



CAREER OPPORTUNITIES FOR MANAGEMENT TRAINEE PROGRAM (REVISED)

Kenya Power & Lighting Company PLC (Kenya Power) is a leading electricity distribution and transmission company in Kenya, dedicated to providing reliable and quality power to millions of customers across Kenya. Kenya Power is committed to driving innovation, sustainability and excellence in all aspects of our operations.

Kenya Power is seeking talented and motivated individuals to join our Management Trainee Program. We are looking for brilliant, dynamic and self-driven persons eager to make a difference and be part of our results-oriented teams. Joining our Management Trainee Program offers a unique opportunity to be part of a dynamic team, where you will contribute to the growth and transformation of Kenya's energy landscape.

Applications are now open for suitably qualified candidates for various positions within the program.

1. ENGINEERS

Job Summary

Responsible for the design, development and maintenance of power line infrastructure needed for electricity transmission and distribution, including substations, transformers, and power lines. Their expertise is essential advancing the company's mission to provide quality and reliable supply to the customers. Engineers are distributed in various Engineering disciplines as below;

1.1. ELECTRICAL AND ELECTRONICS ENGINEERS-Job Ref: HR:KP1/5B.2/1/3/1587

1.2. CIVIL ENGINEERS -Job Ref: HR:KP1/5B.2/1/3/1588

1.3. MECHANICAL ENGINEERS -Job Ref: HR:KP1/5B.2/1/3/1589

1.4. MECHATRONICS ENGINEERS- Job Ref: HR:KP1/5B.2/1/3/1590

1.5. GEOSPATIAL ENGINEERS - Job Ref: HR:KP1/5B.2/1/3/1591

Duties and responsibilities

- Power system Planning.
- Design of schemes to facilitate network expansion and system Reinforcements.
- Implementation of power system projects.
- Planning and execution of maintenance programs for a robust network
- Operation of the grid.
- Repair and Maintenance of electrical plants.
- Coordination of protection equipment to maintain supply stability.
- Implementation of strategies to enhance supply quality and reliabilities .
- Implementing assurance programs on the development and maintenance procedures.
- Maintenance of plant, tools, transport and workshops for repairs.
- Coordination of commercial services.
- Telecommunication services.
- Building and civil structures development and maintenance.
- Adherence to quality, occupational health and safety standards.
- Design, program, or model Geographic Information Systems (GIS) applications or procedures.
- Develop specialized computer software routines, internet-based Geographic Information Systems (GIS) databases, or business applications to customize geographic information.

Person Specifications

- Bachelor of Science in Electrical and Electronics, Mechanical, Civil, Mechatronics, Computer Science, Software engineering, Geospatial Engineering or related field from a recognized institution
- Registered as Graduate Engineers with Engineers Board of Kenya (EBK) or any other registration by Relevant Professional body.

2. ACCOUNTANTS- Job Ref: HR:KP1/5B.2/1/3/1592

Job Summary

Responsible for Company's financial resources through preparation of budgets and budget control, financial accounting, management of organization's cash flow and ensuring there are enough funds available to meet day- to-day payments/working capital, accounting for collected revenues and ensure the Company meets statutory financial requirements such as taxes/regulatory mandates.

Duties and responsibilities

- Put in place accurate accounting records, safe custody of accountable documents and validation of input records.
- Undertake preparation of monthly, mid-year and end of financial year schedules.
- Assist in preparing financial statements and reports, ensuring accuracy and compliance with accounting standards.
- Assist in conducting internal audits, evaluate internal controls, resolving finance audit queries and preparing audit reports
- Guide accounting tasks in fields of financial accounting, budget & financial planning, cashflow management & revenue accounting and debt control.
- Assist in processing payroll, ensure compliance with labor laws, and manage employee compensation and benefits.
- Carry out accounting services in all aspects of donor funded projects
- Conducting risk and scenario analysis for line of work aspects.
- Support in preparing and filing tax returns, assist in tax planning and ensure compliance with tax laws.
- Assist in financial modeling and analysis, support strategic planning, and prepare financial projections
- Participate in preparation of appropriate work strategies and negotiations
- Overseeing accuracy of relevant financial documents/journals.
- Support in overseeing accounting operations, maintain data integrity and assist in financial policy development.
- Help develop and monitor budgets, analyze variances and support financial forecasting activities.

Person Specifications

- Bachelor's Degree in Accounting, Finance, Business Administration or related field from a recognized Institution.

