



EXTERNAL ADVERTISEMENT

The Rural Electrification and Renewable Energy Corporation (REREC), (formerly, the Rural Electrification Authority) a State Corporation established under the Energy Act, 2019, is mandated to enhance provision of electricity in the rural areas of the country as well as develop, manage and promote the use of renewable energy in Kenya. Through its mandate, the Corporation seeks to improve the socio-economic well-being of Kenyans living in rural areas as well as develop cheap alternatives to sources of energy through the promotion of renewable energy.

The Corporation is currently seeking highly experienced, motivated and results oriented individuals to fill the vacancies in the organization. The applicants must be self-driven individuals who are focused and committed to driving the Corporation towards achieving its mandate. They will work with the departmental teams in spearheading/embracing innovation, work ethics and must possess high level of integrity.

Applications are invited from professionals who meet **ALL** the minimum qualifications for the following positions

A. INFORMATION, EDUCATION AND COMMUNICATION DIRECTORATE

1. GENERAL MANAGER, INFORMATION, EDUCATION AND COMMUNICATION, GRADE REREC 2 (1 POST)

(a) Job Specifications

Duties and responsibilities will entail:-

- (i) Formulating and implementing Information, Education and Communication policies and strategies;
- (ii) Overseeing and coordinating daily operations;
- (iii) Participating in creating and implementing organizational strategy;
- (iv) Developing key performance goals;
- (v) Communicating strategy and results to the employees in the Directorate
- (vi) Reporting key results to the Chief Executive Officer;
- (vii) Engaging in key customer service activities;
- (viii) Preparing the departmental budget and ensuring adherence to controls;
- (ix) Overseeing the implementation of Corporate Social Responsibility programs;

- (x) Collaborating with customers, Government, community organizations, and employees;
- (xi) Enforcing ethical business practices;
- (xii) Maintaining quality service by establishing and enforcing organization standards;
- (xiii) Maintaining professional and technical knowledge by attending educational workshops;
- (xiv) Reviewing professional publications; and
- (xv) Mentoring and guiding staff.

(b) Person Specifications

For appointment to this grade, a candidate must have:-

- (i) A minimum period of twelve (12) years' work experience and at least five (5) years in a relevant senior management role;
- (ii) Masters degree in any of the following disciplines: Communications, Information Science, Entrepreneurship or equivalent qualifications from a recognized institution;
- (iii) Bachelor's degree in any of the following disciplines: Communications, Information Science, Entrepreneurship or equivalent qualifications from a recognized institution;
- (iv) Certificate in leadership course lasting not less than four (4) weeks from a recognized institution;
- (v) Membership in relevant professional body where applicable;
- (vi) Proficiency in computer application;
- (vii) Demonstrated competence in work performance; and
- (viii) Fulfilled the requirements of Chapter Six of the Constitution.

ADVOCACY AND PUBLIC AWARENESS DEPARTMENT

2. MANAGER, ADVOCACY AND PUBLIC AWARENESS, GRADE RREC 3 (1 POST)

(a) Job Specification

Duties and responsibilities will entail:-

- (i) Initiating the development of the Corporations Advocacy strategy;
- (ii) Initiating the development of policies and strategies to promote the use of renewable energy;
- (iii) Developing mechanisms to ensure that the public is informed on the mandate of the Corporation;

- (iv) Coordinating Development, implementation and reviewing the Corporation's Advocacy strategy;
- (v) Coordinating Development, review and distributing Information, Education and Communication (IEC) materials;
- (vi) Creating linkages & partnerships with counties and other stakeholders;
- (vii) Coordinating writing and editing in-house journals, newsletters, corporate and other related publications to enhance public knowledge on rural electrification and renewable energy;
- (viii) Coordinating the development of the website content;
- (ix) Showcasing innovations undertaken by the Corporation at the Energy;
- (x) Overseeing the implementation of sensitization and advocacy initiatives;
- (xi) Monitoring and evaluating departmental activities; and
- (xii) Preparing proposals and compiling reports.

