



## **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 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 PROPERTY OFFICER, CENTRAL OFFICE**

**Job Ref. HR: KP1/5B.2/1/3/1982**

This position will be reporting to the respective **Manager, Administration & Property**. The **key duties** and responsibilities will include;

- Develop and oversee implementation of standards, procedures and work instructions for real estate management.
- Analyze and facilitate application of statutory requirements, zoning regulations and terms and conditions in land and lease administration instruments.
- Ensure company interests are advocated and secured sustainably within relevant legal and regulatory frameworks while applying company procedures and processes.
- Oversee internal and external stakeholder engagements and participate in collaborations and development of plans as per use and the various stages of real estate asset management cycle.
- Ensure documentation of occupancies, titling and registration of Company's rights and interests in land.
- Facilitate acquisition of land and buildings for company use through allocations, leasing, and outright purchase.
- Participate in resettlement action plans for major power projects and distribution lines and resolving disputes arising thereof.
- Implement strategies, policies and standards on land and lease management.
- Oversee land use and space planning and preliminary environmental scoping on proposed project sites.
- Verify invoices, reconciling payments, and assessing amounts payable in compliance with various types of statutory, regulatory and contractual obligations and performances and authorize expenditure within limit.
- Oversee property valuations, market value surveys, rental assessments, and feasibility studies for real estate projects.
- Oversee letting of surplus space, tenant management and rent collection.
- Carry out land and lease administration and overseeing observance of obligations of parties.
- Facilitate change/extension of users for new and existing sites to allow development approvals for company projects.

- Participate in drawing of leases, conveyancing documents and other legal instruments with relevant parties.
- Evaluate and optimize recurrent expenditure lines within approved contracts and budget ceilings.
- Participate in development of policies, strategies, norms pertaining real estate management
- Evaluate overall performance of the corporate real estate portfolio by gathering, analyzing and interpreting data and metric for management and decision making.
- Safe custody of property documents and records.

#### **Appointment Specifications:**

- Bachelor's degree in Land Economics, Real Estate or equivalent qualifications.
- Post-graduate diploma in Valuation and Property Management, Facilities Management, Building Surveying, Project Management, Construction Management, Land Management, Physical Planning or equivalent qualification from a recognized institution.
- A minimum period of ten (10) years in relevant work experience in real estate management
- Full/Professional Membership of the Institute of Surveyors of Kenya (ISK), Royal Institute of Chartered Surveyors (RICS), or Kenya Institute of Planners/Town and County Planners of Kenya in good standing.
- Registered Valuer/Estate Agent/Physical Planner.
- Excellent planning, presentation, evaluation skills
- Strategic and analytical thinker
- Thorough understanding of Company business
- Strong communication & negotiation Skills
- Creativity and innovation
- Drive for results and achievement
- Commitment to Company Vision and Values

## **2. CHIEF ADMINISTRATION OFFICER, CENTRAL OFFICE**

### **Job Ref. HR: KP1/5B.2/1/3/1983**

This position will be reporting to the respective **Manager, Administration & Property**. The **key duties** and responsibilities will include;

- Develop and implement standards and work instructions towards provision of a safe, suitable, functional and aesthetic built environment and associated support services for intended purpose.
- Plan and implement facility inspections, occupancy, use and condition assessments, review reports, initiate corrective action and participate in development of programs for enhancement of occupant experience.
- Plan, initiate and execute maintenance schedules and facilitate planned preventive and corrective maintenance of building components, equipment, and plant such as lifts, pumps, air conditioners and standby generators as well as office furniture and equipment.
- Plans, initiate and implement provision of facilities support services activities including office furniture and equipment, space arrangements, mail services, routine maintenance, telephone services, beverage services, parking, cleaning services, garbage collection and fumigation amongst others.

