxii). Advising and ensuring compliance to electrical safety standards;
- xxiii). Coordinating O&M programmes with those of other Departments and functions;
- xxiv). Coordinating and planning high skilled exercises such as live line high voltage working on transmission lines;
- xxv). Coordinating with other sector players concerning the operation and maintenance of the power system network;
- xxvi). Ensuring availability of critical spares and tools towards the enabling of the functions of O&M;
- xxvii). Resolving national blackouts in liaison with other sector players;
- xxviii). Advising on equipment and tools requirement for operations and maintenance of transmission lines and substations;
- xxix). Advising on improvement of designs, standards and specifications of network components;
- xxx). Accounting for resource use in line with prevailing laws, policies and regulation

**Qualifications & Skills required:**

- i). Master's Degree in a relevant field with Bachelor's degree in Electrical Engineering from a recognized institution;
- ii). Registered Professional Engineer with Engineers Board of Kenya (EBK);
- iii). Registered Practicing Engineer with Engineers Board of Kenya (EBK) and in good standing;
- iv). Institution of Engineers of Kenya (IEK) membership;
- v). Valid License for EBK;
- vi). Advanced electrical safety authorization (Minimum class 8);
- vii). Leadership course lasting not less than four (4) weeks;
- viii). The job holder requires knowledge and relevant experience of not less than ten (10) years, with at least six (6) years at management level.

**Working condition** - Office setting and field visits

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**2. MANAGER, QUALITY ASSURANCE & RISK MANAGEMENT COORDINATION – (KET 4) (1 POSTION)**  
**KET/5/1C/40/157-B/VOL I ON PERMANENT AND PENSIONABLE**

Reporting to the General Manager, Strategy, Research & Compliance, the successful candidate will be responsible for ensuring adherence to quality standards and coordination of risk management in the Company.

**Key Responsibilities**

- i). Coordinating development, review, implementation and monitoring of Quality; Management System (QMS) procedures in the Company;
- ii). Overseeing internal and external quality management system audits and liaising with certification bodies;
- iii). Coordinating with heads of Divisions/Departments in identification, monitoring and evaluation of risks exposure and ensuring risk management principles are extended and integrated in the Company processes;
- iv). Guiding preparation, implementation, review and monitoring Enterprise Risk Management Framework and the annual Risk & Compliance Review Plan;
- v). Providing advisory services to the management on risk exposure and developments in the risk management field;
- vi). Coordinating management of identified risks and implementation of mitigation strategies
- vii). Ensuring compliance of the company policies and regulations, to enhance operational efficiency;

- viii). Managing implementation of the Department's performance targets in realization of the Company's Strategic Plan and Performance Contract;
- ix). Overseeing internal processes and workflows for operational effectiveness;
- x). Preparing the Department's annual budget, procurement and work plan;
- xi). Managing the implementation of risk mitigation measures and updating of the Department's Enterprise Risk Register;
- xii). Managing staff job performance and evaluation, career development and capacity building and deployment of skills;
- xiii). Overseeing risk mitigation Strategies for the Company;
- xiv). Liaising with other process owners for operational effectiveness;
- xv). Developing, implementing and maintaining a compliance framework on all statutory obligations, regulations, standards, contractual and internal obligations of the organization;
- xvi). Facilitate maintenance of ISO integrated management systems implemented by the Company.
- xvii). Presenting high priority risk issues on a regular basis to the management;
- xviii). Monitoring risk taking activities and risk exposure to ensure they are in line with board approved risk appetite;
- xix). Monitoring implementation of the risk mitigation Strategies;
- xx). Developing and implementing the strategic initiatives for the division;
- xxi). Drafting the Division's board papers to the board committee;
- xxii). Accounting for resource use in line with prevailing laws, policies and regulations; and
- xxiii). Providing oversight in quality assurance for the Department.

#### **Qualifications & Skills required**

- i). Master's Degree in a relevant field;
- ii). Bachelor's degree in Engineering/Economics/Finance/ Actuarial Science/Risk management or related field from a recognized institution;
- iii). Management course lasting not less than four (4) weeks;
- iv). Must have risk Management Certification; and
- v). Must have a minimum of eight (8) years relevant work experience.