(b) Person Specification

For appointment to this grade, a candidate must have:-

- (i) A minimum period of ten (10) years relevant work experience and at least four (4) years in a management role in comparable and relevant position;
- (ii) Master's Degree in Communications, Journalism, Sociology, Social Work, Development studies, Education, Community development or related fields from a recognized university;
- (iii) Bachelor's Degree in Communication, Journalism, Sociology, Social Work, Development studies, Education, Community development, Business Administration or related fields from a recognized university;
- (iv) Certificate in management course lasting not less than four (4) weeks;
- (v) Proficiency in computer applications;
- (vi) Demonstrated competence in work performance; and
- (vii) Fulfilled the requirements of Chapter Six of the Constitution.

B. RENEWABLE ENERGY, RESEARCH AND DEVELOPMENT DIRECTORATE

BIOMASS ENERGY DEPARTMENT

1. MANAGER, BIOMASS ENERGY, GRADE REREC 3 (1 POST)

(a) Job Specifications

Duties and responsibilities will entail:-

- (i) Developing and updating Renewable Energy Master Plan in relation to Biomass Energy;

- (ii) Coordinating development and review of relevant policies, standards and guidelines;
- (iii) Interpreting and implementing Biomass Energy technologies (bio-diesel, bio-ethanol, charcoal, bio-digesters, fuel wood, municipal waste and cogeneration) policies and regulations;
- (iv) Initiating formulation of codes of practice for Biomass energy technologies; coordinating participation in production, distribution and promotion of Biomass technologies;
- (v) Overseeing feasibility studies on harnessing of Biomass energy resources;
- (vi) Collaborating with counties and other agencies in promoting the use of Biomass Resources;
- (vii) Monitoring and evaluating Biomass projects and activities;
- (viii) Identifying and developing projects for clean Development Mechanisms;
- (ix) Participate in resource mobilization for Biomass energy projects and activities
- (x) Planning and coordinating programmes and projects on Biomass energy;
- (xi) Coordinating preparation of Departmental budget, work plans and procurement plans;
- (xii) Coordinating stakeholder engagement in Biomass energy activities; and
- (xiii) Setting Departmental performance targets.

(b) Person Specifications

For appointment to this grade, a candidate must have:-

- (i) A minimum period of ten (10) years' relevant work experience and at least four (4) years in a management role in comparable and relevant position;
- (ii) Masters degree in any of the following disciplines: sustainable energy, renewable energy technologies, environmental science, engineering, Management, Entrepreneurship or equivalent qualifications from a recognized institution;
- (iii) Bachelors degree in any of the following disciplines: sustainable energy, renewable energy technologies, chemistry, Physics, biochemistry, forestry, agriculture, environmental science, engineering (mechanical, chemical, electrical, energy) or equivalent qualifications from a recognized institution;
- (iv) Certificate in management course lasting not less than four (4) weeks from a recognized institution;
- (v) Membership of relevant professional body; and
- (vi) Fulfilled the requirements of Chapter Six of the Constitution.

C. POWER DISTRIBUTION AND REGIONAL COORDINATION DIRECTORATE

CONSTRUCTION DEPARTMENT

1. MANAGER, CONSTRUCTION GRADE REREC 3 (1 POST)

(a) Job Specifications

Duties and responsibilities will entail:-

- (i) Coordinating preparation of annual Departmental Performance Contracts;
- (ii) Implementing policies and programmes on power system designs;
- (iii) Preparing Purchase Requisition (PR) for designed projects;
- (iv) Monitoring and evaluating the implementation of Construction Contracts;
- (v) Participating in annual review of the REREC projects plan;
- (vi) Coordinating the supervision of construction of all REREC grid projects;
- (vii) Ensuring that records of all grid projects constructed in the country are properly kept both at the Regional office and head Office;
- (viii) Ensuring projects information is updated from time to time;
- (ix) Preparing the weekly projects reports;
- (x) Providing completion certificates for completed projects;
- (xi) Ensuring timely delivery of projects;
- (xii) Providing technical leadership and guidance on matters pertaining to construction of distribution and transmission lines as necessary;
- (xiii) Participating in formulation of power system design standards and ensure they are adhered to;
- (xiv) Coordinating supervision and provision of technical expertise to contractors;
- (xv) Verifying technical reports, designs and estimates for projects;
- (xvi) Ensuring all construction works conform to the approved standards;
- (xvii) Managing human, financial and material resources assigned to the department;
- (xviii) Providing advisory functions to top management on all matters relating to the extension of the grid;
- (xix) Developing clear procedures on the preparation and issuance of stores requisition forms (STF); and
- (xx) Liaising with other departments/sections of the Corporation on specific issues.

