



CAREER OPPORTUNITIES

Powering people for better lives

Kenya Power is a leading power utility Company in Africa. The Company is committed to provision of reliable and affordable power to the nation. Part of its mandate is to significantly enhance electricity access in the nation within the next few years.

In line with its vision, "To provide world class power that delights our customers", Kenya Power seeks to recruit top talent to team up with innovative and transformative team to deliver on key milestones of service delivery for the nation and the region. The positions are as hereunder;

1. MANAGER, ENABLEMENT & OPERATIONAL EXCELLENCE - (1 Post)

Job Ref: HR: KP1/5CB/758

Reporting to the General Manager, Supply Chain, the Manager, Enablement & Operational Excellence will be responsible for enhancing and refining supply chain operational excellence. The key responsibilities for this position are;

- Participating in the supply chain strategy development by providing input and suggestions on supply chain operational excellence.
- Participating in the development and refining of existing supply chain policies and procedures with the view of enhancing efficiency and effectiveness.
- Participating in the development of the Supply Chain Divisional budget by providing input for the Enablement and Operational Excellence function budget.
- Conducting market intelligence to advise on best practice that can be employed to improve on supply chain department process.
- Coordinating procurement for all the departments in the Company on behalf of the Division.
- Ensuring full compliance to the Procurement Act, policies and procedures.
- Ensuring efficiency and effectiveness in the use of e- procurement in the Company in order to support value for money.
- Ensuring proper management of supply chain documentation (e.g. the vendor master files) for easy retrieval when required, to enhance efficiency in operations.
- Ensuring that the information in the master files is correct in order to support informed decision making.
- Conducting process reviews for enhancement purposes with the objective of improving the efficiency and effectiveness in supply chain function.
- Managing reporting on supply chain to enhance compliance to timelines and quality standards on reporting.

Appointment Requirements

- A Bachelor's Degree in Procurement or other related field from a recognized Institution
- Possession of a Master's Degree will be an added advantage
- Graduate Diploma in Purchasing & Supplies or equivalent from a recognized Institution
- At least ten (10) years' work experience
- Membership of Professional bodies
- High levels of integrity
- Strong strategic and analytical thinker
- Good communication and negotiation skills
- Leadership and team building skills
- Proven ICT skills
- Creativity and innovation
- Drive for results and achievement

2. CHIEF SUPPLY CHAIN OFFICER, REGIONS & BUSINESS PARTNERING - (1 Post)

Job Ref: HR: KP1/5CB/759

Reporting to the Manager, Enablement & Operational Excellence, the Chief Officer, Regions & Business Partnering will be responsible for enhancing efficiency and effectiveness of regional supply chain operations. The key responsibilities for this position are:-

- Co-ordinating the supply chain functions in the regions for both technical and non-technical works to ensure service excellence for the whole Company.
- Participating in strategy development for the supply chain department by giving information and suggestions touching on regional supply chain operations.
- Providing feedback on the policies and procedures, with a view of refining by management to enhance efficiency and effectiveness.
- Providing reports on regional performance on supply chain roles.
- Ensuring compliance to the Procurement Act, policies and procedures in the Regions.
- Facilitating e- procurement for the Regions to ensure value for money for the Company through enhance efficiency and effectiveness of e- procurement.
- Participating in the budgeting and planning process for the Supply Chain Division by providing input and suggestions.
- Conducting process reviews for the Regions to ensure the processes support efficiency and effectiveness, and that they are compliant to the relevant procurement regulations and guidelines.

3. CHIEF SUPPLY CHAIN OFFICER, ADMINISTRATION, PLANNING & CAPACITY BUILDING - (1 Post)

Job Ref: HR: KP1/5CB/760

Reporting to the Manager, Enablement & Operational Excellence, the Chief Officer, Administration, Planning & Capacity Building will be responsible for enhancing efficiency and effectiveness through administration, planning and capacity building within the Supply Chain Division. The key responsibilities for this position are:-

- Providing feedback on the policies and procedures, with a view of refining by management to enhance efficiency and effectiveness.
- Participating in strategy development for the supply chain department by giving information and suggestions touching on regional supply chain operations.
- Participating in the budgeting and planning process for the Supply Chain Department by providing input and suggestions.
- Co-ordinating procurement plan development for the Company and ensuring that the planning meets the set time and quality standards.
- Co-ordinating the development of procurement budgets as per the developed procurement plans.
- Implementing long term and short term procurement plans in liaison with the users and in line with the Company's material requirements.

