



## **CAREER OPPORTUNITY**

The Kenya Power & Lighting Company PLC is a well-established and recognized leader in electricity distribution and retail in the region. KPLC is established as a limited liability company under the Companies Act, Cap 486, and Laws of Kenya. The Company's key mandate is to purchase bulk electricity supply, distribute and retail electricity to end-user customers throughout Kenya. KPLC is at the forefront of the spearheading accomplishment of Vision 2030. Kenya Power is seeking to recruit results driven and highly motivated individuals to fill the following exciting and challenging positions within the Legal, Regulatory Affairs & Company Secretary Division.

### **1. CHIEF LEGAL OFFICER, COMMERCIAL, CENTRAL OFFICE**

#### **Job Ref. HR: KP1/5B.2/1/3/1662**

Reporting to the Manager, Legal Services, the Chief Legal Officer, Commercial will be responsible for Legal and Commercial Services and supporting the Management on all related legal matters concerning the Company especially those of a commercial and contractual nature. The key responsibilities for this position are:

- Manage the commercial function.
- Carry out negotiations, drafting and reviewing commercial contracts and ensuring they are duly executed.
- Provide legal opinions on issues affecting the Company and maintain the database.
- Provide legal advice on commercial, contractual and corporate transactions.
- Conduct legal research and analysis on various areas of law.
- Conduct due diligence on conveyancing transactions and prepare /draft leases.
- Ensure Company's transactions comply with corporate laws and regulations.
- Evaluate new business partnerships with vendors and other entities.
- Coordinate internal compliance review and monitor activities, including periodic reviews of the Departments and Regions.
- Attend to all legal matters of the Company including advising, vetting and drafting of legal agreements and contracts.
- Undertake legal awareness, training and educational programs, to improve business understanding of related laws and regulatory requirements and contractual matters as may be required.
- Prepare reports and maintain the records of the Company with respect to the Legal Services Department to enable monitoring and reporting to the Management.
- Participate in the formulation of sectional work procedures and policies.
- Monitor and evaluate all Contracts and Agreements.
- Ensure safe custody of all legal documents, contracts and security documentation for the Company.
- Make claims from the banks of those debtors who are large power consumers and bidders/tenderers who have valid guarantees.
- Enhance good corporate governance.

- Ensure compliance and adherence to statutory requirements and to the corporate policies, procedures and systems.
- Coordinate efforts related to audits, reviews, and examinations.
- Undertake any other duties as may be assigned from time to time.

### **Appointment Specification**

- Bachelor's degree in law from a recognized Institution.
- Certified Public Secretary (K) in good standing.
- Advocate of the High Court of Kenya with a valid practicing certificate.
- Member of the Law Society of Kenya in good standing.
- Minimum of nine (9) years' post admission experience in a busy law firm or commercial entity, three (3) of which should have been at a supervisory level.
- Course in Corporate Governance.
- Strong Communication & Negotiation Skills
- Proficiency in computer applications.
- Attention to details
- High levels of Integrity and Ethics
- Drive for results and achievement
- Strategic Thinking
- Leadership Skills

## **2. CHIEF LEGAL OFFICER, LITIGATION & PROSECUTION, CENTRAL OFFICE**

### **Job Ref. HR: KP1/5B.2/1/3/1663**

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:

- Manage the litigation and disputes function.
- Represent the Company in courts (Superior and Subordinate Courts), tribunals, and before government agencies.
- Prosecute and defend legal cases on behalf of the Company.
- Monitor compliance with court procedures and requirements to enhance timely, efficient and effective conclusion of disputes, prosecutions and disputes.
- Liaise with external lawyers on court cases involving the company.
- Prosecute criminal offences relating to the energy sector.
- Advise investigative agencies on criminal matters to ensure quality delivery of service.
- Provide legal advice as may be required.
- Negotiate out of court settlements in litigation and disputes and following up on their resolutions.
- Promote legal awareness in the Company.
- Establish procedures to handle customer complaints relating to litigation and disputes.
- Assist in the management of the department's budget.
- Assist in custody of all legal documents, contracts and security documentation for the Company.
- Ensure compliance and adherence to statutory requirements and to the corporate policies, procedures and systems.
- Enhance good corporate governance.
- Provide company secretarial services to the Company.
- Coordinate efforts related to audits, reviews, and examinations.