(b) Person Specification

For appointment to this grade, a candidate must have:-

- (i) A minimum period of ten (10) years relevant working experience, four (4) of which must have been in a management role in comparable and relevant position;
- (ii) Bachelors degree in any of the following: Mechanical, Electrical/Electronics or any other related field from a recognized institution;
- (iii) Masters degree in any of the following: Electrical Engineering, Civil Engineering, Mechanical Engineering, Electronics Engineering, Energy Management, Business Administration or relevant degree from a recognized institution;
- (iv) Postgraduate Diploma in a relevant area;
- (v) Professional qualification;
- (vi) Registered with the Engineers Board of Kenya;
- (vii) Certificate in management course lasting not less than four (4) weeks;
- (viii) Proficiency in computer applications; and
- (ix) Fulfilled the requirements of Chapter Six of the Constitution.

OPERATION AND MAINTAINANCE DEPARTMENT

**1. MANAGER, OPERATION AND MAINTAINANCE, GRADE RREC 3
(1 POST)**

(a) Job Specifications

Duties and responsibilities will entail:-

- (i) Developing strategies for the Operation and Management of solar, wind and other renewable energy sources implemented and managed by RREC;
- (ii) Ensuring the management of the facilities, generation plants and networks, and installation of substations is undertaken according industry best practices;
- (iii) Developing and implementing Directorate plans, policies, norms and procedures in accordance with the RREC Mandate;
- (iv) Providing advisory to management on all matters relating to the operation and maintenance of renewable energy projects in operation;
- (v) Coordinating the Operation and Management of renewable energy projects implemented by RREC as per the strategic Plan;

- (vi) Planning and managing resource requirements for the Department and monitoring their optimal usage;
- (vii) Coordinating the Scheduling and implementation of preventive maintenance and planned maintenance for the RE generation plants and networks;
- (viii) Providing daily monitoring reports to the management;
- (ix) Providing forecasting report for operating renewable energy sources on daily, weekly and monthly;
- (x) Coordinating provision of dispatch schedule for renewable energy plants;
- (xi) Providing daily, monthly, quarterly, semi-annual and annual reports on renewable energy projects;
- (xii) Advising management on all functions related to operation and management of the renewable energy generation plants and networks; and
- (xiii) Liaising with other departments/sections of the Corporation on specific issues.

(b) Person Specification

For appointment to this grade, a candidate must have:-

- (i) A minimum period of ten (10) years relevant working experience, four (4) of which must have been in a management role in comparable and relevant position;
- (ii) Bachelors degree in any of the following: Mechanical, Electrical/Electronics or any other related field from a recognized institution;
- (iii) Masters degree in any of the following: Electrical Engineering, Civil Engineering, Mechanical Engineering, Electronics Engineering, Energy Management, Business Administration or relevant degree from a recognized institution;
- (iv) Postgraduate Diploma in a relevant area;
- (v) Professional qualification;
- (vi) Registered with the Engineers Board of Kenya;
- (vii) Certificate in management course lasting not less than four (4) weeks;
- (viii) Proficiency in computer applications; and
- (ix) Fulfilled the requirements of Chapter Six of the Constitution.

2. SENIOR ENGINEER, OPERATION AND MAINTAINANCE, GRADE RREC 5 (1 POST)

(a) Job Specifications

Duties and responsibilities will entail:-

- (i) Implementing strategies for the Operation and Management of solar, wind and other renewable energy sources implemented and managed by RREC;
- (ii) Ensuring the management of the facilities, generation plants and networks, and installation of substations is undertaken according industry best practices;
- (iii) Implementing Directorate plans, policies, norms and procedures in accordance with the RREC Mandate;
- (iv) Implementing the Operation and Management of renewable energy projects implemented by RREC as per the strategic Plan;
- (v) Planning and managing resource requirements for the Department and monitoring their optimal usage;
- (vi) Implementing scheduled preventive maintenance and planned maintenance for the RE generation plants and networks;
- (vii) Providing daily monitoring reports to the management;
- (viii) Providing forecasting report for operating renewable energy sources on daily, weekly and monthly;
- (ix) Providing dispatch schedule for renewable energy plants;
- (x) Providing daily, monthly, quarterly, semi-annual and annual reports on renewable energy projects; and
- (xi) Liaising with other departments/sections of the Corporation on specific issues.