**Working condition** – Office setting

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### **3. MANAGER, LEGAL SERVICES CONTRACTS & GOVERNANCE – (KET 4) (1 POSITION) REF: KETRACO/5/1C/40/148/VOL I -B ON PERMANENT AND PENSIONABLE.**

Reporting to the Company Secretary & General Manager Legal Services, the successful candidate will be responsible for providing legal services in management of the Company's Contracts, board secretariat and compliance portfolio.

**Key Responsibilities:**

- i). Providing leadership to staff in the Division;
- ii). Managing implementation of Divisional deliverables in realization of the Company's Strategic Plan and Performance Contract;
- iii). Preparing the Division's annual budget, procurement plans, work plans and periodic reports;
- iv). Managing and directing the drafting, negotiating and vetting of Drafting, reviewing and negotiating all types of contracts, G-G MOUs, leases, amendments/variation agreements, and other related contractual documents;
- v). Overseeing the development of a Legal Compliance matrix, monitoring and ensuring compliance with the same;
- vi). Coordinating the conduct of bi-annual Legal and Governance Audits;
- vii). Coordinating the development and updating of the Division's risk register and tracking the implementation of the mitigation measures;
- viii). Initiating and facilitating 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). Advising on securities, bonds and guarantees made in favour of or by the Company;
- x). Providing advice to Management on legal, regulatory and contractual matters affecting the Company;
- xi). Providing legal advisory on public procurement and review of Tender documents such as EOIs, RFPs, RFQs etc;
- xii). Managing implementation of the Division's targets under the Performance Contract;
- xiii). Improving internal processes and workflows for operational effectiveness;
- xiv). Accounting for resource use in line with prevailing laws, policies and regulations;
- xv). Managing staff job performance career development, capacity and deployment of skills;
- xvi). Liaising with other process owners for operational effectiveness.
- xvii). Providing necessary support in the Board Secretarial function in implementation of Mwongozo Code of Governance;
- xviii). Facilitating timely preparation and circulation of Board and Committee papers and minutes;
- xix). Coordinating activities for approved Board Project Monitoring and Evaluation visits;
- xx). Monitoring implementation of Board decisions and preparing status update reports thereof;
- xxi). Coordinating the implementation of Presidential Directives, Administrative Circulars and Executive Orders;
- xxii). Coordinating the drafting, negotiation and vetting of contracts and agreements in liaison with relevant Divisions/Departments;
- xxiii). Coordinating conduct of legal compliance audits and implementation of legal audit recommendations;
- xxiv). Coordinating conduct of Annual General Meetings and filing of statutory annual returns with the Registrar of Companies;

- xxv). Preparing corporate governance statements and providing necessary information for preparation of the Annual Directors Report;
- xxvi). Monitoring compliance with statutory and other regulatory requirements in the Company;
- xxvii). Participating in the development and review of corporate business plans, objectives, strategies, work plans and policies;
- xxviii). Developing the Division's operational policies, manuals and procedures;
- xxix). Coordinating policy reviews and development in liaison with the Office of the Attorney General and Department of Justice, State Corporations Advisory Committee and other relevant agencies;
- xxx). Researching on emerging legal issues and advising accordingly;
- xxxi). Providing legal interpretation and opinions sought by the Company's other Divisions/Departments;
- xxxii). Guiding the functions on legal implications of their processes; and
- xxxiii). Ensuring quality assurance in the Division.

**Qualifications & Skills required:**

- i). Must have a Master's Degree in any of the following disciplines: Law, Business Administration, Public Administration, or equivalent qualifications with a Bachelor's Degree in Law from a recognized institution;
- ii). Must be an Advocate of the High Court of Kenya, member of Law Society of Kenya (LSK) and have a valid practicing certificate;
- iii). Must be a **Certified Secretary CS(K)** and be a member in good standing of the Institute of Certified Secretaries of Kenya (ICSK);
- iv). Post Graduate Diploma in Law from the Council of Legal Education;
- v). Course in Senior Management lasting not less than four weeks OR a certificate in Corporate Governance course OR Strategic Leadership Development Programme lasting not less than 4 (four) weeks from a recognized institution; and
- vi). Must have eight (8) years post admission relevant work experience.