- Undertake any other duties as may be assigned from time to time.

### **Appointment Specification**

- Bachelor's degree in law from a recognized Institution.
- Certified Public Secretary (K) in good standing.
- Advocate of the High Court of Kenya with a valid practicing certificate.
- Member of the Law Society of Kenya in good standing.
- Minimum of nine (9) years' post admission experience in a busy law firm or commercial entity, three (3) of which should have been at a supervisory level.
- Course in Corporate Governance.
- Strong Communication & Negotiation Skills
- Proficiency in computer applications.
- Attention to details
- High levels of Integrity and Ethics
- Drive for results and achievement
- Strategic Thinking
- Leadership Skills

### **3. PRINCIPAL LEGAL OFFICER - LITIGATION & PROSECUTIONS, CENTRAL OFFICE**

#### **Job Ref. HR: KP1/5B.2/1/3/1664**

Reporting to the Chief Legal Officer, Litigation & Prosecutions, the Principal Legal Officer will be responsible for handling litigation and disputes and advising Management on all related legal matters concerning the Company. The key responsibilities for this position are:

- Handle litigation and disputes involving the company.
- Monitor compliance with court procedures and requirements to enhance timely, efficient and effective conclusion of disputes and prosecutions.
- Represent the Company in courts (Superior and Subordinate Courts), tribunals, and before government agencies.
- Liaise with external lawyers on court cases involving the Company.
- Provide legal advice as may be required.
- Negotiate out of court settlements in litigation and disputes and following up on their resolutions.
- Prosecute criminal offences relating to the energy sector.
- Advise investigative agencies on criminal matters to ensure quality delivery of service.
- Promote legal awareness in the Company.
- Establish procedures to handle customer complaints relating to litigation and disputes.
- Draft and review the Company's third-party contracts.
- Enhance good corporate governance.
- Advise the Company on issues relating to the energy sector.
- Assist in custody of all legal documents, contracts and security documentation for the Company.
- Ensure compliance and adherence to statutory requirements and to the corporate policies, procedures and systems.
- Provide company secretarial services to the Company
- Coordinate efforts related to audits, reviews, and examinations.
- Undertake any other duties as may be assigned from time to time.

### **Appointment Specification**

- Bachelor's degree in law from a recognized Institution.
- A certified Public Secretary (K) in good standing is an added advantage.
- Advocate of the High Court of Kenya with a valid practicing certificate.
- Member of the Law Society of Kenya in good standing.
- Minimum of eight (8) years post admission experience in a busy law firm or commercial entity, two (2) years of which should have been at a Supervisory level.
- Proficiency in computer applications.
- Course in Corporate Governance.
- Drive for results and achievement
- Strategic Thinking
- Leadership Skills
- Attention to detail
- Communication skills
- Interpersonal skills

#### **4. SENIOR LEGAL OFFICER –LITIGATION & PROSECUTIONS, CENTRAL OFFICE**

##### **Job Ref. HR: KP1/5B.2/1/3/1665**

Reporting to the Principal Legal Officer, Litigation & Prosecutions, the Senior Legal Officer, will be responsible for provision of various legal services to the Company. The key responsibilities for this position are:

- Liaise with external advocates on court cases involving the Company.
- Monitor compliance with court procedures and requirements to enhance timely, efficient and effective conclusion of disputes and prosecutions.
- Handle litigation and disputes involving the Company.
- Prosecute and defend legal cases on behalf of the Company.
- Prepare and file legal documents at court registries, such as plaints, statements of defenses, response to claims, appeals, list of documents and witnesses, witness statements, bundle of documents, applications, etc.
- Represent the Company in courts (Superior and Subordinate Courts), tribunals, and before government agencies.
- Conduct appeals, applications and revisions in all courts and prepare reports on the outcome of the appeals and applications.
- Conduct pre-trial briefings and site visits in order to be fully apprised of the matter and prepare the litigation strategy.
- Instruct external advocates to sue for recovery of debts from the customers and other third parties.
- Follow up consultation with external advocates to ensure that debt recovery cases in courts are concluded and judgments enforced.
- Communicate with colleagues, judicial officers, investigative agencies, licensing authorities and others in matters allocated to them.
- Prosecute criminal offences relating to the energy sector.
- Advise investigative agencies on criminal matters to ensure quality delivery of service.
- Engage in amicable settlement of disputes and complaints and following up on their resolutions.
- Conduct legal research and analysis on various areas of law as may be assigned from time to time.
- Ensure adequate legal protection for Company property and other interests.
- Provide legal opinions on issues affecting the Company.
- Promote legal awareness in the Company;