(b) Person Specification

For appointment to this grade, a candidate must have:-

- (i) A minimum of four (4) years relevant work experience;
- (ii) Bachelors degree in Mechanical, Electrical, Electronic, Civil Engineering, or its equivalent from a recognized institution;
- (iii) Registered with the Engineers Board of Kenya;
- (iv) Certificate in supervisory course lasting not less than two (2) weeks;
- (v) Shown merit and ability as reflected in work performance and results;
- (vi) Proficiency in computer applications; and
- (vii) Fulfilled the requirements of Chapter Six of the Constitution.

D.

FINANCE AND ICT DIRECTORATE

FINANCE AND ACCOUNTS DEPARTMENT

1. MANAGER, FINANCE AND ACCOUNTS, GRADE REREC 3 (1 POST)

(a) Job Specification

Duties and responsibilities will entail:-

- (i) Manage all issues regarding the financing of Corporation activities;
- (ii) Participate in Development and implementation of sound financial management policies and procedures;
- (iii) Consolidating the Corporation printed budget estimates and revised budget as per guidelines issued by National Treasury;
- (iv) Forecasting Annual cash flow requirements and coordinate preparation of annual budgets;
- (v) Scheduling all payments within the Corporation's budgetary provisions;
- (vi) Ensure Budgetary and cost control by reviewing expenditure returns from departments, prepare variance analysis and recommend corrective action
- (vii) Guide other departments by interpreting government accounting policy and applying it in all operations of the Corporation;
- (viii) Plan and coordinate timely preparation of annual Work Plans and budget estimates.
- (ix) Develop and manage internal controls and compliance;
- (x) Participate in Public Private Partnership program strategies and resource mobilization;
- (xi) Analyse and interpret financial reports and other accounting records;
- (xii) Ensure prudent and optimal utilization of Corporation funds and Assets;
- (xiii) Manage proper records of financial transactions;
- (xiv) Oversee preparation of the final Annual report and financial Statements in accordance with accounting standards and procedures and submission to relevant institutions;
- (xv) Review and ensure timely and accurate preparation of management accounting reports on quarterly and annual basis;
- (xvi) Maintain accurate and complete financial record of the Corporation and regularly review the financial system;
- (xvii) Undertake financial risk management;
- (xviii) Monitor and evaluate funds applications and accountability;
- (xix) Ensure compliance with applicable financial statutory obligations and circulars;
- (xx) Ensure proper Revenue and Treasury Management and reporting;

- (xxi) Ensure adequate response to queries related to implementation of Rural Electrification Programme fund are provided; and
- (xxii) Ensure timely production of accurate monthly, quarterly and annual reports on rural Electrification Programme Fund collections;

(b) Person Specifications

For appointment to this grade, a candidate must have:-

- (i) A minimum period of ten (10) years relevant work experience and at least four (4) in a management role in comparable and relevant position;
- (ii) Masters Degree in any of the following: Accounting, Business Administration, Finance or their equivalent qualification from a recognized Institution;
- (iii) Bachelors Degree in any of the following: Commerce, Business Administration, Business Management (Finance or Accounting option) or other relevant and equivalent qualifications from a recognized institution;
- (iv) Certified Public Accountant Part III (CPA K) or Associate of Certified Chartered Accountant (ACCA);
- (v) Certificate in management course lasting not less than four (4) weeks from a recognized institution;
- (vi) Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- (vii) Proficiency in computer applications;
- (viii) Demonstrated competence in work performance; and
- (ix) Fulfilled the requirements of Chapter Six of the Constitution.

2. SENIOR ACCOUNTANT, GRADE RREC 5 (1 POST)

(a) Job Specification

Duties and responsibilities at this level will entail:-

- (i) Generation of sales invoices for approvals;
- (ii) Verification of amount billed as per relevant regulation;
- (iii) Facilitate prompt delivery of sales invoices;
- (iv) Liaising with relevant customers office on debtors' related matters;
- (v) Reconciliation of debtors and SAP ledgers;
- (vi) Debt collection and follow up in liaison with relevant department/officers;
- (vii) Respond to debtor queries;
- (viii) Reconciliation and distribution of debtors statement;
- (ix) Provide debt collection report on outstanding debts

