

CAREER OPPORTUNITIES

EXTERNAL ADVERTISEMENT

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: -

1. MANAGER BUSINESS DEVELOPMENT– (KET 4) (1 POSITION) KETRACO/5/1C/40/149/VOL I -B ON PERMANENT AND PENSIONABLE.

Reporting to the General Manager Strategy Research & Compliance, the successful candidate will be responsible for identification, development, evaluation and implementation of strategies and policies to build commercial business income stream.

Key Responsibilities:

- i). Providing leadership to staff in the Division.
- ii). Coordinating research, development and implementation of optimal strategy for commercialization of income-generating assets by leveraging on physical assets and human resources;
- iii). Liaising with both internal and external stakeholders to identify business opportunities
- iv). Ensuring compliance with relevant regulatory bodies;
- v). Managing staff job performance, career development, capacity building and deployment of skills;
- vi). Coordinating commercial business planning processes;
- vii). Supporting commercial contracts development;
- viii). Verifying and submitting timely and accurate management information and compliance reports;
- ix). Proposing to management and Board on viable commercial opportunities;
- x). Proposing pricing decisions of Company commercial services;



- xi). Managing implementation of the Directorate's performance targets in realization of the Company's Strategic Plan and Performance Contract;
- xii). Overseeing internal processes and workflows for operational effectiveness.

Operational Responsibilities:

- i). Proposing resource requirement for the Division, both staff and equipment;
- ii). Identifying commercial business opportunities and developing proposals;
- iii). Negotiating commercial business contracts with clients;
- iv). Exploring, developing and maintaining commercial business income streams;
- v). Preparing and presenting management, board papers and reports;
- vi). Securing relevant business licences;
- vii). Supporting billing and collection of revenue from commercial clients;
- viii). Recommending expenditures for the Division
- ix). Making commercial business pricing decisions
- x). Preparing the Divisions annual budget, procurement and work plan;
- xi). Managing the implementation of risk mitigation measures and updating of the Division Enterprise Risk Register;
- xii). Implementation and monitoring quality assurance in the Division
- xiii). Managing staff job performance and evaluation, career development and capacity building and deployment of skills;
- xiv). Liaising with other process owners for operational effectiveness;
- xv). Accounting for the Division resource use in line with prevailing laws, policies and regulations.

Qualifications & Skills required:

- i). Master's Degree in a relevant field with Bachelor's degree in Business Administration – Marketing Option/Economics or related field from a recognized institution
- ii). Must be a member to Marketing Society of Kenya and in good standing;
- iii). Fulfils the requirements of the provision of Chapter Six (6) of the Constitution of Kenya 2010.
- iv). A minimum of eight (8) years post admission relevant work experience.

Working conditions - Office and Field setting



2. COMPANY PILOT – (KET 4) (1 POSITION) REF: KET/5/1C/40/96/VOL II – B ON PERMANENT AND PENSIONABLE.

Reporting to the Chief Pilot, the successful candidate will be responsible for operating Company helicopter in conducive weather conditions over varied terrain in supporting inspection and maintenance of Transmission Lines under general supervision of the Chief Pilot.

Key Responsibilities:

- i). Supervising maintenance and conduct maintenance flights;
- ii). Supervising loading ensuring conformity to limitations;
- iii). Supervising and maintain written aircraft flight logs and records;
- iv). Supervising and mentor newly recruited crew/Ppilots;
- v). Commanding Pilot in all assigned flights and missions;
- vi). Exercising authority for safe ground and flight operations;
- vii). Ensuring safe overall operation of Company helicopter.

Operational Responsibilities:

- i). Operating Company helicopter over all types of terrain to support line construction, inspection maintenance and repair works;
- ii). Reviewing and maintaining written and computerized flight logs and records;
- iii). Confirming that pre-flights and post flights checks are carried out in adherence to Quick Reference Handbook (QRH);
- iv). Transporting essential crew and personnel relevant to assigned mission(s);
- v). Operating special helicopter equipment accessory to carry out line construction and maintenance/repair including but not limited to live line slinging, rescue hoists, sling loads and specialized line inspection cameras;
- vi). Undertaking recurrent simulator and refresher ground training of Air Wing pilots by the manufacturer in accordance to KCAA regulations, 2018 to avoid compromising safety
- vii). Maintaining self and helicopter in a constant state of readiness for dispatch to emergency and non-emergency duty calls from base station or assigned locations;
- viii). Developing and writing procedures for company helicopter program;
- ix). Ensuring cleanliness and maintenance of the helicopter;
- x). Supervising general housekeeping duties at the base station;
- xi). Ensuring availability of company helicopter for operational use;
- xii). Using maps, interpreting aviation publications/charts and operating aviation radios.



