



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 position

A. POWER DISTRIBUTION AND REGIONAL COORDINATION DIRECTORATE

OPERATION AND MAINTENANCE DEPARTMENT

1. PRINCIPAL ENGINEER (OPERATION & MAINTENANCE GRADE REREC 4) (1 POST)

(a) Job Specifications

- (i) Developing strategies for the Operation and Management of solar, wind and other renewable energy sources implemented and managed by REREC;
- (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 REREC 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 REREC 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 renewable energy 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) Providing 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 Specifications

- (i) A minimum period of eight (8) years' work experience three (3) of which must have been in supervisory role;
- (ii) 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;
- (iii) Bachelors degree in Mechanical, Electrical, Electronic, Civil Engineering, or any other related field from a recognized institution or its equivalent;
- (iv) Registered with the Engineers Board of Kenya;
- (v) Certificate in management Course lasting not less than four (4) weeks;
- (vi) Proficiency in computer applications; and
- (vii) Fulfilled the requirements of Chapter Six of the Constitution.

2. ENGINEER (OPERATIONS AND MAINTENANCE), GRADE REREC 6 (1 POST)

(a) Job Specifications

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

(b) Person Specification

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

- (i) Bachelors degree Electrical Engineering, Civil Engineering, Mechanical Engineering or related field from a recognized institution;
- (ii) Proficiency in computer applications;
- (iii) Registered as a graduate engineer; and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

CONSTRUCTION DEPARTMENT

1. PRINCIPAL ENGINEER (CONSTRUCTION), GRADE REREC 4 (1 POST)

(a) Job Specifications

- (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 eight (8) years' work experience three (3) of which must have been in supervisory role;
- (ii) 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;
- (iii) Bachelors degree in Mechanical, Electrical, Electronic, Civil Engineering, or any other related field from a recognized institution or its equivalent;
- (iv) Registered with the Engineers Board of Kenya;
- (v) Certificate in management Course lasting not less than four (4) weeks;
- (vi) Proficiency in computer applications; and
- (vii) Fulfilled the requirements of Chapter Six of the Constitution.

2. SENIOR ENGINEER (CONSTRUCTION), GRADE REREC 5 (1 POST)

(a) Job Specification

- (i) Coordinating preparation of annual Departmental Performance Contracts;
- (ii) Implementing policies and programmes on power system designs;
- (iii) Ensuring Preparation of 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) Supervising 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 advice 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) Developing clear procedures on the preparation and issuance of stores requisition forms (STF); and
- (xviii) Liaising with other departments/sections of the Corporation on specific issues.

(b) Person Specifications

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.

3. ENGINEER (CONSTRUCTION), GRADE REREC 6 (3 POSTS)

(b) Job Specifications

- (i) Participating in the 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) Supervising 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) Supervising and providing of technical expertise to contractors;
- (xv) Verifying technical reports, designs and estimates for projects;
- (xvi) Ensuring all construction works conform to the approved standards; and
- (xvii) Developing clear procedures on the preparation and issuance of stores requisition forms (STF)

(b) Person Specifications

For appointment to this grade a candidate must have:-

- (i) Bachelor's degree Electrical Engineering, Civil Engineering, Mechanical Engineering or related field from a recognized institution;
- (ii) Proficiency in computer applications;
- (iii) Registered as a graduate engineer; and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

4. SENIOR TECHNICIAN (CONSTRUCTION), GRADE REREC 7 (2 POSTS)

(a) Job Specifications

- (i) Implementing policies and programmes on power system designs;
- (ii) Preparing Purchase Requisition (PR) for designed projects;
- (iii) Monitoring and evaluating the implementation of Construction Contracts;
- (iv) Participating in annual review of the REREC projects plan;
- (v) Coordinating the supervision of construction of all REREC grid projects;
- (vi) Ensuring that records of all grid projects constructed in the country are properly kept both at the Regional office and head Office;
- (vii) Ensuring projects information is updated from time to time;
- (viii) Preparing the weekly projects reports;
- (ix) Providing completion certificates for completed projects;
- (x) Ensuring timely delivery of projects;
- (xi) Providing technical leadership and guidance on matters pertaining to construction of distribution and transmission lines as necessary;
- (xii) Participating in formulation of power system design standards and ensure they are adhered to;
- (xiii) Coordinating supervision and provision of technical expertise to contractors;
- (xiv) Verifying technical reports, designs and estimates for projects;