- Coordinate efforts related to audits, reviews, and examinations.
- Prepare reports and maintain the records of the Company with respect to the department to enable monitoring and reporting to the management.
- Oversee the work of support staff, such as legal assistants, legal clerks and Legal Secretaries, to enable efficient delivery of services.
- Undertake any other duties as may be assigned from time to time.

#### **Appointment Specification**

- Bachelor's degree in law from a recognized Institution.
- Advocate of the High Court of Kenya with a valid practicing certificate.
- Member of the Law Society of Kenya in good standing
- Minimum of seven (7) years post admission experience in a busy law firm or Commercial entity,
- Proficiency in computer applications.
- Course in Corporate Governance.
- Drive for results and achievement
- Strategic Thinking
- Leadership Skills
- Attention to detail
- Communication skills
- Interpersonal skills

### **5. LEGAL OFFICER II – LITIGATION & PROSECUTION, CENTRAL OFFICE –**

#### **Job Ref. HR: KP1/5B.2/1/3/1666**

Reporting to the Senior Legal Officer, Litigation & Prosecution, the Legal Officer, will be responsible for provision of various legal Services to the company and supporting the management on all related legal matters concerning the Company. The key tasks & duties for the position include:

- Represent the Company in courts (Superior and Subordinate Courts), tribunals, and before government agencies.
- Handle litigation and disputes involving the Company.
- Prosecute and defend legal cases on behalf of the Company.
- Monitor compliance with court procedures and requirements to enhance timely, efficient and effective conclusion of disputes, prosecutions and disputes.
- Liaise with external lawyers on court cases involving the company.
- Provide legal advice as may be required.
- Negotiate out of court settlements in litigation and disputes and following up on their resolutions.
- Promote legal awareness in the Company.
- Establish procedures to handle customer complaints relating to litigation and disputes.
- Provide legal opinions on issues affecting the Company.
- Conduct legal research and analysis on various areas of law.
- Provide legal advice on commercial and corporate transactions
- Undertake any other duties as may be assigned from time to time.

#### **Appointment Specification**

- Bachelor's degree in law from a recognized Institution.
- Advocate of the High Court of Kenya with a valid Practicing Certificate.
- Member of the Law Society of Kenya in good standing.

- Minimum of five (5) years post admission experience in a busy law firm or commercial entity.
- Proficiency in computer applications
- Report writing skills
- Interpersonal & Negotiation skills
- Analytical skills.
- Communication skills
- Problem solving skills
- Customer Focus

## **6. LEGAL OFFICER II – COMMERCIAL, CENTRAL OFFICE**

### **Job Ref. HR: KP1/5B.2/1/3/1667**

Reporting to the **Senior Legal Officer, Commercial**, will be responsible for provision of various legal Services and supporting the management on all related legal matters concerning the Company. The key tasks & duties for the position include;

- Negotiate, draft and review commercial contracts and ensure they are duly executed.
- Conduct legal research and analysis on various areas of law.
- Provide legal advice on commercial and corporate transactions.
- Provide legal opinions on issues affecting the Company.
- Prepare compliance matrix and risk register for the company
- Conduct due diligence on conveyancing transactions and prepare /draft leases.
- Ensure Company's transactions comply with corporate laws and regulations.
- Evaluate new business partnerships with vendors and other entities.
- Examine legal issues related to new products and services.
- Prepare reports and maintain the records of the Company with respect to the department to enable monitoring and reporting to the management.
- Undertake any other duties as may be assigned from time to time.