Qualifications & Skills required:

- i). Form 4 KCSE graded C+;
- ii). KCAA Valid Airline Transport Licence on Helicopters (ATPL-H) or KCAA Valid Commercial Pilot Licence on Helicopters (CPL-H);
- iii). Level six (6) Proficiency in English;
- iv). Multi-Engine rating in both visual and instruments flight rules;
- v). Meets and fulfils the requirement of the provisions of Chapter 6 of the constitution of Kenya 2010;
- vi). Minimum 2000 logged hours of flight time on helicopters and 1000 flight hours as PIC including experience in power off auto rotational landings;
- vii). Experience in flying Augusta 109 twin engine will be an added advantage;
- viii). Demonstrated experience in flying in mountainous terrain at altitudes over 4,000 feet on map survey work, power line patrol or construction work, rescue operations work, or similar assignments requiring take-offs and landings with maximum loads on unimproved landing areas under adverse weather conditions.

Working conditions - Office and Field setting



3. SENIOR INTERNAL AUDITOR-TECHNICAL & PROJECTS – (KET 5) (1 POSITION)
KETRACO/5/1C/40/85/VOL II -B ON PERMANENT AND PENSIONABLE

Reporting to the Manager Internal Audit, Projects & Technical, the successful candidate will be responsible for leading the audit of projects (projects development and management) and technical services including system operations and maintenance and related processes to ensure they meet the required operational & technical standards and specifications, procedures, processes and contractual obligations.

Key Responsibilities;

- i). Undertaking and leading audit teams in technical and projects audits/reviews;
- ii). Participating in development of divisional risk based annual work plan, procurement plans, training plans and budget and submit to Manager Internal Audit, Technical & Projects for consideration and review;
- iii). Leading and supervising audit teams by scheduling and assigning duties to the team members, ensuring effective and efficient use of resources and overseeing team performance through objective setting, coaching and performance evaluation;
- iv). Carrying out primary review of work done to ensure that audit findings and conclusions are supported by adequate evidence and working papers;
- v). Appraising and reviewing staff as part of the performance management process;
- vi). Providing assurance, advisory and consultancy services on internal controls, risk assurance, governance and implementation of GoK, donor and development partners funded projects;
- vii). Preparing monthly, quarterly and annual divisional reports.

Operational Responsibilities:

- i). Carrying out audits to provide assurance to the BoD and Management on the implementation of the company's strategic objectives in transmission infrastructure planning and development, network operation & maintenance, power management, finance management and organizational governance;
- ii). Preparing of audit working papers and draft reports and submitting to the Audit Manager, Technical & Projects for review;.
- iii). Conducting physical inspections of the Company projects to ensure they meet the required operational & technical specifications and standards;
- iv). Coordinating the review of projects accounting systems, reporting, analysing claims and payments and undertaking of audit of all EPC and EPC+F projects funded by donors and development partners to ensure that the company realizes value for money;
- v). Carrying out audit and review of donor and development partners funded projects to confirm that they comply with conditions and provisions of the funding agreements;
- vi). Verifying technical reports, designs and projects BoQ' s and Price Schedules and ensuring work done conform to standards and specifications;

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- vii). Reviewing audit tests and procedures prepared by the audit team to determine the effectiveness and efficiency in implementation of projects and engineering/technical services;
- viii). Reviewing the adequacy and effectiveness of internal controls and make recommendations on areas requiring improvement;
- ix). Reviewing the preparation of risk assessments for the Company projects and operations and developing of the enterprise risk management framework identifying revenue enhancement and cost efficiency opportunities;
- x). Undertaking follow-up audits to determine whether appropriate action has been taken on areas audited.

Qualifications & Skills required:

- i). A Bachelor's degree in Engineering, the following options , Electrical, Civil or Mechanical;
- ii). One or more appropriate professional certifications; Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certification in Information Systems Auditing (CISA), Certified Fraud Examiner (CFE) or equivalent;
- iii). Membership to relevant professional body such as ICPAK or EBK or IIA;
- iv). Supervisory course lasting not less than two (2) weeks;
- v). Meets and fulfils the requirements of the provisions of Chapter 6 of the Constitution of Kenya; must have experience in technical Internal audit or Quality Assurance;
- vi). A minimum of six (6) years relevant work experience.