- (xv) Ensuring all construction works conform to the approved standards; and
- (xvi) Preparing and issuing of stores requisition forms (STF).

(b) Person Specification

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

- (i) Higher National Diploma in Electrical Engineering, Civil Engineering, Mechanical engineering or its equivalent from a recognized institution plus two (2) years relevant work experience;
 - (ii) Minimum KSCE C- or its equivalent;
- OR**
- (iii) Diploma in Electrical Engineering, Civil Engineering, Mechanical Engineering or its equivalent from a recognized institution Minimum KCSE C- (minus) or its equivalent;
 - (iv) A minimum of four (4) years' relevant work experience;
 - (v) Registered with Engineers Board of Kenya as a Technician or with Institution of Engineering Technologist and Technicians of Kenya;
 - (vi) Shown merit and ability as reflected in work performance and results;
 - (vii) Proficiency in computer applications; and
 - (viii) Fulfilled the requirements of Chapter Six of the Constitution.

B. STRATEGY AND BUSINESS DEVELOPMENT DIRECTORATE

BUSINESS DEVELOPMENT DEPARTMENT

1. SENIOR BUSINESS DEVELOPMENT OFFICER, GRADE RREC 5 (IPOST)

(a) Job Specification

- (i) Identifying and preparing projects and programmes portfolio for implementation and financing by development partners and other stakeholders;
- (ii) Developing the Corporation business strategies;
- (iii) Ensuring prioritization of renewable energy projects for financing by Development Partners;
- (iv) Carrying out preparatory activities for implementation of the development partners projects;
- (v) Establishing and maintaining linkages with strategic partners;
- (vi) Identifying opportunities for new products and ensuring continuous business development;
- (vii) Appraising of financing proposals to the corporation; and
- (viii) Preparing financing proposals for renewable energy projects by stakeholders.

(b) Person Specification

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

- (i) A minimum period of four (4) years' relevant work experience in public service or private sector;
- (ii) Bachelor's Degree in Engineering, Business Studies, Management Statistics, Finance, Mathematics, Accounting, Economic or a relevant field;
- (iii) Certificate in supervisory course lasting not less than two (2) weeks from a recognized institutions;
- (iv) Shown merit and ability as reflected in work performance and results;
- (v) Proficiency in Computer Applications; and
- (vi) Fulfilled the requirements of Chapter Six of the Constitution.

GEOSPATIAL DEPARTMENT

1. CARTOGRAPHER, GRADE REREC 6 (1 POST)

(a) Job Specifications

- (i) Implementing policies, strategies, standards and programmes on cartography;
- (ii) Translating design sketch to a working project drawing as proposed by designers;
- (iii) Printing and disseminating drawings for operations;
- (iv) Updating spatial databases to ensure availability of working drawings for successful implementation of projects;
- (v) Converting and uploading drawings into SAP system;
- (vi) Retrieving drawings for reference and other uses;
- (vii) Compiling contracted cartographers documents to facilitate payments; and
- (viii) Preparing draft reports on Cartographic programmes and projects.

(b) Person Specifications

For appointment to this grade a candidate must have:-

- (i) Bachelors degree in any of the following: Geographical Information Services, Cartography or its equivalent qualification from recognized institution;
- (ii) Graduate membership of Institution of Surveyors of Kenya;
- (iii) Proficiency in Computer Applications; and
- (iv) Fulfilled the requirements of the Chapter Six of the Constitution.