### **Appointment Specification**

- Bachelor's degree in law from a recognized Institution.
- Advocate of the High Court of Kenya with a valid Practicing Certificate.
- Member of the Law Society of Kenya in good standing.
- Minimum of five (5) years post admission experience in a busy law firm or commercial entity.
- Proficiency in computer applications
- Report writing skills
- Analytical skills.
- Interpersonal & Negotiation skills
- Analytical skills.
- Communication skills
- Problem solving skills
- Customer Focus

## **7. CHIEF LEGAL OFFICER, POWER PURCHASE AGREEMENTS, CENTRAL OFFICE**

### **Job Ref. HR: KP1/5B.2/1/3/1669**

Reporting to the Manager, Board and Regulatory Affairs, the Chief Legal Officer, PPAs will be responsible for Agreements for Power Purchase, Public Private Partnerships, International and Bilateral Agreements and supporting the management on all related legal matters concerning the Company. The key tasks & duties for the position include;

- Preparing negotiation strategy, advising agreements on Power Purchase, Public Private Partnership arrangements, international and bilateral agreements.
- Implement Departmental work plan on Power Purchase Agreements and Transactions
- Guide the conduct of legal research and analysis on various areas of law related to energy purchase, international and bilateral transactions.
- Provide legal advice on commercial and corporate transactions.
- Ensure Company's transactions comply with corporate laws and regulations.
- Review and evaluate new business partnerships with external bodies.
- Provide legal opinions on issues affecting the Company.
- Oversee the work of support staff, such as Legal Assistants, legal clerks and Legal Secretaries to enable efficient delivery of services.
- Prepare reports and maintain the records of the Company with respect to the department to enable monitoring and reporting to the management.
- Undertake any other duties as may be assigned from time to time.

### **Appointment Specification**

- Bachelor's degree in law from a recognized Institution.
- Post Graduate Diploma in Law from the Kenya School of Law.
- Advocate of the High Court of Kenya with a valid Practicing Certificate.
- Member of the Law Society of Kenya.
- Member of Institute of Certified Secretaries of Kenya
- Minimum of nine (9) years three (3) of which should have been at a supervisory level, post admission experience in a busy law firm or public/commercial entity including dealing with Public Private Partnerships, international transactions and Energy Procurement (Gas or Oil or Electric Energy) and Company Secretarial Work.
- Course in Corporate Governance.
- Strong Communication & Negotiation Skills
- Proficiency in computer applications.
- Attention to details
- High levels of Integrity and Ethics
- Drive for results and achievement
- Strategic Thinking
- Leadership Skills

## **8. LEGAL OFFICER II, POWER PURCHASE AGREEMENTS, CENTRAL OFFICE**

### **Job Ref. HR: KP1/5B.2/1/3/1670**

Reporting to the Chief Legal Officer PPAs in the Board and Regulatory Affairs Department, the Senior Legal Officer will be responsible for Agreements for Power Purchase, Public Private Partnerships, International and Bilateral Agreements and supporting the management on all related legal matters concerning the Company. The key tasks & duties for the position include;

- Carrying of the negotiations, drafting and reviewing of agreements on Power Purchase, Public Private Partnership arrangements, international and bilateral agreements.
- Implement Departmental work plan on Power Purchase Agreements and Transactions
- Conduct of legal research and analysis on various areas of law related to energy purchase, international and bilateral transactions.
- Provide legal advice on commercial and corporate transactions.
- Ensure Company's transactions comply with corporate laws and regulations.

- Provide legal opinions on issues affecting the Company.
- Oversee the work of support staff, such as Legal Assistants, legal clerks and Legal Secretaries to enable efficient delivery of services.
- Prepare reports and maintain the records of the Company with respect to the department to enable monitoring and reporting to the management.
- Undertake any other duties as may be assigned from time to time.

#### **Appointment Specification**

- Bachelor's degree in law from a recognized Institution.
- Post Graduate Diploma in Law from the Kenya School of Law.
- Advocate of the High Court of Kenya with a valid Practicing Certificate.
- Member of the Law Society of Kenya.
- Minimum of four (4) years post admission experience in a busy law firm or public/commercial entity including knowledge of Public Private Partnerships, international transactions and Energy Procurement (Gas or Oil or Electric Energy)
- Proficiency in computer applications
- Report writing skills
- Negotiation skills
- Analytical skills
- Drive for results and achievement
- Strategic Thinking
- Communication & interpersonal skills,

### **9. LEGAL OFFICER II, REGULATORY AFFAIRS, CENTRAL OFFICE**

#### **Job Ref. HR: KP1/5B.2/1/3/1671**

Reporting to the Chief Legal Officer, Regulatory Affairs, the Legal Officer, Regulatory Affairs will be responsible for supporting Policies, Company Secretarial Services and supporting the management on all related legal matters concerning the Company. The key tasks & duties for the position include;