- Develop and implementation of workplace solutions and initiatives that provide lasting solutions and resolve emerging issues.
- Plan and implement new installation, optimization, replacement and refurbishment of building services, plant and machinery.
- Facilitate in setting up of offices, implementation of user briefs, compliance with company standards and resolving emerging issues arising thereof.
- Initiate and carry out stakeholder engagements for space arrangements, rationalisations and relocations as and when required and coordinate actions with relevant departments.
- Facilitate optimal reservation, allocation and distribution of resources and amenities in liaison with internal and external stakeholders.
- Verify schedule of materials, specification and bills of quantities for goods and services pertaining to Administration Services function and participating in their purchase.
- Prepare capital and recurrent budgets, monitor budgets and account for inputs and resources provided for provision of facilities support services.
- Ensure the implementation of safety, health, and environment guidelines issued from time to-time and coordinate statutory compliance, permits and licences.
- Verify works, goods and services for payment in compliance with various types of statutory, regulatory, and contractual obligations and performances and authorizing expenditure within limit ensuring satisfactory performance and value for money.
- Update and maintain asset inventory and facilitate updating in respective systems.
- Participate in drawing of strategies, service level agreements and service contracts and implement strategies, policies, work processes on facilities support services.
- Providing professional guidance on facilities support services matters.
- Evaluate overall performance of facilities by gathering, analyzing and interpreting data and metric for management and decision making.
- Safe custody of office furniture and equipment, building installations and plant, administration documents and records

### **Appointment Specifications**

- Bachelor's Degree in Building Management, Facilities Management, Property Management, Real Estate, Construction Management, Mechanical Engineering, Building Construction, Business Administration, Social Sciences or related fields from a recognized Institution.
- Post-graduate qualification in Property Management, Facilities Management, Building Surveying, Project Management, Construction Management, Operations management or equivalent qualification from a recognized institution.
- Full/Professional Membership of relevant professional bodies. Be a member in good standing.
- A minimum period of ten (10) years in relevant work experience in facilities management, administration, building maintenance or building management
- Excellent planning, presentation, evaluation skills
- Strategic and analytical thinker
- Thorough understanding of Company business
- Strong communication & negotiation Skills

- Creativity and innovation
- Drive for results and achievement
- Commitment to Company Vision and Values

### **3. SENIOR ADMINISTRATION OFFICER, CENTRAL OFFICE**

#### **Job Ref. HR: KP1/5B.2/1984**

This position will be reporting to the respective **Chief Administration Services Officer**. The **key duties** and responsibilities will include;

- Facilitate the implementation of standards and work instructions towards provision of a safe, suitable, functional and aesthetic built environment and associated support services for intended purpose.
- Plan and initiate facility inspections, occupancy, use and condition assessments, review reports, initiate corrective action and participate in development of programs for enhancement of occupant experience.
- Plan and initiate maintenance schedules and facilitate planned preventive and corrective maintenance of building components, equipment, and plant such as lifts, pumps, air conditioners and standby generators as well as office furniture and equipment.
- Initiate and coordinate provision of facilities support services including office furniture and equipment, space arrangements, mail services, routine maintenance, telephone services, beverage services, parking, cleaning services, garbage collection and fumigation amongst others.
- Participate in the development and implementation of workplace solutions and initiatives that provide lasting solutions and resolve emerging issues.
- Initiate and facilitate implementation of new installation, optimization, replacement and refurbishment of building services, plant and machinery.
- Coordinate setting up of offices, implementation of user briefs, compliance with company standards and resolving emerging issues arising thereof.
- Facilitate optimal reservation, allocation and distribution of resources and amenities in liaison with internal and external stakeholders.
- Initiate and carry out stakeholder engagements for space arrangements, rationalisations and relocations as and when required and coordinate actions with relevant departments.
- Implement safety, health and environment guidelines and ensure statutory compliance related to premises and workplaces, and payment of related licenses and permits.
- Prepare schedule of materials, specification and bills of quantities for goods and services pertaining to Administration Services function and participating in their purchase.
- Verify records and account for inputs and resources provided for provision of facilities support services.
- Verify amounts payable and ensure fulfilment with obligations and performance set in respective service contracts, service level agreements, statutory and regulatory requirements ensuring value for money.
- Monitor and control recurrent expenditure lines within approved contracts and budget ceilings.
- Updating and maintain asset inventory and facilitate updating in respective systems.
- Participate in evaluating of overall performance of facilities by gathering, analyzing and interpreting data and metrics for management and decision making.
- Providing professional guidance on facilities support services matters.