Working conditions – Office and Field setting



4. SENIOR ENGINEER, POWER SYSTEM PROTECTION – (KET 5) (1 POSITION)

REF: KETRACO/5/1C/40/151/VOL I -B ON PERMANENT AND PENSIONABLE.

This job is responsible for designs, installs, tests and maintains of sound, safe, secure, reliable and stable power system control and protection system to ensure achievement of a robust and reliable transmission network..

Key Responsibilities:

- i). Participating in the formulation of detailed system protection plans, processes, and procedures for Division staff to use and abide by as they perform their duties;
- ii). Ensuring quality controls and compliances to relevant standards;
- iii). Implementing policies and programmes on system protection and control systems;
- iv). Proposing for improvement and or review of standards and specifications on power system protection arising from the operations of the transmission grid protection systems and philosophies.

Operational Responsibilities:

- i). Ensuring maintenance of required standards on high voltage ac and high voltage dc protection and control system is carried out when due;
- ii). Ensuring effective protection of transmission and distribution equipment to support continuity of service and maintain stability of the transmission system and the interconnectors at 99.5% availability;
- iii). Implementing seamless protection system between the interconnectors that guarantees the operation of the interconnectors as per interconnection grid codes;
- iv). Coordinating design, installation, testing and commissioning of modifications and extensions of protection and control schemes in existing transmission substations as per approved method procedures and instructions;
- v). Ensuring control and protection drawings are updated and accurate;
- vi). Developing specifications for equipment, tools, test kits and material used in power systems protection for procurement;
- vii). Coordinating connection, testing and commissioning of new energy meters in the transmission system;
- viii). Preparing reports on the status of system protection and control system for both HVAC and HVDC;
- ix). Preparing annual work plans for protection and control systems maintenance works and schedules protection and control systems equipment unplanned maintenance and outages;
- x). Leading in undertaking corrective and planned repairs and maintenance on protection and control systems for the transmission network;

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- xi). Participating in performing switch operations and isolations as per procedures and instructions during the commissioning and operational phases;
- xii). Analyses power system faults and evaluation of such failures in the transmission network and provides report with recommendations for improvement of the transmission grid stable operations;
- xiii). Participating in implementing condition monitoring of substations control and protection equipment in order to ensure monitoring of their health working conditions;
- xiv). Providing technical support to other sections within system operation and power management directorate with regards to system protection issues;
- xv). Performing protection coordination studies and calculations of system currents and voltages under abnormal and fault conditions in order to determine suitable protection and control relay settings for both HVDC and HVAC systems to ensure improved operation of the transmission grid;
- xvi). Maintaining an inventory and keeping custody of tools and spares required for power system protection section;
- xvii). Implementing technological innovations that enhance efficiency and stability of power system protection for the transmission grid;
- xviii). Leading periodic audit of the protection and control systems and recommend overhaul and or replacement of faulty and redundant systems;
- xix). Coordinating and supervising system protection and control systems maintenance teams.

Qualifications & Skills required:

- i). A Bachelor's degree in Electrical Engineering from a recognized institution
- ii). Registered as a Professional Engineer with EBK;
- iii). Valid practising Licence with EBK;
- iv). Membership to IEK;
- v). Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- vi). Fulfil the requirements of Chapter Six (6) of the Constitution of Kenya 2010;
- vii). A minimum of six (6) years relevant work experience.

Working conditions - Office and Field setting



5. INTERNAL AUDITOR – INFORMATION SYSTEM MANGEMENT – (KET 6) (1 POSITION)
KETRACO/5/1C/40/152/VOL I -B ON PERMANENT AND PENSIONABLE.

Reporting to the Senior Internal Audit, Information Systems, the successful candidate will be responsible for providing independent and objective assurance for efficient business operations by conducting audits of the Information Systems and technical environments of the Company.