- Develop, review and evaluate Corporate and external Policies.
- Provide Company Secretarial support to Board and Executive Management.
- Implement Departmental Work Plan on Policy and Regulatory Affairs.
- Liaise with the relevant regulators and government agencies on Policy compliance issues affecting the Company.
- Coordinate internal Policy compliance review and monitor activities, including periodic Policy reviews of departments.
- Examine legal issues related to new products and services
- Provide legal opinions on issues affecting the Company.
- Oversee the work of support staff, such as Legal Assistants, legal clerks and Legal Secretaries to enable efficient delivery of services.
- Prepare reports and maintain the records of the Company with respect to the department to enable monitoring and reporting to the management.
- Undertake any other duties as may be assigned from time to time.

#### **Appointment Specification**

- Bachelor's degree in law from a recognized Institution.
- Post Graduate Diploma in Law from the Kenya School of Law.
- Advocate of the High Court of Kenya with a valid Practicing Certificate.
- Member of the Law Society of Kenya.
- Member of Institute of Certified Secretaries of Kenya



- Minimum of five (5) years post admission experience in a busy law firm or public/commercial entity including dealing with Policy Development and Company Secretarial Work
- Proficiency in computer applications
- Report writing skills
- Negotiation skills
- Analytical skills
- Drive for results and achievement
- Strategic Thinking
- Communication & interpersonal skills,

## **10. LEGAL OFFICER II, COMPLIANCE & LEGISLATION, CENTRAL OFFICE**

### **Job Ref. HR: KP1/5B.2/1/3/1672**

Reporting to the Chief Legal Officer, Regulatory Affairs, the Legal Officer, Compliance & Legislation in the Board and Regulatory Affairs Department will be responsible for supporting compliance and Legislation issues and supporting the management in all related legal matters concerning the Company. The key tasks & duties for the position include;

- Implement the annual compliance work plan that reflects the Company's unique characteristics.
- Guide in implementation of advice, and/or training and educational programs, to improve business' understanding of related laws and regulatory requirements.
- Participate in internal compliance review and monitoring activities, including periodic reviews of departments.
- Prepare and draft amendments to legislation affecting the Company.
- Prepare the Company's comments and feedback on proposed legislation.
- Participate in public forums where legislation affecting the Company is being discussed.
- Prepare compliance matrix and risk register for the Company.
- Participate in the lobbying of the relevant stakeholders on legislative issues affecting the Company.
- Regularly review the compliance plan in the context of the regulatory changes.
- Check for activities in the legislative environment that have an impact on the Company's operations.
- Conduct legal research and analysis on various areas of law.
- Provide legal opinions on issues affecting the Company.
- Oversee the work of support staff, such as Legal Assistants, legal clerks and Legal Secretaries to enable efficient delivery of services.
- Prepare reports and maintain the records of the Company with respect to the department to enable monitoring and reporting to the management.
- Undertake any other duties as may be assigned from time to time.

### **Appointment Specification**

- Bachelor's degree in law from a recognized Institution.
- Post Graduate Diploma in Law from the Kenya School of Law.
- Advocate of the High Court of Kenya with a valid Practicing Certificate.
- Member of the Law Society of Kenya.
- Member of Institute of Certified Secretaries of Kenya

- Minimum of five (5) years post admission experience in a busy law firm or public/commercial entity including dealing with Compliance, Legislation and Company Secretarial Work
- Report writing skills
- Negotiation skills
- Analytical skills
- Proficiency in computer applications
- Drive for results and achievement
- Strategic Thinking
- Communication & interpersonal skills

## **11. CHIEF RECORDS OFFICER, CENTRAL OFFICE**

### **Job Ref. HR: KP1/5B.2/1/3/1673**

Reporting to the Manager, Legal Services, the Chief Records Officer, will be responsible for Records Management Services and supporting the Management on all related matters concerning the Company. The key tasks & duties for the position are:

- Formulation and implementation of policies, procedures and schedules for records management in the company.
- Planning and coordination of statutory records audits in the company
- Conducting regular records, survey, appraisal and disposal
- Conducting regular records trainings
- Ensuring that records policies and procedures comply with relevant legal requirements and best practices
- Planning and implementation of relevant records activities and programs to enhance records management
- Liaison with other Division/Departments/Regions to ensure effective management and preservation of records
- Develop and implement Preservation and Disaster management programs for records and archives in the company
- Participating in the development of records retention/disposal schedules with other departments
- Develop and implement Automation and Digitization programs for company records processes
- Implementing risk management program for company records.
- Undertake any other duties as may be assigned from time to time.