**Working conditions** - Office setting and Field setting

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**4. BUSINESS ANALYST & PAYROLL HCM – (KET 6) (1 POSITION) REF: KET/5/1C/40/158-B/VOL I ON PERMANENT AND PENSIONABLE**

Reporting to the Senior Information Technology & Innovation Officer, Business Analyst, the successful candidate will be responsible for reviewing, analysing, advising on and evaluate human resources processes and user needs for SAP Human Capital Management (HCM) for the company. The job holder examines and configures individual SAP Human Capital Management modules

including Organizational Management, Personnel Administration, Time Management, Payroll, Employee Self Service, Manager Self Service, E-recruitment and Travel Management. The office is responsible for implementation of New and Enhanced functionalities relating to SAP Human Capital Management. Moreover, they execute system integration testing, architect internal and external interfaces and creates technical documentation.

**Key Responsibilities;**

- i). Participating in and/or represent the unit in external and ad hoc assignments relevant to the unit's work as and when required by the Senior Information Technology and Innovation Officer, Business Analyst;
- ii). Leading and supporting SAP Human Capital Management initiatives as team member and lead the implementation of new and improved functionalities;
- iii). Mentoring and supporting users and teammates on Human Capital Management functionalities including understanding of configurations and transactions;
- iv). Designing, configuring and testing new and enhanced functionality for various SAP Human capital management modules; Organizational Management, Personnel Administration, Time Management, Payroll, definition of pay calculation rules and schema, Employee Self Service, Manager Self Service, E-recruitment and Travel Management;
- v). Reviewing, analysing and evaluating business processes and scenarios of the company relating to human capital management;
- vi). Developing functional specifications and recommends solutions that meet the need;
- vii). Preparing high-quality documentation for SAP Human Capital Management Modules, blueprints, configuration, testing and training documents;
- viii). Developing a training Plan for Users to optimise System Knowledge;
- ix). Delivering training on SAP Human Capital Management to address user knowledge gaps on need basis;
- x). Guiding Users on Extraction of HR reports by utilizing common SAP data extraction tools such as ad hoc query, report painter and SAP tables;
- xi). Performing Human Capital Management mass master data conversion and updates utilizing tools such as SAP LSMW and ABAP programs;
- xii). Developing the necessary Human Capital Management test strategy, test scenarios and test data to test new functionalities;
- xiii). Leading integrated system testing efforts with other SAP business analysts with regards to newly implemented or enhanced SAP human capital management functionalities;
- xiv). Troubleshooting, investigating and analysing system problems in liaison with users and provide solutions that meets user needs; and
- xv). Building and managing effective partnerships with SAP human capital management system users and the Information technology and Innovation department.

**Qualifications & Skills required:**

- i). A Bachelor's degree or Diploma in Business/Computer Science/ Management Information Systems/Business IT Administration/Economics or related field from a recognized institution;
- ii). Must be a Certified SAP Human Capital Management Application Associate;
- iii). Must have experience in at least four (4) full life-cycle implementations including post Go-Live support;
- iv). Must have five (5) years of experience in SAP Human Capital Management, SAP Payroll, time management, organization management and personnel administration;
- v). Diploma in Human Resource Management will be an added advantage; and
- vi). Membership with Human Resource body or Accreditation with ICT Authority.