2.WAYLEAVES OFFICER, GRADE REREC 6 (1 POST)

(a) Job Specifications

- (i) Assessing the acquired wayleaves for projects in design and forward to Legal Services for verification and authorisation;
- (ii) Initiating the process of wayleaves acquisition along distribution networks including primary and secondary feeding;
- (iii) Preparing Draft project's Wayleaves technical reports;
- (iv) Initiating the process of wayleaves acquisition for REREC projects
- (v) Confirming wayleave status of projects with complaints through field visits;
- (vi) Supervising of Contracted surveyors to ensure timely acquisition and submission of wayleave consents for projects;
- (vii) Assessing submitted wayleave documents;
- (viii) Preparing documents to facilitate payment to contracted surveyors;
- (ix) Assessing damage incurred during construction of lines for compensation approval;
- (x) Negotiate for settlement and appropriate compensation for damages;
- (xi) Initiating the process of Acquisition of Institutional wayleave from, Kenya Railways, Kenya Forest Service and KWS among others; and
- (xii) Keeping record and filing of way leaves data.

(b) Person Specifications

For appointment to this grade a candidate must have: -

- (i) Bachelor's degree in any of the following Land Economics, Survey, Real Estate, cartography or any equivalent field from a recognized institution;
- (ii) Proficiency in Computer Applications; and
- (iii) Fulfilled the requirements of the Chapter Six of the Constitution

C. RENEWABLE ENERGY, RESEARCH AND DEVELOPMENT DIRECTORATE

ALTERNATIVE ENERGY DEPARTMENT

1. SENIOR ENGINEER (CIVIL), GRADE REREC 5 (1 POST)

(a) Job Specifications

- (i) Implementing strategies for the Operation and Management of solar, wind and other renewable energy sources implemented and managed by REREC;

- (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 REREC Mandate;
- (iv) Implementing the Operation and Management of renewable energy projects implemented by REREC 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.

ALTERNATIVE ENERGY DEPARTMENT

1. TECHNICIAN (RENEWABLE ENERGY), GRADE REREC 8 (3 POSTS)

(a) Job Specifications

- (i) Managing the facilities, generation plants & networks, and installation of substations is undertaken according to industry best practices;

- (ii) Implementing Directorate plans, policies, norms and procedures in accordance with the REREC Mandate;
- (iii) Operating and Managing renewable energy projects implemented by REREC;
- (iv) Implementing preventive maintenance and planned maintenance for the renewable energy generation plants and networks;
- (v) Preparing daily monitoring reports to the management; and
- (vi) Preparing daily, monthly, quarterly, semi-annual and annual reports on renewable energy projects.

(b) Person Specification

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

- (i) Diploma in Electrical Engineering, Civil Engineering, Mechanical engineering or its equivalent from a recognized institution;
- (ii) Minimum KCSE C- (Minus) or its equivalent;
- (iii) Proficiency in computer applications; and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

D. HUMAN RESOURCE AND ADMINISTRATION DIRECTORATE

HUMAN RESOURCE DEPARTMENT

1. HUMAN RESOURCE ASSISTANT, GRADE REREC 8 (2 POSTS)

(a) Job Specification

- (i) Drafting memos, letters and reports;
- (ii) Processing cases for the Human Resource Advisory Committee (HRAC) and implementation of decisions thereof;
- (iii) Reviewing job descriptions and preparing job advertisements;
- (iv) The recruitment process;
- (v) Organizing Staff induction and on-boarding programs;
- (vi) Processing salaries, allowances, benefits and final dues;
- (vii) Updating the human resource information systems data;
- (viii) Collating information relating to recruitment and selection, appointments, training, performance management, records and staff complement control;
- (ix) Undertaking training needs analysis, projections and developing training programmes;
- (x) Administering performance appraisal, collates performance related data, analyzing and preparing related reports;
- (xi) Collating data in relation to HIV/Aids Prevention, gender, disability

- mainstreaming, Alcohol, Drug and Substance Abuse; and
(xii) Preparing and submitting statutory returns;

(b) Person Specifications

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

- (i) Diploma in any of the following disciplines: Human Resource Management or its equivalent qualification from a recognized institution;
- (ii) Minimum KCSE C- (minus) or its equivalent;
- (iii) Proficiency in computer applications; and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

2. ADMINISTRATION DEPARTMENT

1. SENIOR OFFICE ADMINISTRATOR, GRADE RREC 5 (1 POST)

(a) Job Specification

- (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.