- (x) Liaising with customers to provide billing information and support in order to facilitate swift payment of invoices due to the Corporation;
- (xi) Maintain file of disputed invoices;
- (xii) Monthly Bank Accounts Reconciliations;
- (xiii) Collection of Performance Contract Evidence on quarterly basis;
- (xiv) Responding to suppliers queries on payments status in liaison with user departments and Supply Chain Department;
- (xv) Billing of vendor invoices;
- (xvi) Processing of vendor payment vouchers;
- (xvii) Liaising with other officers in handling supplier queries;
- (xviii) Reconciliation of vendor accounts before any payment;
- (xix) Maintenance of disputed vendor invoice file;
- (xx) Processing of statutory deductions payments e.g. PAYE, VAT, Withholding tax etc.;
- (xxi) Supervise stock take and reconciliation;
- (xxii) Reconcile general ledger expense accounts;
- (xxiii) Preparation and maintenance of accurate prepayments, accruals and provision schedules;
- (xxiv) Liaising with Human Resource & Corporation Secretary on Directors and Staff payments status;
- (xxv) Processing staff imprests, surrenders and claims;
- (xxvi) Preparation of payroll payment vouchers;
- (xxvii) Management of Directors payments and PAYE;
- (xxviii) Preparation of Directors cost breakdown;
- (xxix) Reconciliations of Directors and Staff accounts;
- (xxx) Preparation of overdue Staff and Director Debt reports;
- (xxxi) Performing bank transfers and banking;
- (xxxii) Reconciliation of all employee cost ledger accounts; and
- (xxxiii) Digitizing imprests and imprests surrender documents.

(b) Person Specifications

For appointment to this grade, a candidate must have:-

- (i) A minimum period of four (4) years relevant work experience;
- (ii) Bachelors degree in any of the following: Commerce, Business Administration, Business Management (Accounting/Finance option) or other relevant and equivalent qualifications from a recognized institution;
- (iii) Passed Part III of the Certified Public Accountants (CPA) Examination or ACCA affiliate exams;

- (iv) Certified Public Accountant (CPA) or Associate of Certified Chartered Accountant (ACCA);
- (v) Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- (vi) Certificate in supervisory course not lasting less than two (2) weeks;
- (vii) Proficiency in computer applications;
- (viii) Shown merit and ability as reflected in work performance and results; and
- (ix) Fulfilled the requirements of Chapter Six of the Constitution.

**E. INTERNAL AUDIT DIRECTORATE
SYSTEMS AND FORENSIC DEPARTMENT**

1. MANAGER, SYSTEMS AND FORENSIC AUDIT, GRADE REREC 3 (1 POST)

(a) Job Specification

Duties and responsibilities will entail:-

- (i) Performing forensic research on, and analysis of Corporation's financial data to identify potential fraud and/or business revenue loss;
- (ii) Taking part in developing and enforcing Internal Audit policies, standards and procedures to ensure proper Assurance operations and maintenance of IT assets;
- (iii) Evaluating the efficiency, effectiveness and compliance of operation processes with Corporate Security Policies and related government regulations.
- (iv) Participating from Audit perspective in reviewing Acquisition process of major new Information Systems assets by advising project teams on information systems control and security issues and ensure capabilities are at the acceptable standards;
- (v) Participating in the development and/or review of risk based annual audit plans detailing the scope, nature and timing of audit activities;
- (vi) Executing and documenting the audit process on a variety of computing environments and computer applications;
- (vii) Ensuring security recommendations comply with Corporation procedure;
- (viii) Conducting investigations on reported and suspected cases;
- (ix) Assessing the exposures resulting from ineffective or missing control practices.
- (x) Weighing the relevancy, accuracy and perspective of conclusions against audit evidence;

- (xi) Advising senior management on key audit issues and recommendations through exit meetings;
- (xii) Mentoring and coaching departmental staff; and
- (xiii) Supervising and monitoring performance management of the department staff.

