



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

SYSTEM ANALYST, BUSINESS INTELLIGENCE (BI) – (KET 6) (1 POSITION) REF: KETRACO/5/1C/40/126/VOL II -B (9/2023) ON PERMANENT AND PENSIONABLE

Reporting to **Senior Officer Information Technology & Innovation, System Analyst**

Job Purpose

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). A minimum of three (3) years relevant work experience.

Working conditions

- i) Office setting
- ii) 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; 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.