(a) 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 fulfilled the requirements of Chapter Six of Constitution.

2. DRIVER, GRADE REREC 9 (2 POSTS)

(a) Job Specifications

- (i) Maintaining cleanliness of the assigned vehicle;
- (ii) Keeping up to date work tickets for vehicles;
- (iii) Submitting regular reports on motor vehicle assigned;
- (iv) Reporting any mechanical/accident problems;
- (v) Maintaining proper mechanical working condition of the vehicle;
- (vi) Ensuring safety of vehicle on and off the road; and
- (vii) Ensuring safety of passenger and or good therein.

(b) Person Specifications

For appointment to this grade a candidate must have:-

- (i) A minimum period of four (4) years' relevant work experience;
- (ii) A minimum mean Grade D (plain) in the KCSE or its equivalent from a recognized institution;
- (iii) The Occupational Trade Test II Certificate;
- (iv) Valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
- (v) Certificate of Good Conduct (renewable after two (2) years);
- (vi) First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution;
- (vii) An accident free driving period of 3 years; and
- (viii) Fulfilled the requirements of Chapter Six of the Constitution.

3. OFFICE ASSISTANT, GRADE REREC 10 (1 POST)

(a) Job Specifications

- (i) Cleaning offices, machines/equipment/apparatus;
- (ii) Collecting and disposing waste;
- (iii) Dusting offices and ensuring habitable office conditions;
- (iv) Moving or carrying office equipment, furniture and ensuring orderly arrangement; and dispatching letters;
- (v) Arranging for meeting venues professionally and timely;
- (vi) Keeping inventory of kitchen equipment;
- (vii) Preparing and serving office tea; and
- (viii) Performing office and messengerial duties.

(b) Person Specifications

For appointment to this grade a candidate must have:-

- (i) Minimum KCSE D (plain) or its equivalent from a recognized institution;
- (ii) Proficiency in computer applications;
- (iii) Fulfilled the requirements of Chapter Six of the Constitution.

SECURITY DEPARTMENT

1. SECURITY OFFICER, GRADE REREC 6 (2 POSTS)

(a) Job Specifications

- (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) Restraining trespassers;
- (viii) Controlling traffic by directing drivers;
- (ix) Completing reports by recording observations, information, occurrences, surveillance activities;
- (x) Ensuring operation of equipment by completing preventive maintenance requirements;
- (xi) Troubleshooting malfunctions;
- (xii) Calling for repairs;
- (xiii) Evaluating new equipment and techniques;

- (xiv) Investigating incidences of security lapse in the Corporation in liaison with the Police and other security agencies; and\Contributing to team effort by accomplishing related results as needed.

(b) Person Specifications

For appointment to this grade a candidate must have:-

- (i) Bachelors degree in any of the following disciplines: Criminology, Security Management, criminology or any other relevant and equivalent qualifications from a recognized Institution;
- (ii) Served in Disciplined forces;
- (iii) Proficiency in Computer applications;
- (iv) Physically, mentally and medically fit; and
- (v) Fulfilled the requirement of Chapter Six of Constitution.