- Safe custody of office furniture and equipment, building installations and plant, administration documents and records.

### **Appointment Specifications**

- Bachelor's Degree in Building Management, Facilities Management, Property Management, Real Estate, Construction Management, Building Construction, Business Administration, Social Sciences or related fields from a recognized Institution.
- Postgraduate qualification in project management, property management, facilities management, business administration or equivalent qualification.
- Full/Professional Membership of relevant professional bodies. Be a member in good standing.
- A minimum of seven (7) years working experience in facilities management
- Excellent planning, presentation, evaluation skills
- Strategic and analytical thinker
- Thorough understanding of Company business
- Strong communication & negotiation Skills
- Creativity and innovation
- Drive for results and achievement
- Commitment to Company Vision and Values

## **4. SENIOR PROPERTY OFFICER, CENTRAL OFFICE**

### **Job Ref. HR: KP1/5B.2/1/3/1985**

This position will be reporting to the **Chief Property Officer**. The **key duties** and responsibilities will include;

- Facilitate the implementation of real estate management standards, procedures and work instructions.
- Analyze and facilitate application of statutory and regulatory requirements, and terms and conditions in lease and land management instruments.
- Ensure company interests are advocated and secured sustainably within relevant legal and regulatory frameworks while applying company procedures and processes.
- Facilitate internal and external stakeholder engagements and participate in collaborations and development of plans as per use and the various stages of real estate asset management cycle.
- Facilitate acquisition of land and buildings for Company use through allocations, leasing, and outright purchase.
- Facilitate documentation of occupancies, titling and registration of Company's rights and interests in land.
- Participate in resettlement action plans for major power projects and distribution lines and resolving disputes arising thereof.
- Implement strategies, policies and standards on land and lease management.
- Carrying out land use planning, space planning and preliminary environmental scoping on proposed project sites.
- Authorizing expenditure within limit.
- Carrying out property valuations, market value surveys, rental assessments, and feasibility studies for real estate projects.
- Letting of surplus space, tenant management and rent collection.
- Lease administration and overseeing observance of landlord / tenant obligations.

- Verify invoices, reconciling payments, and assessing amounts payable in compliance with various types of statutory, regulatory and contractual obligations and performances.
- Carrying out change/extension of users for new and existing sites to allow development approvals for Company projects.
- Participating in drawing of leases, conveyancing documents and other legal instruments with relevant parties.
- Participating in development of strategies and work regulations as pertains property management.
- Safe custody of property documents and records.

### **Appointment Specifications**

- Bachelor's Degree in Land Economics, Real Estate or equivalent qualifications.
- Post-graduate diploma in Valuation and Property Management, Facilities Management, Land Management, Physical Planning or equivalent qualification from a recognized Institution.
- A minimum period of seven (7) years in relevant work experience in real estate management
- Full/Professional Membership of the Institute of Surveyors of Kenya (ISK), Royal Institute of Chartered Surveyors (RICS), or Kenya Institute of Planners/Town and County Planners of Kenya. Be a member in good standing.
- Registered Valuer/Estate Agent/Physical Planner.
- Proficiency in computer applications.
- Demonstrated results in work performance; and
- Attention to detail
- Task Oriented
- Communication skills
- Report writing skills
- Interpersonal and negotiation skills
- Team Building Skills
- Project Management Skills
- Analytical Skill

## **5. PROPERTY OFFICER I, REGIONS**

### **Job Ref. HR: KP1/5B.2/1/3/1986**

This position will be reporting to the respective **Regional Human Resource & Admin. Officers**. The **key duties** and responsibilities will include;

- Ensure fulfilment of obligations and performance set in respective legal instruments, statutory and regulatory requirements.
- Ensure company interests are advocated and secured sustainably within relevant legal and regulatory frameworks while applying company procedures and processes.
- Initiate and carry out internal and external stakeholder engagements and participate in collaborations and development of plans as per use and the various stages of real estate asset management cycle.
- Ensure documentation of occupancies, titling and registration of Company's rights and interests in land.
- Carry out space planning and optimization, letting of surplus space, rent collection and reconciliation of rent accounts.