3. LEGAL OFFICERS- Job Ref: HR:KP1/5B.2/1/3/1593

Job Summary

Responsible for providing legal support and guidance to the company, ensuring compliance with laws and regulations, mitigating legal risks, handling all legal matters including litigation, drafting and reviewing legal documents, and representing the company in legal proceedings while protecting the company's interests.

DUTIES AND RESPONSIBILITIES

- Prepare and file legal documents at court registries, such as complaints, statements of defenses, response to claims, appeals, list of documents and witnesses, witness statements, bundle of documents, applications.
- Represent the Company in courts (Superior and Subordinate Courts), tribunals, and before government agencies.
- Conduct pre-trial briefings and site visits.
- Conduct research and analysis of legal matters.
- Interpret laws, rulings and proffer legal opinions.
- Engage in amicable settlement of disputes.
- Provide guidance, advice, and/or training and educational programs, to improve business understanding of related laws and regulatory requirements.
- Draw, negotiate, vet and ensure execution of contracts and agreements emanating from all departments of the Company.
- Draw leases and other conveyancing documents relating to properties in the Company.
- Follow up in consultation with external lawyers to ensure that debt recovery cases in courts are concluded and judgments enforced.
- Assist in drafting, reviewing, and negotiating contracts, ensuring compliance with legal standards, and maintaining contract records and databases.
- Carry out the responsibility of all secretarial functions and provide the guidance required for compliance with statutory legislation and regulatory issues as may be appropriate to the Company's business.
- Assist in ensuring adherence to corporate governance standards, supporting board meetings and maintaining corporate records.
- Support the identification and assessment of legal risks, assist in developing risk mitigation strategies and help in implementing risk management policies.
- Assist in handling employment-related legal matters, ensuring compliance with labor laws, and supporting the resolution of employee disputes.
- Help draft and review company policies, ensuring they align with legal requirements, and support the implementation and communication of policies across the organization.
- Assist in promoting ethical practices within the organization, support compliance training programs and help investigate and address ethical issues.

Person Specifications

- 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 in good standing.

4. SECURITY OFFICERS- Job Ref: HR:KP1/5B.2/1/3/1594

Job Summary

Responsible for protecting the company's assets, ensuring compliance with company rules and regulations, and coordinating security and intelligence operations to effectively manage security risks and ensure a secure and safe working environment for all employees.

DUTIES AND RESPONSIBILITIES

- Assist in managing the physical security measures of company premises, conduct security assessments and support the implementation of security protocols to safeguard assets and personnel.
- Assist in the coordination of daily security operations, monitor security systems and alarms and support incident response and reporting activities.
- Assist in monitoring surveillance systems, review footage for security incidents, and support the maintenance and upgrade of surveillance equipment.
- Help in supervise outsourced security contractors to ensure quality security services are rendered.
- Assist in liaison with security agencies to ensure security of Company's assets and Company operations.
- Assist in conducting intelligence collection and intelligence analysis in support of security operations in the respective jurisdictions.
- Carrying out physical security inspections, checks and assessments of the Company's assets to ensure compliance.
- Identify security lapses for appropriate mitigation.
- Prepare security briefs and reports for supervisors input and further transmission.
- Analyze security incidents in the Company and recommend appropriate action.
- Implement best practices in security management.
- Implementing change initiatives to achieve desired best practice plans and enhance a positive security culture.
- Help manage access control systems, issue and monitor access credentials, and support the enforcement of access policies and procedures.
- Assist in conducting security investigations, gather and analyze evidence, and support the documentation and reporting of investigation findings.

Person Specifications

- Bachelor's Degree in Security Management or related field from a recognized Institution

5. CORPORATE COMMUNICATIONS OFFICERS- Job Ref: HR:KP1/5B.2/1/3/1595

Job Summary

Responsible for developing and implementing communication strategies to enhance the company's brand and reputation. They manage media relations, oversee content creation, and ensure consistent messaging to both internal and external stakeholders across all platforms.

Duties and Responsibilities

- Assist in developing and managing internal communication strategies.
- Support the creation of newsletters and ensure effective information flow within the organization.
- Support the development of external communication strategies and help draft press releases and manage media and stakeholder relationships.
- Help create and edit engaging and informative content for websites, social media, and branding materials.
- Assist in managing social media platforms by creating, scheduling posts and analyzing engagement and feedback.
- Support brand strategy implementation. Maintain brand consistency and manage brand-related projects.
- Engage with key stakeholders. Manage stakeholder communications and build positive relationships.
- Plan and coordinate corporate events, supporting logistics, promotion, and execution.
- Analyze communication metrics, develop performance reports and measure strategy impact.
- Develop content and materials for the Company's Corporate Profile and other publications for external stakeholders.
- Implement public campaigns to increase understanding of the Company's products and services.
- Facilitate public communication on matters involving the Company.
- Develop content for internal communication tools, including publications and briefs.
- Assist in implementing and evaluating Corporate Social Investment programs. Promote internal awareness and generate positive media coverage to enhance the Company's reputation.

