



## **EXTERNAL ADVERTISEMENT**

The Rural Electrification and Renewable Energy Corporation, (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 looking for 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. HUMAN RESOURCE AND ADMINISTRATION DIRECTORATE**

#### **1. GENERAL MANAGER, HUMAN RESOURCE AND ADMINISTRATION, GRADE REREC 2 (1 POST)**

##### **(a) Job Specifications**

Duties and responsibilities at this level will entail: -

- i. Overseeing operations of Human Resource Management, Administration and Security services departments;
- ii. Providing professional leadership in the development and implementation of human resources, Administration and Security Services plans and budgets, outlining activities to be undertaken, resource requirements, key performance measures and indicators as well as expected outcomes;
- iii. Overseeing the operations of Human Resource Management, Administration and Security Services Department;
- iv. Conducting workforce analysis, determine optimum staff requirements and design organizational structure that maximizes synergies across functions to support the implementation of the approved strategic plan;

- v. Analyzing organizational structures, business processes and workplace relationships in order to eliminate hierarchical layers and strengthen opportunities for increased collaboration through flexible work teams;
- vi. Conducting job analysis in order to develop job descriptions and competency profiles to facilitate human resources planning, staff recruitment and selection, performance management, training and development, job evaluation and pay structure design as well as career planning;
- vii. Coordinating the recruitment and selection process in order to ensure that REREC has a critical mass of qualified human resource with the required Competencies necessary for implementation of functional strategic management plans;
- viii. Developing and coordinating the implementation of staff induction and on-the job orientation programmes aimed at providing new staff with relevant information about the technical and social aspects of their work;
- ix. Assessing training needs analysis and baseline attitude surveys in order to design and implement relevant training programmes aimed at building capacity by equipping staff with the necessary knowledge, skills and behaviour characteristics in line with the strategic plan;
- x. Coordinating the implementation of the performance management system and ensure that individual and team performance is continuously monitored and measured against realistic but challenging targets aligned to the strategic direction by clearly defining performance measures and indicators, expected timeframe as well as resource requirements;
- xi. Overseeing implementation of an effective human resource management information system for monitoring, tracking and evaluating employee activities including staff training, performance management and welfare programmes;
- xii. Overseeing proper maintenance, storage and security of personnel records to ensure integrity of data and information related to human resources development programmes as well as administrative support services;
- xiii. Coordinating resolution of employee grievances and disciplinary cases, recommending appropriate action to resolve problems as well as assisting employees to find satisfactory solutions to personal problems through counselling services;
- xiv. Administering provision of employee welfare including workers compensation through the appropriate benefit schemes such as NHIF, NSSF, and other employee welfare programmes;
- xv. Developing and implementing human resource policies and procedures aimed at enhancing workplace relations in order to gain

- employee commitment and improve morale by ensuring that employees are treated fairly, uniformly and equitably;
- xvi. Conferring with relevant professional bodies and government agencies on the interpretation and application of particular human resource management, administration and security services regulations that apply to public sector organisation;
  - xvii. Providing technical leadership to multidisciplinary teams to enable them develop, implement and evaluate strategic management plans and budgets aimed at improving performance standards and organizational effectiveness;
  - xviii. Developing and implementing strategies for creating a high performing organizational culture based on transparency, integrity, accountability, performance measurement and results to ensure that programme activities are undertaken on sound management principles and practices;
  - xix. Initiating and participating in organizational performance reviews, and business process improvement programmes, as well as undertake special investigations aimed at improving organizational effectiveness;
  - xx. Participating in the recruitment and selection of staff in order to ensure that the candidates selected have the required job Competencies and are provided with orientation and induction programme necessary for effective job performance;
  - xxi. Reviewing incidents of violations against organizational policy and regulations as well as handle employee disputes and take appropriate action in line with approved policies, procedures and regulations;
  - xxii. Conducting training needs assessment, design and implement training programmes aimed at equipping staff with appropriate job Competencies in order to improve the design and delivery of high quality services;
  - xxiii. Planning, monitoring and evaluating the performance of staff against set targets and objectives and implementing development action plans aimed at building the capacity of individuals and multi-disciplinary teams;
  - xxiv. Preparing monthly progress reports showing achievements of the human resources management, Administration and Security services functions against planned targets as well as providing justification for performance variances and also defining areas of improvement;
  - xxv. Administering the government performance contracting system and assist the Corporation, departments and individuals to achieve their targets;
  - xxvi. Ensuring compliance with labour laws, public, Financial Management Act, and ISO Standards; and

