



“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: -

MANAGER, HUMAN RESOURCE SERVICES– (KET 4) ONE (1 POSITION) REF: KET/5/IC/40/203/VOL I – B (12/23) ON PERMANENT & PENSIONABLE TERMS

Reporting to the General Manager Human Resource & Administration

Job purpose

This Job is responsible for ensuring that the Company acquires highly skilled staff, provide continuous improvement of staff compensation & pension, welfare and maintenance of harmonious employee relations.

Key Responsibilities;

- i. Developing and reviewing the Company Human Resource Policies, Procedures and Processes;
- ii. Overseeing the implementation of Human Resource policies;
- iii. Developing and evaluating staff career guidelines and succession plan to determine their effectiveness as tools for staff attraction, retention, motivation and job satisfaction;
- iv. Overseeing the implementation of staff benefits schemes and rewards systems as ways of improving staff motivation, job satisfaction, attraction and retention;
- v. Developing and monitoring the implementation of the human resource plans to ensure optimal staffing levels in line with Company policies;
- vi. Coordinating staff pension administration;
- vii. Undertaking periodic job evaluation reviews;
- viii. Developing and maintaining harmonious and productive employee relations in the Company;

- ix. Managing implementation of the Division's performance targets in realization of the Company's Strategic Plan and Performance Contract;
- x. Overseeing internal processes and workflows for operational effectiveness;
- xi. Preparing the Division's annual budget, procurement and work plan;
- xii. Managing the implementation of risk mitigation measures and updating of the Division's Enterprise Risk Register;
- 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. Advising the Head of the Directorate on recommendations relating to employee satisfaction, turnover and retention;
- xvi. Overseeing payroll administration;
- xvii. Advising other line managers on matters relating to human resources management;
- xviii. Coordinating the implementation of quality management systems in the Division;
- xix. Monitoring the implementation of the Division's risk framework and generate relevant reports;
- xx. Interpreting and ensuring compliance to labour legislations and other statutes relating to employee relations
- xxi. Implementing the grievance handling and dispute resolution procedure;
- xxii. Evaluating proposals from potential banks that wish to sign Memorandum of Understanding (MOUs) for personal lending to staff, and recommend for further managerial action;
- xxiii. Ensuring provision of staff health-care welfare programmes; and
- xxiv. Coordinating government directive in relation to Gender Mainstreaming, ADA, HIV, National Cohesion and Disability Mainstreaming;
- xxv. Accounting for resource use in line with prevailing laws, policies and regulations;
- xxvi. Providing oversight in quality assurance for the Division.

Qualifications & Skills required

- i). Must have a Master's Degree in a relevant field with a Bachelor's degree in Human Resource Management or related field from a recognized institution.
- ii). Registered member of the Institute of Human Resource Management (IHRM) in good standing with a practicing certificate;
- iii). Post graduate diploma in Human Resource HRM or CHRP Certification;
- iv). Management course lasting not less than four (4) weeks;
- v). A minimum of eight (8) years relevant work experience.

Working condition - Office setting and field visits

<https://forms.gle/7J2iHSKVUdp9PNo38>

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.