Person Specifications

- Bachelor's Degree in Public Relations/ Communications/ Journalism or related field from a recognized Institution

6. RISK OFFICERS- Job Ref: HR:KP1/5B.2/1/3/1596

Responsible for identifying and managing risks that could affect the company's operations and objectives. This includes developing and implementing risk management strategies, ensuring compliance with regulatory requirements and internal policies and monitoring risk exposure. Additionally, the role involves providing reports and promoting a culture of risk awareness within the organization.

DUTIES AND RESPONSIBILITIES

- Assist in identifying potential risks across various business areas, support the development of risk assessment tools and help in documenting and categorizing identified risks.
- Record and ensure all risk registers are up to date.
- Support the evaluation of risk impact and likelihood, assist in conducting risk assessments and help analyze the potential effects of risks on business objectives.
- Help develop and implement risk mitigation strategies, support the creation of action plans to address identified risks, and assist in monitoring the effectiveness of risk controls.
- Assist in tracking and reporting on risk management activities, support the continuous monitoring of risk indicators and help update risk management reports and dashboards.
- Support the management of compliance and regulatory risks, assist in monitoring adherence to laws and regulations, and help in preparing compliance reports.
- Support the development of enterprise risk management strategies, assist in aligning risk strategies with business objectives, and help in reviewing and updating risk management frameworks.
- Liaise with risk champions to document minutes from all risk committee meetings.
- Build a risk aware culture across the organization through training and structured engagements.
- Review the implementation status on the recommended mitigations as per the risk advisory reports.
- Assist in preparing risk management reports, support the analysis and presentation of risk data and help in communicating risk findings to senior management.

Person Specifications

- Bachelor's Degree in Risk Management, Actuarial Science, Engineering, Finance, Business Administration, ICT or related field from a recognized Institution.

7. PLANNING OFFICERS- Job Ref: HR:KP1/5B.2/1/3/1597

Job Summary

Responsible for coordinating and implementing strategic plans, developing, monitoring and evaluation of the Board Performance Contract, development and management of the Corporate Scorecard and Cascade of the Strategic Plan, corporate and business planning, support the Regional Planning, business research, electricity demand planning and business data analytics.

Duties and Responsibilities

- Carry out research on key internal and external macroeconomic indicators to assess their impact on Company business and projects under implementation
- Initiate key policy documents seeking to improve the Company business and performance
- Help in the development of Corporate, Regional and County Strategic Plans in liaison with Regional and County Business Leaders to support achievement of set objectives.
- Gather and analyze performance data to track progress against strategic objectives and prepare performance reports.
- Gather relevant data to support Preparation of Board Performance Contract, tracking implementation of key indicators and timely reporting.
- Gather and update key regional and projects performance data.
- Implement policies for power demand planning & forecasting.
- Implement policies and guidelines on generation and transmission planning
- Analyze energy demand drivers in the country based on the power requirements
- Help develop and propose key policy documents aimed at improving business performance and strategic alignment.
- Developing of Management Papers seeking to improve Company business.
- Identify and propose business research areas to guide strategic planning and innovations.
- Evaluate economic and financial risks, support risk mitigation strategies, and assess their impact on business strategy.
- Develop and analyze different strategic scenarios to prepare for potential business outcomes and guide long-term planning.
- Identify and propose research areas to support strategic planning and drive innovation within the organization.

Person Specifications

- Bachelor's Degree in Economics, Statistics or Business related Degree from recognized Institution.

8. INTERNAL AUDITORS - Job Ref: HR:KP1/5B.2/1/3/1598

Job Summary

Responsible for delivering independent, objective assurance by evaluating and enhancing the organization's internal controls, risk management and governance processes through thorough audits. They produce detailed reports on findings, recommend improvements and work with management to implement corrective actions and ensure compliance.

Duties and Responsibilities

- Undertake audit assignments in line with the approved audit work plan to confirm the adequacy and effectiveness of governance, risk management and control
- Performing substantive and compliance testing of accountable records and documents and prepare working papers;
- Providing input in preparation of audit reports for audit engagements executed
- Participate in evaluating progress and effectiveness of action taken to implement audit recommendations received from internal and external audits.
- Conduct routine audits as per engagement plan and directed by Senior Auditor
- Preparing audit reports on completion of each audit engagement.