- xxvii. Reviewing the Human Resource, Administration and Security services business plans in line with the overall strategic objectives and government performance contract.

**(b) Person Specifications**

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

- i. A minimum period of twelve (12) years relevant work experience and at least five (5) years' in a senior management position;
- ii. Bachelors degree in any of the following: Business Administration, Human Resource Management, or any other equivalent qualification from a recognized institution;
- iii. Masters degree in any of the following: Business Administration, Human Resource Management, or their equivalent qualification from a recognized institution;
- iv. Professional qualification and membership in good standing to a relevant professional body/Institution;
- v. Certificate in leadership course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in computer applications;
- vii. Demonstrated competence in work performance; and
- viii. Fulfilled the requirements of Chapter Six of the Constitution.

**ADMINISTRATION DEPARTMENT**

**1. MANAGER, ADMINISTRATION, GRADE REREC 3 (1 POST)**

**(a) Job Specification**

Duties and responsibilities will entail: -

- i. Providing technical leadership to teams in the department for the development, implementation and evaluation of strategic management plans and budgets aimed at improving performance standards and organizational effectiveness;
- ii. Managing outsourced services;
- iii. Overseeing transport management;
- iv. Managing Corporation's needs for equipment, security and cleanliness;
- v. Ensuring efficient provision of transport and cleaning services in the Corporation;
- vi. Safeguarding the Corporation's assets including office premises, vehicle, office equipment and furniture through maintaining accurate and up to date records;

- vii. Identifying assets for requisition, repair, maintenance and disposal;
- viii. Forecast administrative staff needs for the department;
- ix. Managing processing and payment of administrative expenses (utilities);
- x. Managing of periodic progress reports; and
- xi. Coordinating and implementing identified performance contracting targets as assigned.

**(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. Bachelors degree in any of the following disciplines: Public/Business Administration, Strategic Management, Sociology, Human Resource Management or equivalent qualifications from a recognized Institution;
- iii. Masters degree in any of the following disciplines: - Public/Business Administration, Human Resource Management, Strategic Management, or equivalent qualifications from a recognized Institution;
- iv. Professional qualification and membership to a relevant professional body in good standing;
- v. Certificate in management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in computer applications;
- vii. Demonstrated competence in work performance; and
- viii. Fulfilled the requirements of Chapter Six of the Constitution.

**SECURITY DEPARTMENT**

**1. PRINCIPAL SECURITY OFFICER, GRADE RREC 4 (1 POST)**

**(a) Job Specification**

Duties and responsibilities at this level will entail:-

- i. Securing premises and personnel by patrolling property;
- ii. Monitoring surveillance equipment;
- iii. Inspecting buildings, equipment, and access points;
- iv. Permitting entry and raising alarm in case of Security breach;
- v. Preventing losses and damage by reporting irregularities;
- vi. Informing violators of policy and procedures;

- vii. Completing reports by recording observations, information, occurrences, surveillance activities;
- viii. Ensuring operation of security equipment by completing preventive maintenance requirements;
- ix. Investigating incidences of security lapse in the Corporation in liaison with the Police and other security agencies;
- x. Overseeing the provision of security for premises and staff;
- xi. Overseeing the design, implementation and periodic review of security systems; and
- xii. Ensuring all the doors around the offices are properly locked after working hours.

