



“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: -

SENIOR INFORMATION TECHNOLOGY & INNOVATION OFFICER BUSINESS ANALYST - FICO- (KET 5) ONE (1 POSITION) REF: KET/5/1C/40/68/VOL II – B (12/23) ON PERMANENT & PENSIONABLE TERMS

Reporting to the **Manager Information Technology and Innovation, Business Applications,**

Job purpose

This Job is responsible for applying technical knowledge in planning the determination of end-to-end design requirements for new and enhanced functionality for ERP modules, Finance and Controlling, Materials Management, Human Capital Management, Project Systems, Business Intelligence and ABAP, in liaison with business units, business analysts and vendors. The job owner drives the definition of requirements, development of functional designs based on the analysis of business needs, objectives and existing system infrastructure in coordination with business analysts and system Analysts.

Key Responsibilities;

- i. Representing the unit in external and ad hoc assignments relevant to the unit's work as and when required by the Information Technology and Innovation Manager, Business Applications.
- ii. Mentoring and coaching business analysts to ensure that best practice is adhered to.

- iii. Supervising Business Analysts through training and coaching, communicating job expectations and appraising their performance against the directorate's performance targets.
- iv. Coordinating the design, configuration and testing of new and enhanced functionality on various SAP ERP modules; Finance and Controlling, Materials Management, Human Capital Management, Project Systems, Business Intelligence, Document Management, SAP Ariba and ABAP.
- v. Assessing and give feedback on documentation for SAP ERP Modules developed by business analysts; blueprints, configuration, testing and training documents.
- vi. Facilitating requirements gathering workshops/discussions between business analysts and business units.
- vii. Coordinating training on SAP ERP modules and address user knowledge gaps on need basis.
- viii. Directing the development of Test strategy, test scenarios and test data to test new and enhanced SAP module functionalities.
- ix. Supervising integrated system testing efforts between business analysts with regards to newly implemented SAP ERP functionalities.
- x. Building and managing effective partnerships with SAP ERP module users and the Information technology and Innovation department.
- xi. Preparing and delivering in a timely manner, well organized and informative presentations of work relating to SAP ERP for ICT management.
- xii. Establishing and maintaining best practice standards in the company's SAP ERP implementations and support.
- xiii. Managing Business Analysts and set work priorities.
- xiv. Identifying and apply continuous improvement processes for operational efficiencies.
- xv. Driving process integration and standardization for SAP Modules
- xvi. Ensuring collaboration between business units, project teams and other stakeholders.

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). Membership and Accreditation with ICT Authority;
- iii). Must be a certified SAP Associate;
- iv). A minimum of six (6) years relevant work experience.

Working condition - Office setting and field visits

<https://forms.gle/ReXLNGQWhg13gdsT7>

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.