Person Specifications

- Bachelor's Degree in Accounting, ICT, Finance or Business Administration (Finance and Accounting option) or related field from a recognized institution.

9. HUMAN RESOURCE OFFICERS - Job Ref: HR:KP1/5B.2/1/3/1599

Job Summary

Responsible for managing the employee life cycle, including recruitment, employee relations and performance management, while ensuring compliance with labor laws and company policies, and working closely with business leaders to align HR practices with organizational goals, enhance employee engagement and promote work-life balance.

DUTIES AND RESPONSIBILITIES

- Assist in the recruitment process to ensure the organization attracts and hires top talent.

- Support the resolution of employee issues and grievances, assist in developing and implementing employee relations programs.
- Assist in identifying training needs, supporting the development and delivery of training programs and evaluating the effectiveness of training initiatives.
- Interpreting and implementation of the collective bargaining agreements provisions.
- Implementation of staff welfare initiatives that include Occupational Health and Medicare.
- Support Implementation of disciplinary, grievance handling and dispute resolution procedures as provided for in the CBA.
- Support daily HR operations, maintain employee records and assist in managing HR documentation and correspondence to ensure accuracy and easy retrieval.
- Assist in implementing performance management processes, support the development of performance review systems and help monitor and evaluate employee performance.
- Co-ordination of training programs including identification of training needs and evaluation of training programs.
- Assist in developing strategies to enhance organizational effectiveness, support change management initiatives, and help implement programs to improve organizational culture and performance.
- Support initiatives to enhance employee engagement and satisfaction, assist in conducting employee surveys, and help implement programs to boost morale and retention.
- Assist in analyzing HR data to provide insights on workforce trends, support data-driven decision-making and help track key HR metrics and performance indicators.

Person Specifications

- Bachelor's degree in human resource management or related field from a recognized institution.

10. SUPPLY CHAIN OFFICERS - Job Ref: HR:KP1/5B.2/1/3/1600

Job Summary

Responsible for overseeing and managing the entire supply chain process, including procurement and inventory management, ensuring operations are efficient and cost-effective, coordinating with suppliers and vendors, and implementing strategies to optimize logistics functions and enhance organizational performance and customer satisfaction.

Duties and Responsibilities

- Process purchase requisitions from user department
- Invite tenders /quotations for goods, works and services as per the procurement law;
- Assist in preparation of memos for tender opening and evaluation committee members
- Evaluate tenders in accordance to the evaluation criteria
- Prepare tender evaluation reports
- Assist prepare notification of award letters
- Raising purchase orders for goods, works and services for subsequent approval;
- Liaising with suppliers to ensure timely delivery of goods and services;
- Processing of supplier's payment to finance
- Maintaining and update a list of registered suppliers
- Assisting in undertaking market surveys to ensure the KPLC obtains value for money
- Ensure safe custody of all procurements documents/records
- Extract data towards preparation of Board circulars, Management and statutory reporting, including spend analysis.

Person Specifications

- Bachelor's Degree in Procurement & Supplies Management, Business Administration or related field from a recognized Institution.

11. CUSTOMER SERVICE OFFICERS - Job Ref: HR:KP1/5B.2/1/3/1601

Job Summary

Responsible for coordinating Customer Service functions, liaising with corporate customers, County Governments, non-corporate strategic institutions, VIPs, and Government Ministries, while delivering exceptional support by addressing inquiries, resolving issues, processing orders, and providing information to enhance customer satisfaction and loyalty.

DUTIES AND RESPONSIBILITIES

- Analyzing meter readings to detect anomalies before billing and making recommendation.
- Monitoring trend and generating consumption anomalies as to ultimately reduce them to zero.
- Monitoring the quality of anomaly resolution to avoid recurrence.
- Monitoring actual number of bills produced verses the supplies to be billed per month.
- Capturing and listing supplies that have actual readings but not used in billing.

- Advising billing on normalization of accounts which have not been billed or receiving billing in order to activate them.
- Initiating campaigns to enhance data integrity.
- Conducting inspections to ensure compliance to procedures and standards.
- Organize interaction forums between the Company and Large Power and SME customers,

Person Specifications

- Bachelor Degree in Economic, Statistics, Business Administration, Social Science or related field from a recognized Institution

12. ENVIRONMENTAL & SOCIAL ECONOMIST OFFICERS - Job Ref:HR:KP1/5B.2/1/3/1602

Job Summary

Responsible for ensuring that the organization's projects and operations comply with environmental regulations and social standards by assessing impacts, developing and implementing mitigation strategies, and monitoring compliance to promote sustainability and positive social outcomes.