- Carry out space planning, due diligence, property assessments, rental assessments, market surveys and feasibility studies ensuring suitability for intended use.
- Carry out measurements of lettable and common area spaces and address discrepancies.
- Update property records and inventory and facilitating digitization of property information.
- Carrying out periodic inspection premises and initiating corrective action on landlord/tenant obligations that have not been met.
- Participate in resettlement action plans for major power projects and distribution lines and resolving disputes arising thereof.
- Facilitate acquisition of land and buildings for Company use through allocations, leasing, and outright purchase, and carrying out suitability assessment for land and buildings.
- Verify invoices, reconciling payments, and assessing amounts payable in compliance with various types of statutory, regulatory and contractual obligations and performances.
- Participate in drawing of leases, conveyancing documents and other legal instruments with relevant parties.
- Implement strategies, policies, work processes, instructions and standards on corporate real estate management.
- Participate in development of strategies and work regulations as pertains corporate real estate portfolio management.
- Participate in development and implementation of workplace solutions and initiatives.
- Provide professional guidance on property matters.
- Safe custody of property documents and records.

### **Appointment Specifications**

- Bachelor's Degree in Land Economics, Real Estate or any other equivalent qualifications from a recognized Institution
- Registered Valuer or Estate Agent
- Full/Professional Membership of the Institute of Surveyors of Kenya (ISK), Royal Institute of Chartered Surveyors (RICS), or Kenya Institute of Planners/Town and County Planners of Kenya. Be a member in good standing
- A minimum of Six (6) years relevant work experience in property management
- Demonstrated results in work performance
- Good interpersonal and communication skills
- A high degree of initiative & analytical thinking
- Attention to detail and self-driven
- Task Oriented
- Planning Skills
- Negotiation skills
- Reporting skills

## **6. PROPERTY ASSISTANT, REGION/CENTRAL OFFICE**

### **Job Ref. HR: KP1/5B.2/1/3/1987**

This position will be reporting to the respective **Property Officers**. The **key duties** and responsibilities will include;

- Carrying out periodic property searches and liaising the Land Registry, County Governments and other relevant bodies for information required on the subject property.
- Maintain lease and land documentation records
- Processing and reconciling rent invoices in liaison with the landlords and Finance.
- Rent collection.
- Updating property records and inventory and facilitating digitizing of property information.
- Reconciling land rates and rent statements in liaison with the relevant National and County government departments.
- Monitor recurrent expenditure in line with approved contracts and budget ceilings.
- Carrying out periodic inspection of 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.
- Carrying out market surveys.
- Participating in acquisition of land and buildings for Company use.
- Facilitating titling and registration of Company's rights and interests in land.
- Implementing work processes, instructions and standards on land and lease management.
- Safe custody of property documents and records.

### **Appointment Specifications**

- Diploma in the following disciplines: Real Estate, Valuation and Estate Management, Property Management, or equivalent qualification from a recognized Institution.
- A minimum of three (3) years relevant work experience in property management
- Proficiency in computer applications.
- Attention to details
- Task Oriented
- Communication
- Report writing skills
- Team Building Skills
- Drive for results
- Analytical skills

## **7. ADMINISTRATION OFFICER I, CENTRAL OFFICE**

### **Job Ref. HR: KP1/5B.2/1/3/1988**

This position will be reporting to the **Senior Administration Officer, Central Office**. The **key duties** and responsibilities will include;

- Ensure safe, suitable, functional and aesthetic built environment and associated support services for intended purpose.