E. SUPPLY CHAIN MANAGEMENT DEPARTMENT

1. SUPPLY CHAIN MANAGEMENT ASSISTANT (PROCUREMENT AND DISPOSAL), GRADE REREC 8 (1 POST)

(a) Job Specification

- (i) Tender opening;
- (ii) Maintaining and updating a list of prequalified suppliers;
- (iii) Liaising with suppliers to ensure timely delivery of goods and services;
- (iv) Undertaking market surveys to ensure the Corporation obtains value for money; and
- (v) Ensuring Safe custody of all procurements records.

(b) Person Specification

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

- (i) Diploma in Procurement and Supplies Management, Business Administration, or other relevant field from a recognized institution;
- (ii) Membership to a professional body either KISM or CIPS; and in good standing;
- (iii) Proficiency in computer applications; and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

2. SUPPLY CHAIN MANAGEMENT ASSISTANT (INVENTORY MANAGEMENT AND LOGISTICS), GRADE REREC 8 (2 POST)

(a) Job Specification

i. Receiving Functions

- (i) Receiving materials, examine condition and completeness;
- (ii) Using computer systems to confirm the correct supplies;
- (iii) Confirming all receiving documents; Bill of lading, packing list, delivery note etc.;
- (iv) Determining space requirement and position of the material;
- (v) Generating Goods Received Notes (GRN);
- (vi) Capturing and processing stores data;
- (vii) Complying with Procurement Act;
- (viii) Preparing requisitions for stocks replenishment;
- (ix) Monitoring the movement of stores;
- (x) Preparing daily and weekly receiving reports; and
- (xi) Stock verification and reconciliation of records.

i. Stock controls Functions

- (i) Verification of physical stocks and comparing them with the system balances and record the position;
- (ii) Monitoring stock levels and report replenishment requirements;
- (iii) Filling all the stock documents;
- (iv) Preparing daily and weekly reports; and
- (v) Complying with Procurement Act.

ii. Issuing Functions

- (i) Confirming authorization of requisitions and contractors;
- (ii) Determining the vehicle capacity according to weight limits before loading;
- (iii) Issuing stores;
- (iv) Sorting, despatching and filing documents;
- (v) Capturing and processing stores data;
- (vi) Complying with Procurement Act;
- (vii) Monitoring the movement of stores;
- (viii) Preparing daily and weekly issuing reports; and
- (ix) Stock verification and reconciliation of records.

iii. Dispatch Functions

- (i) Confirming that the authorized person is the one signing out for the materials;
- (ii) Preparing the gate pass;
- (iii) Coordinating authorization of the gate pass;
- (iv) Filing all the dispatch documents; and
- (v) Complying with Procurement Act.

(b) Person Specification

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

- (i) Diploma in Procurement and Supplies Management, Business Administration, or other relevant field from a recognized institution;
- (ii) Membership to a professional body either KISM or CIPS; and in good standing;
- (iii) Proficiency in computer applications; and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

Application Procedure:

- (i) Apply for a position through a standard one-page letter, attaching a detailed CV and copies of certificates;
- (ii) All applicants **MUST** complete the **BIO DATA** Form which should be obtained in the Rural Electrification and Renewable Energy Corporation website and send the same in EXCEL to the Chief Executive Officer on jobs@rea.co.ke. **PDF** and **SCANNED** bio data will be rejected.
- (iii) Only the candidates offered employment shall be required to present the following clearance certificates:
 - 1) Tax Compliance certificate from Kenya Revenue Corporation(KRA);
 - 2) Clearance Certificates from Ethics and Anti-Corruption Commission(EACC);
 - 3) Clearance Certificates from Higher Education Loans Board (HELB);
 - 4) A Valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI); and
 - 5) A current report from an approved Credit Reference Bureau (CRB).
- (iv) Interested and qualified candidates are requested to submit **HARD COPIES** of their applications together with their updated Curriculum Vitae, **CERTIFIED** copies of academic and professional certificates on or before the closing dates.
- (v) Qualified persons including physically challenged, youth, minority groups and female candidates are encouraged to apply.
- (vi) Only the shortlisted candidates will be contacted.

Applications should be sent 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 **26th June 2023.**