DUTIES AND RESPONSIBILITIES

- Carry out Environmental Audits for Workplaces and submit reports as required
- Conduct and submit Environmental Impact Assessment reports for new projects
- Carry out Inspections on Environmentally Sensitive workplaces.
- Carry out Environmental Monitoring for new and ongoing projects.
- Conduct stakeholders' awareness forums.
- Conduct environmental exchange forums with staff
- Carry out Environmental and Social Awareness Campaigns and trainings.
- Carrying out environmental & social awareness campaigns and trainings;

Person Specifications

- Bachelor's degree in Environmental Sciences or related field from a recognized Institution.

13. PROPERTY OFFICERS - Job Ref: HR:KP1/5B.2/1/3/1603

Job Summary

Responsible for acquiring landed property, securing company rights and interests, managing property inventory, and ensuring compliance with statutory and regulatory obligations. They oversee the acquisition, maintenance, and leasing of

property assets, ensuring optimal use and alignment with organizational goals to maximize value and efficiency.

DUTIES AND RESPONSIBILITIES

- Carrying out due diligence and searches, and liaising the Land Registry, County Governments and other relevant bodies for information required on the subject property.
- Ensuring compliance with obligations and performance set in respective legal instruments, statutory and regulatory requirements.
- Rent collection and reconciliation of rent accounts.
- Carrying out rental assessments, market surveys and feasibility studies.
- Carry out measurements of lettable and common area spaces and address discrepancies.
- Carry out suitability assessment for land and buildings.
- Reconciling land rates and rent statements in liaison with the relevant National and County government departments.
- Carrying out periodic inspection premises and initiating corrective action on landlord / tenant obligations that have not been met.
- Participating in resettlement action plans for major power projects and distribution lines and resolving disputes arising thereof.
- Participating in acquisition of land and buildings for Company use through allocations, leasing, and outright purchase.
- Safe custody of property documents and records.

Person Specifications

- Bachelor's degree in Land Economics, Real Estate or related field from a recognized Institution.

14. ICT OFFICERS - Job Ref: HR:KP1/5B.2/1/3/1604

Job Summary

Responsible for analyzing, designing and implementing IT, maintaining and administering IT infrastructure to ensure optimal performance and security and developing software solutions to enhance operational efficiency. They troubleshoot issues, implement system upgrades and ensure seamless integration and functionality of IT systems.

DUTIES AND RESPONSIBILITIES

- Installation, configuration, operationalization, maintenance, performance, security, availability and reliability of systems hardware, software and related application components.
- Implementation and maintenance of systems as well as providing 24/7 support to users, partner agencies and clients.

- Design and develop IT systems and infrastructure to meet organizational needs
- Manage ICT network systems including LAN, WAN, and intranet and maintain security protocols.
- Serves as change agent who identifies the ICT system needs to support the business, system improvements, design systems to implement those changes, train and motivate others to use the systems.
- Liaison between the business side of the Company and the ICT department
- Supports the various business systems by maintaining existing programs, developing new programs, gathering and documenting new user requirements, discussing with the user departments to identify areas of improvement and automation.
- Develop interface programs with other systems.
- Troubleshoots on technical errors arising from the system and proposes solutions to those errors.
- Maintain flow of information, in view of both backend data structure and frontend accessibility for users.
- Maintain integrity, confidentiality and availability of the Company databases.
- Writing high quality program code to meet the application requirements
- Performing program code debugging to ensure application code meets its requirements
- Performing quality control and validation checks to ensure quality is maintained.
- Developing test plans for the new applications
- Coordinating user acceptance tests
- Conducting training sessions for new applications
- Review and Continuous improvement of running applications

Person Specifications

- Bachelor's degree in Computer Science or related field from a recognized Institution.

Note:

- ***The ideal applicants for the above positions must be aged no more than 30 years by 31st August 2024, and should have preferably graduated from recognized institutions from the year 2020.***
- ***Successful candidates will undergo eighteen (18) months training program at the Company. The training program will be structured to include classroom, mentorship, hands-on projects and rotations across various Departments and functions among others. On successful completion, they will be absorbed in specific functions of the Company.***

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 **Wednesday 21st August, 2024**.

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.