**Working condition** - Office setting

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**5. SECURITY OFFICER INVESTIGATIONS – KET 6 REF: KETRACO/5/1C/40/145 – B /VOL I (1 POSTION ON PERMANENT AND PENSIONABLE)**

Reporting to the Senior Security Officer Investigations, the successful candidate will be responsible for responsible for carrying out thorough investigations on all security incidents involving Vandalism, Fraud and any other criminal activity both internal and external affecting the Company

**Key Responsibilities;**

- i). Reporting criminal incidents affecting KETRACO to the relevant security agencies as applicable in a timely manner
- ii). Undertaking security inquiries both internal and external on security irregularities, illegal activities accidents/incidents, complaints and allegations of misconduct;
- iii). Conducting interviews with potential witnesses and the subjects of investigations in liaison with the Police;
- iv). Gathering evidence including documents, exhibits and statements for preservation and safe custody;
- v). Analysing and compiling evidence gathered in a professional and concise manner;
- vi). Producing evidence in court and HR Advisory Committee during proceeding/ hearing sessions;
- vii). Assisting in undertaking security Audits;
- viii). Collecting and collating of security intelligence reports;
- ix). Assisting in the Security Awareness training and sensitization of KETRACO staff; and
- x). Supervising the Security Agents Investigations in the performance of their duties

### **Qualifications & Skills required**

- i). A Bachelor's Degree in Social Sciences/ Security Management or equivalent qualification from a recognized institution;
- ii). Must have fraud investigation course certificate from CID training school lasting not less than two (2) months;
- iii). Must have ICT certification on investigation lasting not less than three (3) months from an Institution accredited to ICT Authority; and
- iv). Supervisory course lasting not less than two (2) weeks.
- v). Must have three (4) years relevant work experience in investigation;

**Working conditions** - Office setting and field setting

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### **6. INSURANCE OFFICER – KET 6 REF: KETRACO/5/1C/40/125 - B /VOL I (1 POSTION ON ON PERMANENT AND PENSIONABLE)**

Reporting to the Manager Administration, the successful candidate will be responsible for ensuring optimum and cost-effective risk and insurance coverage for Company's physical and human assets and legal liabilities arising from its operations to ensure business continuity.

#### **Key Responsibilities;**

- i). Implementing insurance strategies, policies and standards pertaining insurance services in the Company;
- ii). Coordinating insurance functional activities such as underwriting, medical administration, claims administration, advisory, insurance trainings and sensitization for all staff in the organization;
- iii). Overseeing administration of all Insurance policies as performed by various insurance providers such as Insurance Brokers, Underwriters, Risk Surveyors, and Motor Valuers etc;
- iv). Supervising and appraising staff in the Insurance Section and identify/propose their training needs to Management;
- v). Advising Management on relevant Insurance statutory requirements and Insurance Trends as stipulated in the Insurance Act of Kenya and Insurance Regulatory Authority;
- vi). Developing annual Insurance work plans, procurement plans and budgets for Management Approval;

- vii). Reviewing and updating the company's Insurance Portfolio and advise Management on relevant Insurance covers;
- viii). Participating in the Insurance Tender Process and preparation of Insurance contracts in conjunction with the Procurement and Legal Departments respectively to get the best providers/services within stipulated budgets;
- ix). Reviewing policy documents from the insurers, to ensure compliance with KETRACO Insurance needs;
- x). Undertaking quarterly insurance premiums reconciliations with Insurance providers and advise Management on payable Insurance premiums or refunds;
- xi). Liaising with Insurance stakeholders such as Insurance Brokers, Insurance Underwriters, and Risk Surveyors etc;
- xii). Facilitating annual Risk Surveys on substation insurance, safety at the workplace and motor evaluation exercise to ensure appropriate and optimal covers;
- xiii). Sensitizing staff on relevant Insurance matters;
- xiv). Liaising with internal Departmental Managers regarding Insurance needs in their departments;
- xv). Facilitating quarterly performance review meetings with contracted Insurance providers to evaluate performance with a view to ensuring continuous improvement and advise Management accordingly;
- xvi). Reviewing and advising management on Insurance Contracts for KETRACO projects with external Contractors to ensure adequacy of cover and compliance with Insurance Statutory requirements as stipulated in the Insurance Act of Kenya;
- xvii). Proposing to Management new and innovative Insurance products and trends in the market that meet personalised staff insurance needs and facilitate implementation once approved;
- xviii). Participating in dispute resolution and arbitration of insurance matters with dissatisfied Insurance providers or clients;
- xix). Preparing and regularly update company's corporate Insurance Manual; and
- xx). Reviewing Insurance reports and submit to management.