Key Responsibilities:

- i). Conducting the review of the Organization's local and wide area network and its configurations to ensure that it is secure from unauthorized access;
- ii). Reviewing the adequacy of the network tools that have been deployed to ascertain their effectiveness to prevent unauthorized access to the Organization;
- iii). Analysing the SAP licenses acquired and their utilization to ensure there is value for money being achieved;
- iv). Reviewing all the ICT Systems deployed in the Company to ensure they are being fully utilized for their designated purpose;
- v). Reviewing the users, roles and profiles defined in SAP to ensure whether segregation of duties is in place;
- vi). Reviewing the database configurations in SAP to ensure the integrity and confidentiality of data has been maintained;
- vii). Reviewing change management procedures in the systems deployed to ascertain whether all changes have been documented, approved and tested before deployment;
- viii). Analysing the security configurations that have been defined in SAP to ensure the availability of data stored and transmitted is secured;
- ix). Reviewing contingency and disaster recovery measures deployed by the T & I department to ensure the continuous availability of the Organization's applications;
- x). Reviewing Active Directory to ensure it is adequately configured to safeguard access to computer resources in the domain and network;
- xi). Reviewing the ICT Service Level Agreements entered into with various service providers are adequate to ensure compliance and proper service delivery;
- xii). Reviewing problem and incident management practices within the T & I department to determine whether incidents, problems or errors are recorded, analyzed and resolved in a timely manner;
- xiii). Conducting general ICT reviews, audits of computer systems and technical environments;
- xiv). Analysing data for the adequacy and effectiveness of system integrity, accuracy, security and control;
- xv). Performing audits of information systems controls including data integrity, backup and disaster recovery, data centre procedures, data communication and access controls, database administration and end user control;

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- xvi). Conducting applications systems audit i.e. SAP and other business systems to determine the completeness and accuracy of transactions that have already been processed and the internal controls therein;
- xvii). Conducting audits of the KETRACO's information systems policies, procedures and processes and review compliance with the ICT strategy;
- xviii). Conducting continuous, monthly, quarterly and half yearly information systems audits as per the Annual Audit Plan;
- xix). Preparing detailed audit working papers and programmes for review by the Senior Internal Auditor, Information Systems;
- xx). Conduct data extractions, analysis, and security reviews utilizing various computer assisted audit tools (CAAT).

Qualifications & Skills required:

- i). A Bachelor's degree in Computer Science/ICT/IT/IS/BBIT or related field from a recognised institution;
- ii). Holder of Certified Information Systems Auditor (CISA) or CISM designation;
- iii). Other professional qualification either in CPA, CIA, ACCA or its equivalent. IT certifications (such as CCNA, CCNP etc.) will be an added advantage;
- iv). Meets and fulfils the requirements of the provisions of Chapter 6 of the Constitution of Kenya.
- v). A minimum of three (3) years relevant work experience.

Working conditions - Office and Field setting

6. SYSTEM ANALYST, BUSINESS INTELLIGENCE (BI) – (KET 6) (1 POSITION) REF: KETRACO/5/1C/40/126/VOL II -B ON PERMANENT AND PENSIONABLE

Reporting to the Senior Information Technology & Innovation Officer, System Analyst., the successful candidate will be responsible for identifying business reporting and data analysis needs that enable the business make decisions based on real-time data and meet regulatory reporting requirements.

Key Responsibilities:

- i). Advising the senior officer on BI related tasks and solutions as a subject matter expert;
- ii). Driving, directing, organizing, and leading BI projects in the implementation and use of new and enhanced BI functionalities;
- iii). Undertaking the development of low to complex, cross functional and enterprise business intelligence solutions;
- iv). Designing business intelligence solutions;
- v). Liaising with User department to provide and improve Existing and new Business intelligence reporting needs;
- vi). Implementing of standards and policies relating to Business Intelligence systems;



- vii). Conducting analysis of functional business processes and Develops Business cases to support new changes and enhancements;
- viii). Identifying and interprets business requirements and determines optimum Business Intelligence solutions;
- ix). Researching new Business Intelligent technology opportunities that will Improve Business Operations;
- x). Sourcing Data from multiple platforms to develop reports and present them in Varied formats;
- xi). Developing, executes and documents user test plans;
- xii). Developing reports that are in line with best practice and ICT standards;
- xiii). Providing direction for the planning, designing, and execution of user Acceptance testing for Business Intelligence solutions;
- xiv). Training Business users on how to transform data into action-oriented information and to use that information correctly;
- xv). Cooperating with other ICT functional units to deploy software and hardware upgrades, modifications, maintenance and troubleshooting of Business Intelligence systems;
- xvi). Designing, developing, testing and implementing data warehouse systems for BI reporting and analysis;
- xvii). Generating BI reports, dashboards and data models with the help of BI tools and MS-Office products;
- xviii). Clarifying the master data set up, configuration and integration strategies with Business Analysts and systems Analysts to develop tightly integrated solutions;
- xix). Identifying data quality gaps and develop a plan to close data quality gaps;
- xx). Designing, develop and implement Microsoft Power BI queries and applications.