### **Appointment Specification**

- Bachelor's degree in information science, Records & Archives Management or other related fields from a recognized institution
- Post – Graduate Diploma in Information Science, Records & Archives management or any other related field from a recognized institution
- Registered Records and Archives Management Practitioner with the relevant professional bodies
- Minimum of Nine (9) years' experience in the records management function three (3) of which should be at Supervisory level
- Thorough understanding of Company business processes
- Attention to details
- Proficiency in computer applications
- Committed to company vision and value

- Drive for results and achievements
- Creativity and innovation
- Good writing and communication skills
- Strategic Thinking
- Leadership Skills

## **12. SENIOR RECORDS OFFICER, CENTRAL OFFICE**

### **Job Ref. HR: KP1/5B.2/1/3/1674**

Reporting to the Chief Records Officer, the Senior Records Officer, will be responsible for Legal, Regulatory and Company Secretarial Services and supporting Management on all related matters concerning the Company. The key tasks & duties for the position are:

- Formulation and implementation of records management policies, procedures and guidelines
- Planning and coordination of records management audits in liaison with Quality Management System office
- Coordination of substantive records management trainings companywide, including development of records management training materials
- Ensuring that records policies and procedures comply with relevant legal requirements and best practices
- Planning and coordination of document imaging projects in liaison with ICT Division
- Developing and guiding departments and regions in the implementation of records management classification schemes, including their automation
- Guiding and implementation of records disposal in line with the approved Corporate Records Retention and Disposal Schedules (CORRS)
- Coordination of Regional Records centers' operations
- Registration and implementation of Records Legal Holds whenever there are audit queries, GOK investigations or Freedom of information requests by the public
- Design and coordinate implementation of corporate risk management and disaster planning for the vital records companywide
- Undertake any other specialized duties assigned by an authorized officer
- Undertake any other duties as may be assigned from time to time.

### **Appointment Specification**

- Possession of a bachelor's degree in information science, Records & Archives Management or other related fields from a recognized institution
- Registered Records and Archives Management Practitioner with the relevant professional bodies
- Minimum seven (7) years' experience in the records management function
- Proficiency in computer applications
- Committed to company vision and values
- Creativity and innovation
- Good writing and communication skills
- Drive for results and achievement
- Strategic Thinking
- Leadership Skills

### **13. RECORDS OFFICER II, REGIONS**

#### **Job Ref. HR: KP1/5B.2/1/3/1675**

Reporting to the Regional Manager, the Records Officer, will be responsible for the Provision of Records Management Services and supporting the Management on all related matters concerning the Company. The key tasks & duties for the position are:

- Ensuring that records management policies and procedures comply with relevant standards, legal and regulatory requirements and codes of best practice
- Planning and implementation of records management programs in respective regions
- Conducting regular surveys, appraisal and disposal
- Managing semi-current and non-current records at the records centres
- Developing primary finding aids
- Implementing records management audits in liaison with Quality management system office
- Liaising with divisions, regions in identification and preservation of vital records
- Conducting records management trainings/inductions
- Liaising with user departments to ensure compliance with records management requirements
- Planning and implementation of the document imaging (digitization) projects in liaison with ICT division
- Development and guiding departments and regions in implementation of records management classification schemes, including their automation
- Implementation of records disposal in line with corporate records retention policy and schedules (CORRS)
- Implementing legal holds (freezing of records disposal) as directed by the Principal/Senior records officer
- Undertaking any other specialized duties assigned by an authorized officer
- Undertake any other duties as may be assigned from time to time.