(b) Person Specifications

For appointment to this grade, a candidate must have:-

- (i) A minimum of ten (10) years in relevant work experience and or at least four (4) years in a management role in comparable and relevant position in public service or private sector;
- (ii) Masters degree in any of the following: Information Science, Business Administration, Finance, Engineering or their equivalent qualification from a recognized Institution;
- (iii) Bachelors degree in Information Systems Technology, Mathematics, Electrical Engineering or other recognized equivalent qualifications;
- (iv) Professional qualification in IT security e.g. Certified Information Systems Auditor (CISA); CIA/CISM/CRISK Certification;
- (v) Certificate in management course lasting not less than four (4) weeks from a recognized institution;
- (vi) Demonstrated competence in work performance;
- (vii) Proficiency in computer applications;
- (viii) Membership in a professional body – Information System Audit and Control Association (ISACA), or Association of Certified Fraud Examiners (ACFE); Association of Certified Financial Analysis (ACFA), ERK/IEK; and
- (ix) Fulfilled the requirements of Chapter Six of the Constitution.

F. STRATEGY AND BUSINESS DEVELOPMENT DIRECTORATE

GEOSPATIAL DEPARTMENT

1. PRINCIPAL WAYLEAVES OFFICER, GRADE REREC 4 (1 POST)

(a) Job Specification

Duties and responsibilities at this level will entail:-

- (i) Provide technical leadership and guidance on matters pertaining to wayleaves of distribution and transmission lines;

- (ii) Formulating standards for wayleaves assessment and damage compensation and ensure they are adhered to;
- (iii) Forwarding the acquired wayleaves for projects to Legal Services for verification and authorisation;
- (iv) Coordinating initiation process of wayleaves acquisition along distribution networks including primary and secondary feeding;
- (v) Verifying wayleaves compensation proposals before approval;
- (vi) Approving projects Wayleaves technical reports;
- (vii) Maintaining operational linkages with other sections of the department;
- (viii) Liaising with Legal Services Department on Wayleaves issues;
- (ix) Liaising with Government Agencies/other stake holders on issues of wayleaves;
- (x) Managing human, financial and material resources assigned to the section;
- (xi) Preparing budget and ensure budgetary control for the section;
- (xii) Maintaining a supportive working environment to foster optimum performance;
- (xiii) Monitoring section performance and initiating necessary interventions;
- (xiv) Coordinating initiation of the process of wayleaves acquisition for RREC projects;
- (xv) Coordinating field visits to confirm wayleave status of projects with complaints;
- (xvi) Coordinating supervision of Contracted surveyors to ensure timely acquisition and submission of wayleave consents for projects;
- (xvii) Approving assessed submitted wayleave documents;
- (xviii) Preparing documents to facilitate payment to contracted surveyors;
- (xix) Verifying damage incurred during construction of lines for compensation approval;
- (xx) Verifying settlements negotiated for appropriate compensation for damages;
- (xxi) Resolving disputes arising from wayleave issues;
- (xxii) Coordinating initiation process of Acquisition of Institutional wayleave from Rift Valley Railways, Kenya Railways, Kenya Forest Service and KWS among others; and
- (xxiii) Ensuring proper records wayleaves database.

(b) Person Specification

For appointment to this grade, a candidate must have:-

- (i) A minimum period of eight (8) years' relevant work experience, three (3) of which must have been in a supervisory role;
- (ii) Bachelors Degree in Land Economics, Survey, Real Estate, cartography or and other related field from a recognized institution;
- (iii) Masters Degree in Land Economics, Survey, Real Estate, cartography or its equivalent from any of the related field from a recognized institution;
- (iv) Certificate in management Course lasting not less than four (4) weeks;
- (v) Proficiency in Computer Applications; and
- (vi) Fulfilled the requirements of the Chapter Six of the Constitution.

**G. HUMAN RESOURCE AND ADMINISTRATION DIRECTORATE
ADMINISTRATION DEPARTMENT**

1. SENIOR ADMINISTRATIVE OFFICER, GRADE REREC 5 (1 POST)

(a) Job Specification

Duties and Responsibilities at this level will entail:-

- (i) Ensuring general cleanliness in offices is undertaken;
- (ii) Supervising allocation of office accommodation;
- (iii) Supervising of support services within Corporation;
- (iv) Monitoring location and movement of office equipment and materials;
- (v) Coordinating identification of office equipment and furniture requirement for the Corporation;
- (vi) Providing cross-functional liaison for administrative matters;
- (vii) Facilitating meetings, conferences and other special events;
- (viii) Facilitating issuance of staff Identify Cards (IDs);
- (ix) Ensuring general maintenance of office equipment's and building is undertaken;
- (x) Generating administrative reports on repairs and maintenance; and
- (xi) Facilitate renewal of insurance policies.

