



“Building a World Class National Grid”

KENYA ELECTRICITY TRANSMISSION COMPANY LTD.

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 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: -

COMPANY SECRETARY & GENERAL MANAGER LEGAL SERVICES – (KET 2) (1 POSITION)
REF: KET/5/1C/40/130/VOL II – B (12/23) FIVE (5) YEAR CONTRACT RENEWABLE ONCE

Reporting to the Managing Director

Job purpose

This Job is responsible for advising the Board of Directors and Management on matters of corporate governance and implementation of the *Mwongozo* Code of Governance for State Corporations.

The job is also responsible for management of secretariat services to the Board, corporate and legal affairs of the Company.

Key Responsibilities;

- i. Providing leadership to Staff in the Directorate;
- ii. Advising the Board and Management on legal matters;
- iii. Providing guidance to the Board on their duties and responsibilities on matters of governance;
- iv. Ensuring that the Company complies with statutory and other regulatory requirements;
- v. Ensuring formulation and implementation of strategies on litigation, prosecution and arbitration;

- vi. Coordinating litigation, arbitration, prosecution matters and ensuring stakeholder communication in liaison with the Office of the Attorney General and Department of Justice, Government Ministries and external lawyers;
 - vii. Overseeing representation of the Company before the Courts and Tribunals and issuing instructions to external lawyers as necessary;
 - viii. Convening Annual General Meetings and filing of statutory annual returns with the Registrar of Companies;
 - ix. Coordinating conveyancing activities for easement registration and purchase of substation land;
 - x. Overseeing research on emerging legal issues and advising the Company accordingly;
 - xi. Managing staff job performance and evaluation, career development and capacity building and deployment of skills;
 - xii. Overseeing internal processes and workflows for operational effectiveness;
 - xiii. Proposing the Directorate's annual budget, procurement and work plan;
 - xiv. Managing the implementation of legal risk mitigation measures and updating of the Directorate's Enterprise Risk Register;
 - xv. Overseeing drafting, negotiation and vetting of contracts, memoranda of understanding (MOUs), leases and other legal documents;
 - xvi. Overseeing planning and implementation of corporate communication strategies;
 - xvii. Promoting a good corporate image of the Company and advising the Board and Management on strategic communication;
 - xviii. Planning and implementing statutory bi-annual legal and governance audits to ensure compliance with relevant statutory requirements;
 - xix. Managing staff job performance and evaluation, career development and capacity building and deployment of skills;
 - xx. Liaising with other process owners for operational effectiveness.
- i. Ensuring timely preparation and circulation of Board and Committee papers and minutes;
 - ii. Maintaining proper records of Board proceedings and being the custodian of Board documents such as, Board minute Books, Board policy documents, Board register of Conflict of interest and register of Board meetings' attendance;
 - iii. Communicating Board resolutions to Management for implementation;
 - iv. Coordinating annual Board evaluation and induction of new board members;
 - v. Facilitating the implementation of the *Mwongozo* Code of Governance;
 - vi. Maintaining subscription of eBoard software for Board information;
 - vii. Keeping safe custody of the company seal, contracts, licenses, title documents, vehicle logbooks, security and corporate documents;
 - viii. Monitoring and ensuring compliance with contractual agreements, legislation, administrative circulars/executive orders, legal/governance audit recommendations;
 - ix. Drafting and facilitating gazetting of legal notices issued by the Company;
 - x. Facilitating effective communication between the Company and its stakeholders;
 - xi. Co-ordinating and promoting corporate brand and image of the Company
 - xii. Accounting for resource use in line with prevailing laws, policies and regulations;
 - xiii. Providing oversight in quality assurance for the Directorate.

Qualifications & Skills required

- i). A Master's Degree in any relevant field with a Bachelor's degree in Law from a recognized institution.
- ii). Possess a Postgraduate Diploma in Law from the Council of Legal Education;
- iii). Be an Advocate of the High Court of Kenya, member of Law Society of Kenya (LSK) and have a valid practicing certificate;
- iv). Be a Certified Secretary CS(K) and be a member in good standing of the Institute of Certified Secretaries of Kenya (ICSK);
- v). Undertaken a leadership development programme/training lasting not less than 4 (four) weeks from a recognized institution or have a certificate in Corporate Governance course OR Strategic Leadership Development Programme lasting not less four weeks;
- vi). The job holder requires knowledge and relevant post admission experience of not less than twelve (12) years, with at least eight (8) years at senior managerial level.

Working condition - Office setting and field visits

<https://forms.gle/56zLcfxxJ8wQJpke7>

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.

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 **16th January 2024** 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.**

Please note that applications will ONLY be via joblink, hard copies shall not be considered. Indicate the position reference number as the subject heading candidates MUST fill an online form on our website.