**Qualifications & Skills required**

- i). Must have a minimum of five (5) years relevant work experience.;
- ii). A Bachelor's degree in Commerce/Actuarial Science/Business or related field from a recognized institution;
- iii). Must have full Certification in Insurance such as Associate Chartered Institute of Insurance (ACII) or Associate of Insurance Institute of Kenya (AIK);
- iv). Must have a valid Membership to Insurance Institute of Kenya and in good standing; and
- v). Supervisory course lasting not less than two (2) weeks.

**Working conditions** - Office setting and field setting

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**7. GRADUATE TRAINEE ENGINEER, ELECTRICAL – (KET 7) (20 POSITION) REF: KET/5/1C/40/63 - B/VOL IV ON PERMANENT AND PENSIONABLE**

Reporting to the Senior O&M Engineer, HVDC Operations and Maintenance, the successful candidate will be responsible for operating and maintaining the converter station and other related substation assets in the transmission national grid to ensure the grid is safe, secure, reliable, stable and to establish maximum availability of the system.

**Key Responsibilities;**

- i). Coordinating human and material resources assigned to converter stations;
- ii). Ensuring implement company health, safety and environmental standards and policies on the converter stations;
- iii). Supervising, appraising and identifying the training and development needs of O&M HVDC Technicians;
- iv). Performing testing (FATs and SATs), commissioning and inspection of the converter station and other related substation assets primary equipment/protection and control system/telecoms/SCADA and EMS systems;
- v). Coordinating and liaising with system controller and remote HVDC station on any system constraints on the HVDC transmission infrastructure to achieve optimal HVDC link dispatch;
- vi). Performing site inspections, testing and commissioning of condition monitoring systems of major substations equipment in the converter station following the approved method procedures and instructions;
- vii). Participating in design, installation, testing and commissioning of any modifications and extensions of existing converter station;
- viii). Participating in undertaking corrective and planned repairs and maintenance for the converter station primary equipment/protection and control system/telecoms/SCADA and EMS systems;
- ix). Participating and supervising of switching operations and isolations as per approved converter station procedures and instructions;
- x). Participating in the preparation of annual work plans for the converter station primary equipment/protection and control system/telecoms/SCADA and EMS systems maintenance works;
- xi). Participating in analysing data on power system operations and disturbances and evaluation of such failures for the converter station and other related substation assets;
- xii). Participating in the implementation and review of operations and maintenance ISO requirements with regards to the converter station and other related substation assets;
- xiii). Ensuring the implementation and strict adherence to health and safety and environmental policies;

- xiv). Assisting in preparation and evaluation of tender documents for procuring technical services, equipment and/or spares related to converter stations;
- xv). Complying with section 13(1) of the occupational safety and health act ,2007 that outlines the duties of the employees at the workplace; and
- xvi). Providing technical support to other sections within system operation and power management directorate.

### **Qualifications & Skills required**

- i). Bachelor's degree in Electrical Engineering (Power Options or Light Current);
- ii). The applicants **must** have graduated from a recognized institution within the **last two years** with minimum of 2<sup>nd</sup> Class honours upper division;
- iii). The Candidate should have attained minimum K.C.S.E grade B+; and
- iv). Working experience will be an added advantage.

**Working conditions** - Office setting, Field setting and Substations.

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### **8. SUBSTATION OPERATOR - TECHNICIAN – (KET 8) (15 POSITION) REF: KET/5/1C/40/93/-B/VOL III ON PERMANENT AND PENSIONABLE.**

Reporting to the Regional Engineer, the successful candidate will be responsible for undertaking maintenance of control equipment to ensure reliable and quality power supply.