(b) Person Specification

For appointment to this grade, a candidate must have:-

- (i) A minimum of four (4) years relevant work experience;
- (ii) Bachelors degree in Public Administration, Business Administration, Office Management or equivalent qualification from a recognized institution;
- (iii) Certificate in supervisory course lasting not less than two (2) weeks from a recognized institution;
- (iv) Proficiency in computer applications;
- (v) Shown merit and ability as reflected in work performance and results; and
- (vi) Fulfilled the requirements of Chapter Six of the Constitution.

2. SENIOR OFFICE ADMINISTRATOR, GRADE REREC 5 (1 POST)

(a) Job Specification

Duties and responsibilities at this level will entail:-

- (i) Ensuring security of office equipment, documents and records;
- (ii) Processing data and managing E-office;
- (iii) Planning and organizing meetings, workshop/conferences and seminars;
- (iv) Operating office equipment;
- (v) Responding to correspondences; attending to visitors/clients;
- (vi) Handling telephone calls, enquiries and appointments;
- (vii) Handling protocols and confirming travel itineraries;
- (viii) Managing office petty cash; and
- (ix) Guiding and supervising Assistant Office Administrator.

(b) Person Specifications

For appointment to this grade, a candidate must have:-

- (i) A minimum period of four (4) years relevant work experience;
- (ii) Bachelors degree in Secretarial Studies, Business Management/Administration or any other equivalent from a recognized institution;
- (iii) Pass the following examinations from the Kenya National Examinations Agency (KNEC);
 - a) Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III;
 - b) Shorthand III (120 w.p.m.);

- c) Business English III/Communications I;
 - d) Office Management III/Office Administration and Management III;
 - e) Secretarial Duties II; and
 - f) Commerce II.
- (iv) Certificate in supervisory Course lasting not less than two (2) weeks from a recognized institution;
 - (v) Proficiency in computer applications;
 - (vi) Shown merit and ability as reflected in work performance and results; and
 - (vii) Fulfilled the requirements of Chapter Six of Constitution.

MANDATORY REQUIREMENTS FOR ALL POSITIONS:

- (i) Applicants **MUST** provide the following documents on application: -
 - a. A signed application through a standard one- page letter;
 - b. A detailed curriculum vitae indicating current and previous employers, positions held, level of education, current and expected salary, notice period required to take up appointment and names of at least three professional referees;
 - c. Certified copies of academic and professional certificates; and
 - d. Copy of national identification card or passport.
- (ii) Candidates should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application.
- (iii) Applications without the relevant qualifications, copies of documents/details as sought for will not be considered.
- (iv) Any form of canvassing and giving false information shall lead to automatic disqualification.
- (v) Only shortlisted candidates shall be contacted and required to produce originals of their National Identity Card, academic and professional certificates during interviews.
- (vi) It is a criminal offence to present fake certificates/documents.
- (vii) Beware fraudsters misusing the Corporation name to solicit money from unsuspecting job seekers.
- (viii) Only successful candidates will be required to present the following clearance certificates:
 - a. Tax Compliance certificate from Kenya Revenue Corporation(KRA);
 - b. Clearance Certificates from Ethics and Anti-Corruption Commission(EACC);
 - c. Clearance Certificates from Higher Education Loans Board (HELB);
 - d. A Valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI); and
 - e. A current report from an approved Credit Reference Bureau (CRB).

The Corporation is an Equal Opportunity Employer and is committed to implementing the provisions of the Constitution – Chapter 232 (1) on fair competition and merit, representation of Kenya’s diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED, THE MINORITIES AND FEMALE CANDIDATES ARE ESPECIALLY ENCOURAGED TO APPLY.**

Interested and qualified candidates are required to submit their job application through the **Links** posted on REREC’s website under the Careers tab by **24th February, 2025 at 4.30 pm.**

NOTE: These positions are open to KENYAN Citizens ONLY.

Applications should be addressed to:

**The Chief Executive Officer,
Rural Electrification and Renewable Energy Corporation,
Kawi House, Block C/South C-Bellevue,
P.O Box 34585-00100,
NAIROBI.**

So as to reach on/or before **24th February 2025.**

Please note that applications will ONLY be via Links posted on the Corporation’s website, hard copies SHALL NOT be considered.