#### **Appointment Requirement**

- Possession of a bachelor's degree in information science, Records & Archives Management or other related fields
- Member of relevant Professional body
- Computer literate
- Minimum of five (5) years' relevant experience in managing records and archives
- Commitment to Company vision and values
- Creativity and innovation
- Drive for results and achievement
- Good writing and communication skills
- Analytical skills.
- Interpersonal & Negotiation skills
- Analytical skills.
- Problem solving skills
- Customer Focus

#### **14. INTEGRITY OFFICER II, ETHICS, CENTRAL OFFICE**

##### **Job Ref. HR: KP1/5B.2/1/3/1676**

This position will be reporting to the Chief Officer, Integrity & Ethics. The key duties and responsibilities will include;

- Receive and examine all complaints through the various reporting channels, where a customer, staff members or other stakeholders have reason to believe that a breach of any governance regulation or code has taken place.
- Maintaining the Lan-Support system and verify transaction/statistical reports for accuracy and completeness.
- Attend to and advise complainants on the ways to resolve the complaints.
- Monitor and update complainants on the status of their complaints, especially the ones referred to in other departments for further investigation.
- Compile weekly reports on all cases received and forward for attention and action.
- Management and operation of the ethics and integrity hotline.
- Management of the departmental confidential filing system.
- Analyze and refer complaints to relevant departments/sections.
- Respond to inquiries by complainants and provide appropriate feedback.
- Ensure general requirements of day today running of the office are met.
- Generate quarterly reports.
- Disseminate ethics and Integrity materials, including flyers and pamphlets to enhance stakeholder awareness in corruption prevention.
- Undertake any other duties as may be assigned from time to time.

##### **Appointment Requirement**

- Bachelor's degree in social science from a recognized university.
- Certified Ethics Officer or trained Integrity Assurance Officer
- Hold a minimum of five (5) years' experience in ethics, compliance or anti-corruption matters.
- Proficiency in report writing skills, records management and using software applications such as Microsoft Office suite and data analytics.
- Knowledge of ethics program management and implementation.
- Drive for results and achievement
- Strategic Thinking
- Report writing skills
- Planning & organizing skills
- Attention to detail
- Integrity and ethics
- Confidentiality

#### **15. SHARES OFFICER IV, CENTRAL OFFICE**

##### **Job Ref. HR: KP1/5B.2/1/3/1677**

This position will be reporting to the Senior Shares Registrar. The key duties and responsibilities will include;

- Dealing with day-to-day work of shareholder relations
- Providing timely information as may be required from time to time by CMA, NSE, CDSC, shareholders, potential investors, company or any other authorized persons.
- Co-ordinate investors/shareholders briefings as organized by the company
- Liaising with institutional investors including Government of Kenya on their investments

- To enhance the investors/shareholders relations
- Assisting Senior Shares Registrar in writing Company's Annual Report and organizing AGM
- Monitoring the Company's shares performance at Nairobi Stock Exchange
- Undertaking corporate actions which include management of shareholders meetings or investors briefings, shares split, rights and bonus issues.
- Undertake any other duties as may be assigned from time to time.

### **Appointment Requirement**

- A bachelor's degree in social science/business management/finance from a recognized university.
- CPS/CPA Part II
- Three (3) years working experience in share registration work
- Commitment to Company vision and values
- Creativity and innovation
- Drive for results and achievement
- Good writing and communication skills
- Drive for results and achievement
- Strategic Thinking
- Report writing skills
- Planning & organizing skills
- Communication & interpersonal skills,
- Interpersonal & Negotiation skills

### **HOW TO APPLY**

Interested persons should submit their applications **online** through **visiting Kenya Power website** on **<http://www.kplc.co.ke>**. Attach detailed Curriculum Vitae, copies of academic and professional certificates and other testimonials. Please note that we may use this information to conduct background verification during the recruitment process. Quote the title of the position you are applying for and include your mobile telephone contact and email address and to be received not later than **Friday, 10<sup>th</sup> January 2025**.

### **Only candidates offered employment shall present the following clearance certificates;**

- Valid Certificate of Good Conduct from the Directorate of Criminal Investigations
- Valid Clearance Certificate from Higher Education Loans Board (HELB)
- Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA);
- Current Clearance from the Ethics and Anti-Corruption Commission (EACC);
- Current Report from an approved Credit Reference Bureau (CRB)

**Canvassing will lead to automatic disqualification.**

**Kenya Power is an Equal Opportunity Employer.**

Kenya Power does not charge any fee at any stage of the recruitment process (*application, shortlisting, interviewing, and/or offer*)