- Carry out facility inspections, occupancy, use and condition assessments, review reports, initiate corrective action and participate in development of programs for enhancement of occupant experience.
- Participate in development of maintenance schedules and facilitate planned preventive and corrective maintenance of building components, equipment, and plant such as lifts, pumps, air conditioners and standby generators as well as office furniture and equipment.
- Facilitate provision of facilities support services activities including office furniture and equipment, space arrangements, mail services, routine maintenance, telephone services, beverage services, parking, cleaning services, garbage collection and fumigation amongst others.
- Participate in development and implementation of workplace solutions and initiatives.
- Facilitate in setting up of offices, implementation of user briefs, compliance with company standards and resolving emerging issues arising thereof.
- Initiate and carry out stakeholder engagements for space arrangements, rationalisations and relocations as and when required and coordinate actions with relevant departments.
- Ensure reconciliation and payment of bills and invoices as per company procedures ensuring value for money. Approve job cards and service records for contracted and in-house services.
- Facilitate statutory compliance related to premises and workplaces, and payment of related licenses and permits.
- Prepare schedule of materials, specification and bills of quantities for goods and services pertaining to Administration Services function and participating in their purchase.
- Implementation safety, health, and environment guidelines issued from time-to-time.
- Implement policies, strategies, norms and procedures pertaining to administrative support services and the physical work environment in the Region.
- Carrying out market surveys and estimates for budget preparation and decision making.
- Accounting for inputs and resources provided for provision of facilities support services.
- Providing long-term solutions to frequent service requests from users and giving feedback.
- Maintain up-to-date furniture and office equipment inventory.
- Implement disposal plans in relation to obsolete office equipment/furniture/fittings.

### **Appointment Specifications**

- Bachelor's Degree in Building Management, Facilities Management, Property Management, Real Estate, Construction Management, Building Construction, Business Administration, Social Sciences or related fields from a recognized Institution.
- Full/Professional Member of a relevant professional body. Be a member in good standing.
- A minimum of Five (5) years relevant work experience in facilities management, administration or building maintenance and management
- Demonstrated results in work performance
- Good interpersonal and communication skills

- Supervisory and team leadership skills
- A high degree of initiative & analytical thinking
- Attention to detail and self-driven
- Negotiation skills & reporting skills
- Strong and demonstrable ethical and integrity credentials

## **8. ADMINISTRATION ASSISTANT, REGIONS**

### **Job Ref. HR: KP1/5B.2/1/3/1989**

This position will be reporting to the **Administration Officer** in the respective region. The **key duties** and responsibilities will include;

- Carry out periodic inspection of premises and initiate corrective action.
- Implement office setups, relocations and moves resolving emerging issues arising thereof.
- Implement approved reservation, allocation and distribution of resources and amenities in liaison with internal and external stakeholders.
- Ensure proper housekeeping of all Company premises, appropriate arrangement, cable management and tidiness of spaces, supervision of cleaning services, fumigation, sanitary and associated services.
- Supervise repair of furniture and fittings, provision of signage, office beverages, drinking water, telephone services, mail registry and associated facilities support services.
- Ensure prompt settlement of invoices and utility bills and reconciling statements in liaison with service providers and utility companies.
- Coordinate execution of third party service contracts, planned preventive maintenance schedules as well as corrective repair and maintenance of office furniture and equipment, building components, equipment and plant.
- Initiate payment of related licenses and permits and display licenses and permits as required by various statutory regulatory bodies.
- Maintain records and account for inputs and resources provided for provision of facilities support services.
- Prepare job cards and maintain records of performance of contracted and in-house services.
- Receive and address first line service requests from users and giving feedback.
- Enter service entries and procurement requests in the system.
- Implement safety, health, and environment guidelines and relevant statutory requirements in respect of company premises.
- Monitor recurrent expenditure line with approved contracts and budget ceilings.
- Implement work processes, instructions, and standards on facilities support services.
- Maintain office furniture and equipment movement register and update asset inventory.
- Safe custody of administration documents and records
- Performing any other duties that may be assigned from time to time.

### **Appointment Specifications**

- Diploma in Building Management, Property Management, Business Administration, Social Sciences or related fields from a recognized Institution.
- Member of a professional body in good standing
- Four (4) years relevant work experience in facilities management, administration, building maintenance or building management
- Demonstrated results in work performance
- Good interpersonal and communication skills
- A high degree of initiative & analytical thinking
- Attention to detail and self-driven
- Planning Skills
- Negotiation skills;
- Reporting skills

### **9. SENIOR TECHNICIAN I, REGIONS**

#### **Job Ref. HR: KP1/5B.2/1/3/1990**

This position will be reporting to the respective **Senior Human Resource & Administration Officer**. The **key duties** and responsibilities will include;