**(b) Person Specification**

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

- i. A minimum period of eight (8) years in the disciplined forces and attained the rank of Chief Inspector and at least three (3) years of which should have been in Supervisory role in public or private sector;
- ii. Masters degree in any of the following disciplines: Criminology, Security Management or any other relevant and equivalent qualifications from a recognized Institution
- iii. Bachelors degree in any of the following disciplines:- Criminology, Arts or any other relevant and equivalent qualifications from a recognized Institution
- iv. Certificate in management Course lasting not less than four (4) weeks from a recognized institution;
- v. Physically, mentally and medically fit;
- vi. Professional qualification and membership to a relevant Professional body;
- vii. Proficiency computer applications; and
- viii. Fulfilled the requirement of Chapter Six of Constitution.

**B. RENEWABLE ENERGY, RESEARCH AND DEVELOPMENT DIRECTORATE**

**ENERGY CENTRES DEPARTMENT**

**1. MANAGER, ENERGY CENTRES, GRADE REREC 3 (1 POST)**

**(a) Job Specifications**

Duties and responsibilities will entail: -

- i. Participate in development and review of relevant policies, standards and guidelines;
- ii. Implementing renewable energy policies and regulations;
- iii. Implementing of codes of practice for renewable energy technologies; coordinating participation in production, distribution and promotion of renewable energy technologies;
- iv. Conducting feasibility studies to assist counties in harnessing of renewable energy resources;
- v. Collaborating with counties and other agencies in promoting the use of Renewable Energy Resources;
- vi. Resource mobilization for renewable energy projects and activities;
- vii. Planning, Monitoring and evaluating and coordinating programmes and projects in the Energy Centres;
- viii. Facilitating collaborative research on emerging issues and trends in renewable energy technologies;
- ix. Coordinating preparation of Departmental budget, work plans and procurement plans;
- x. Coordinating stakeholder engagement in renewable energy activities for the Energy Centres; and
- xi. 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. INTERNAL AUDIT DIRECTORATE**

## **SYSTEMS & FORENSIC AUDIT DEPARTMENT**

### **1. PRINCIPAL FORENSIC AUDITOR, GRADE REREC 4 (1 POST)**

#### **(a) Job Specification**

Duties and responsibilities will entail:-

- i. Participating in the development and execution of the audit strategy in relation to information Systems;
- ii. Performing Information Systems Audit in the Corporation as and when requested and drafting suitable audit reports highlighting root causes and key process/control weaknesses, non-compliance with procedures and policies, regulatory requirements etc.;
- iii. Undertaking IS related special audits/investigations/review assignments as assigned by the Manager;
- iv. Supporting in the development and execution of IS and Security Audit Plans;
- v. Providing Information Systems (IS) Consultancy Services for projects undertaken by the Corporation and ensuring compliance with best practice;
- vi. Providing support to business during acquisition and/or implementation of new systems; and
- vii. Providing support to audit teams in independently extracting and analysing data.

#### **(b) Person Specifications**

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

- i. A minimum period of eight (8) years in relevant work experience and at least three (3) years in supervisory role in a position in the Public Service or Private Sector;
- ii. Masters degree in information Science, Business Administration, Engineering or equivalent qualification from a recognized institution;
- iii. Bachelors degree in information Technology, Finance, Computer Science, or equivalent qualification from a recognized institution;
- iv. Professional qualification in IT security e.g. Certified Information Systems Auditor (CISA); CIA/CISM/CRISK Certification;
- v. 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), EBK;
- vi. Proficiency in computer applications;



- vii. Certificate in management course lasting not less than four (4) weeks from a recognized institution; and
- viii. Demonstrated results in work performance.

### **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 **8<sup>th</sup> JULY, 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,  
Kari House, Block C/South C-Bellevue,  
P.O Box 34585-00100,  
NAIROBI.**

So as to reach on/or before **8<sup>th</sup> July, 2025.**

**Please note that applications will ONLY be via Links posted on the Corporation's website, hard copies shall not be considered.**