- Managing supplier relationship management to ensure enhanced business relations between the Company and the suppliers that would facilitate value for money for the Company.
- Managing contracts between suppliers and the Company to ensure value for money, maintained supplier relationships, and compliance.
- Co-ordinating end to end tendering process for the Company to ensure compliance to procurement regulations, policies and procedures.
- Developing a training program for the Supply Chain Division in liaison with HR department, to ensure that the team is equipped with the required competencies necessary for effective performance.

4. CHIEF SUPPLY CHAIN OFFICER, PROCUREMENT SYSTEMS & ANALYSIS - (1 Post)

Job Ref: HR: KP1/5CB/761

Reporting to the Manager, Enablement & Operational Excellence, the Chief Officer, Procurement Systems & Analysis will be responsible for enhancing system performance within the Supply Chain Division. The key responsibilities for this position are:-

- Participating in strategy development for the supply chain department by giving information and suggestions touching on procurement systems use based on the Company's business strategies and the changing technology environment.
- Providing feedback on the policies and procedures with a view of refining by management to enhance efficiency and effectiveness.
- Participating in the budgeting and planning process for the Supply Chain Department by providing input and suggestions.
- Responsible for running of management reports from the system.
- Ensuring that the procurement system is updated with the required software in order to maintain and enhance system performance.
- Responsible for ensuring system compliance with the relevant guidelines, policies and procedures, by conducting regular checks.
- Co-ordinating the training of users to enhance efficiency and effectiveness in the use of the system;
- Providing technical advice for the automation, implementation, and maintenance of business support systems.

Appointment Requirements for the 3 Chief Officer Positions

- A Bachelor's Degree in Procurement or other related field from a recognized Institution
- Graduate Diploma in Purchasing & Supplies or equivalent
- At least nine (10) years' work experience
- Membership of Professional bodies
- High levels of integrity
- Strong strategic and analytical thinker
- Good communication and negotiation skills
- Leadership and team building skills
- Proven ICT skills
- Creativity and innovation
- Drive for results and achievement

5. CHIEF LEGAL OFFICER, LITIGATION & PROSECUTION - (1 Post)

Job Ref: HR: KP1/5CB/764

Reporting to the Manager, Legal Services, the Chief Legal Officer, Litigation & Prosecution will be responsible for handling litigation and disputes cases and advising management on all related legal matters concerning the Company. The key responsibilities for this position are:-

- Managing the litigation and disputes function.
- Prosecuting and defending legal cases on behalf of the Company.
- Monitoring compliance with court procedures and requirements to enhance timely, efficient and effective conclusion of disputes, prosecutions and disputes.
- Liaising with external lawyers on court cases involving the company.
- Providing legal advice as may be required.
- Negotiating out of court settlements in litigation and disputes and following up on their resolutions.
- Promoting legal awareness in the Company.
- Establishing procedures to handle customer complaints relating to litigation and disputes.

Appointment Requirements

- Bachelor's Degree in Law from a recognized Institution
- Advocate of the High Court of Kenya
- Member of the Law Society of Kenya
- Nine (9) years legal standing
- Strong Communication & Negotiation Skills
- Attention to details
- High levels of Integrity and Ethics
- Drive for results and achievement

Competitive remuneration and benefits will be offered to successful candidates.

HOW TO APPLY

Interested persons should submit their applications online through visiting Kenya Power website on <http://www.kplc.co.ke> Applications should be received not later than Friday 30th October 2015.

In addition, please attach a resume that contains details of your qualifications, experience and current position. While applying quote the title of the position you are applying for and include your day time telephone numbers, e-mail addresses and names and addresses of three (3) referees.

Only shortlisted candidates will be contacted.

Canvassing will lead to automatic disqualification.

Kenya Power is an Equal Opportunity Employer.