- Undertake proposals, designs, drawings, layouts, site planning and setting out as per the required standards.
- Prepare designs and estimates for works.
- Prepare bill of quantities to form tender documents on sourcing of building materials, contractors and consultants.
- Participate in preparation of service maintenance contracts for building services equipment.
- Maintain accurate building and maintenance records and develop maintenance manuals for various properties.
- Supervise and prepare reports of all building and civil engineering works carried out by external contractors, in-house labour and ensure timely payments.
- Facilitate statutory compliance related to building construction and premises.
- Facilitate planned preventive and corrective maintenance of building components, equipment and plant.
- Implementation of safety, health, and environment guidelines issued from time-to-time.
- Account for inputs and resources provided for works.
- Authorize job cards and maintaining records of performance of contracted and in-house services.
- Carry out measurement of works and processing payments.
- Provide technical support at various stages of the procurement process and inspection and acceptance of works.
- Carry out inspection of premises and initiating works in liaison with the relevant sections.
- Participate in in setting up of offices, implementation office relocations and moves resolving emerging issues arising thereof.
- Implement strategies, policies, work processes, instructions, and standards on built environment.
- Safe custody of documents and records pertaining the built environment and works therein.

### **Appointment Specification**

- Diploma in Building Construction, Civil Engineering, Architecture or related field from a recognized institution, or related fields from a recognized institution. A minimum of four (4) years in relevant work experience.  
Or  
Higher Diploma in Building Construction, Civil Engineering, Architecture, Building Surveyors or related field from a recognized institution.
- Possession of Project Management qualification will be an added advantage
- A minimum of four (4) years relevant work experience in building construction, or building maintenance and management
- Membership of relevant professional bodies. Be a member in good standing.
- Demonstrated results in work performance
- Good interpersonal and communication skills
- A high degree of initiative & analytical thinking
- Attention to detail and self-driven
- Planning Skills
- Negotiation skills;
- Reporting skills

### **10. PHYSICAL PLANNING OFFICER I, CENTRAL OFFICE**

#### **Job Ref. HR: KP1/5B.2/1/3/1991**

This position will be reporting to the respective **Senior Property Officer**. The **key duties** and responsibilities will include;

- Carry out change/extension of users for new and existing sites to allow development approvals of Company projects as per intended use.
- Initiate land administration process through registration/titling, amalgamation, subdivision and lease extension to safeguarding the Company interest.
- Initiate and carry out stakeholder engagements for Land Use Plans, prepare land use and site plans for optimal utilization of space/land.
- Engage with external stakeholders in land use planning collaborations ensuring company interests are advocated and secured sustainably within relevant legal and regulatory frameworks while applying company procedures and processes.
- Map out Company property for easier decision making.
- Maintain an inventory of all company property including a digital accurate database.
- Ensure settlement statutory payments to relevant authorities including land rates/ground rent and stamp duty.
- Ensure both physical and legal security of all fixed boundaries.
- Safe custody of Company titles, lease documents and other accountable documents.
- Analyse and apply national laws, county by-laws, building codes and zoning regulations pertaining to land and property.
- Coordinate development control/zoning for proposed projects to ensure compliance with statutory requirements.
- Participate in acquisition of land parcels for use by the company;
- Ensure timely renewal of grants and other land leases.

- Implement strategies, policies, work processes, instructions and standards on corporate real estate management.
- Participate in development of strategies and work regulations as pertains corporate real estate management.
- Supervise works being undertaken by external physical planners and surveyors to ensure professionalism and timely conclusion.

### **Appointment Requirements**

- Bachelor's degree in Urban and Regional Planning or other equivalent qualifications from a recognized institution
- Member of Kenya Institute of Planners/Town and County Planners of Kenya. Be a member of good standing.
- Registered physical planner with Planners Registration Board, Board of Registration of Architects and Quantity Surveyors (BORAQS) or other relevant body.
- Six (6) years relevant work experience in physical planning
- Demonstrated results in work performance
- Good interpersonal and communication skills
- A high degree of initiative & analytical thinking
- Attention to detail and self-driven;
- Task Oriented;
- Planning Skills
- Negotiation skills;
- Reporting 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*)