Qualifications & Skills required:

- i). A Bachelor's degree in Business/Computer Science/ Management Information Systems/Business IT Administration/Economics or related field from a recognized institution;
- ii). SAP Certified Technology Associate- Business Intelligence or Microsoft Business Intelligence Certification Membership and Accreditation with ICT Authority;
- iii). Fulfils the requirements of the provision of Chapter Six (6) of the Constitution of Kenya 2010.
- iv). A minimum of three (3) years relevant work experience.

Working conditions – Office and Field setting

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7. SYSTEM ANALYST, ABAP – (KET 6) (1 POSITION) REF: KETRACO/5/1C/40/80/VOL III -B ON PERMANENT AND PENSIONABLE.

Reporting to the Senior Information Technology & Innovation Officer, System Analyst, the successful candidate will be responsible for developing SAP business applications using the SAP standard programming language -ABAP. Moreover, understand functional system analysts' requirements, transform them to Technical specifications, design, and implement solutions based on SAP best practice. The officer will be expected to Develop Workflows, Reports, Interfaces, Enhancements, Forms, conversions, IDoc's and Web Dynpro Applications. The individual will also be responsible for Planning executing any tests related to these developments. Job holder is also responsible for supporting the existing SAP systems and that includes creating appropriate documentation.

Key Responsibilities:

- i). Leading ABAP development projects and is responsible for deliverables;
- ii). Coordinating Designs of SAP ABAP programs;
- iii). Mentoring and coaching junior developer resources.

Operational Responsibilities:

- i). Acting as the technical expert, ensuring quick turnaround in identifying application issues and providing timely solutions;
- ii). Developing detailed plans and accurate estimates for completion of build, system;
- iii). Testing and implementation phases of project;
- iv). Transforming business function requirements into technical program specs to code, test and debug programs;
- v). Developing, coding and documenting ABAP programs including, Workflows; Reports- Classical, Interactive and ALV (using both Object Oriented ABAP and Function Modules for ALV);
- vi). Interfaces: BAPI, BDC, Flat file Interfaces (handling files on Application Server and Presentation Server) & ALE/IDoc Conversions: BDC, LSMW and BAPI. Enhancements: BADI, User Exits and Customer Exits, Forms: Scripts, Smart forms and Adobe forms;
- vii). Executing unit tests, systems, integration, acceptance tests and testing tools for functions of high complexity;
- viii). Engaging other technical team members in the design, delivery, and deployment of solutions;
- ix). Guaranteeing that integration system activities including monitoring the technical architecture (particularly scalability, availability, and archiving) meet all Service Level Agreements;
- x). Managing operational support, performing work during change windows as well as providing on call support;
- xi). Undertaking performance tuning activities for SAP integration activities;
- xii). Collaborating with functional owners, architects, and other personnel to develop dynamic and flexible systems to meet the emerging demands of the business;
- xiii). Reviewing program codes and correct ABAP program errors;
- xiv). Working in compliance with the programming and documentation standards;

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- xv). Developing and implementing program objects using ABAP workbench tools;
- xvi). Working with functional analysts to provide enhancements and additions to SAP user exits/reports/forms;
- xvii). Installing of Fiori components Including Procurement Approval, Leave Booking, Leave Approval and Timesheet options in gateway;
- xviii). Activating and install and configure the Fiori components in Gateway and Deploying the same on existing SAP infrastructure.

Qualifications & Skills required:

- i). A Bachelor's degree in Business/Computer Science/ Management Information Systems/Business IT Administration/Economics or related field from a recognized institution;
- ii). SAP Certified Technology Associate - Business Intelligence or Microsoft Business Intelligence Certification Membership and Accreditation with ICT Authority;
- iii). Fulfils the requirements of the provision of Chapter Six (6) of the Constitution of Kenya 2010;
- iv). A minimum of three (3) years relevant work experience.

Working conditions - Office and Field setting

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;
- iv). Copy of National Identification Card or Passport.

***Only Shortlisted 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;

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- iv). Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates during interviews;.
- 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 **joblink** 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 Wednesday, 28th September 2022 at 4:30PM EAT.**

**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.**

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.