#### **Key responsibilities:**

- i). Participating in corrective and preventive maintenance in the transmission system as per maintenance programmes/schedules;
- ii). Assisting in collection of data on transmission infrastructure and submission of reports to transmission lines engineers for analysis;
- iii). Participating in investigating causes of system breakdowns and taking prompt corrective action;
- iv). Operating and maintaining transmission lines as per the approved procedures and work instructions
- v). Carrying out pre-commissioning inspection of newly constructed transmission lines and participating in commissioning;
- vi). Conducting inspection/audit of existing transmission lines;
- vii). Participating in preparation of work plans for transmission maintenance works;
- viii). Performing switching operations as per approved policies and procedures;
- ix). Investigating causes of faults and disturbances in the system and rectifying;

- x). Testing and calibration of live line tools as per set standards and work instructions;
- xi). Carrying out repairs and maintenance of transmission lines and equipment;
- xii). Participating in planning for outages on transmission lines
- xiii). Operating substation control and isolation equipment as per instructions from system controllers at the NSCC during shutdowns.
- xiv). Carrying out bare hand live line works on transmission line as per approved procedures and standards; and
- xv). Carrying out routine aerial inspection and ground of transmission lines.

**Qualifications & Skills required:**

- i). Diploma in Electrical Engineering from a recognized institution
- ii). Registered engineering technician with Institute of Engineering Technologists and Technicians (IET);
- iii). Registered member of Kenya Engineering Technologists Registration Board (KETRB); and
- iv). A minimum of four (4) years relevant work experience.

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**9. LEGAL OFFICER, COMPLIANCE SERVICES – (KET 7) (1 POSITION) REF: KET/5/1C/40/156-B/VOL I ON PERMANENT AND PENSIONABLE.**

Reporting to the Senior Legal Officer, Contracts & Governance, the successful candidate will be responsible for creating awareness of and ensuring compliance with statutory, regulatory and policy frameworks that impact on the Company's core mandate.

**Key Responsibilities:**

- i). Conducting continuous surveillance and regular legal audits to ensure compliance with all statutory and policy requirements/guidelines;
- ii). Preparing and updating the legal compliance matrix;
- iii). Drafting and updating Legal Audit and Compliance policies;
- iv). Drafting the Terms of Reference for the conduct of bi-annual legal compliance audits;
- v). Initiating implementation of legal audit recommendations;
- vi). Continuously monitoring statutory and regulatory changes and creating awareness of statutory and policy requirements/guidelines to Staff in the Company;
- vii). Preparing periodic reports on the level of adherence to statutory and policy requirements/guidelines;
- viii). Providing support in preparation, continuous review and implementation of internal policy documents;
- ix). Proposing possible improvements to internal processes and workflows;
- x). Implementing Presidential Directives, Circulars and Executive Orders;
- xi). Preparing necessary communication to the stakeholders on legal, contractual requirements and/or obligations;

- xii). Representing the Directorate in meetings;
- xiii). Spearheading implementation of legal audit recommendations;
- xiv). Carrying out research and preparing detailed legal opinions on matters on a need basis;
- xv). Liaising with other process owners for operational effectiveness; and
- xvi). Preparing necessary communication to the stakeholders on legal, contractual requirements and/or obligations.

**Qualifications & Skills required:**

- i). Bachelor's degree in Law from a recognized institution
- ii). Must 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; and
- iv). Must have three (3) years relevant work experience.

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**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.

**\*Successful candidates will be expected to present the following 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).

**In addition to the above:**

- 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.

Interested candidates fulfilling the required qualifications should submit their application clearly indicating the position applied for and vacancy Reference No. via the **job link** posted on KETRACO website and attach copies of certificates and transcripts, current curriculum vitae and any other relevant testimonials, telephone contacts, e-mail address and three (3) referees with their contacts so as to reach **the below address by Tuesday, 28<sup>th</sup> February 2023 at 4:30PM EAT.**

**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.**

KETRACO is an Equal Opportunity Employer 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.***

**Please note that applications will ONLY be via email, hard copies shall not be considered. Indicate the position reference number as the subject heading.**