



"Building a World Class National Grid"
KENYA ELECTRICITY TRANSMISSION COMPANY LTD.

SENIOR SECURITY ASSISTANT, OPERATIONS – (KET 7) REF: KET/5/1C/40/176-B (9/2023) ONE (1 POST) ON PERMANENT AND PENSIONABLE

Reporting to the **Senior Security Officer, Operations**

Job Purpose

This job is responsible for Conducting Security Risk Assessments, Security Inspections and Surveillance in order to mitigate against threats directed to the Company and ensure smooth running of Security Operations.

Key Responsibilities/Duties/Tasks

- i) Ensure there is proper access control at KETRACO premises and substations;
- ii) Carry out security risks/threats/inspections at KETRACO premises, installations and substations and report to the Security Officer/Security Manager;
- iii) Ensure security procedures and work instructions in KETRACO premises and substations are properly carried out by contracted Security;
- iv) Ensure all incidents are recorded in the occurrence book and reported to the Security Officer/Security Manager;
- v) Ensure contracted security personnel are deployed in time and monitor their performance;
- vi) Investigate and report security incidences in liaison with other relevant security Agencies within 15 days;

Qualifications & Skills required

- i) A Diploma in Security Management or equivalent qualification from a recognized institution;
- ii) Must have Served in the National Police Service or Defense forces for at least five (5) and attained the rank of Corporal or above;
- iii) Must be in possession of Basic Investigations Certificate from CID training school or any other relevant Institution;
- iv) Must have attended a Supervisory course lasting not less than two (2) week from a recognised institution;

Working Conditions

- i) Office setting
- ii) Field visits

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 October 2023** 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.**

Hard copy **MUST** be sent via post office, courier or hand delivered to our offices in KAWI House, on 3rd Floor, Human Resource Office. Further, candidates **MUST** fill an online form on our website.