



## **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 a highly experienced, motivated and results oriented individuals to fill the vacancies in the organization. The applicants must be self-driven individual 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. FINANCE AND ICT DIRECTORATE**

#### **FINANCE AND ACCOUNTS DEPARTMENT, ACCOUNTS SECTION (FINANCIAL REPORTING/PAYABLES)**

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

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

- (i) Monitoring expenditures based on approved budgets;
- (ii) Ensuring safe custody of Corporation's financial records and assets;
- (iii) Overseeing the accounting of special funds including donor and project funds;
- (iv) Managing Corporation cash flows;
- (v) Ensuring security of cheques and cheque books and other accountable documents;
- (vi) Maintaining up-to-date books of accounts;
- (vii) Overseeing submission of statutory deductions;

- (viii) Coordinating the preparation of responses to audit queries and PIC inquiries;
- (ix) Preparation of quarterly and annual financial statements and reports for the Corporation;
- (x) Ensuring timely preparation, review and Approval of bank reconciliation statements
- (xi) Interpreting regulations of the Corporation pertaining to financial control and management;
- (xii) Coordinating preparation of budgets and work plans for the section;
- (xiii) Ensuring provision of accurate, timely and reliable financial information;
- (xiv) Ensuring timely submission of annual financial statements of accounts;
- (xv) Interpreting of financial policies for sound accounting principles, practices and control and management of PAYE, VAT and other statutory deductions;
- (xvi) Verifying Payment vouchers and Staff Imprests in accordance with the laid down Financial procedures, policies and regulations; and
- (xvii) Review of bank reconciliation statements.

**(b) Person Specifications**

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

- (i) A minimum of eight (8) years' relevant work experience and at least three (3) in a supervisory role in the Public Service or Private Sector;
- (ii) Masters degree in any of the following disciplines: Business Administration (Finance or Accounting option) or equivalent qualifications from a recognized University or institution;
- (iii) Bachelors degree in any of the following: Commerce, Business Administration (Finance or Accounting option), Business Management or other relevant and equivalent qualifications from a recognized institution;
- (iv) Passed Part III of the Certified Public Accountants (CPA) Examination/ACCA affiliate Exams;
- (v) Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- (vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (vii) Proficiency in computer applications;
- (viii) Demonstrated competence in work performance; and
- (ix) Fulfilled the requirements of Chapter Six of the Constitution;

**FINANCE SECTION (MANAGEMENT ACCOUNTS)**

## **2. PRINCIPAL FINANCE OFFICER, GRADE REREC 4 (1 POST)**

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

- (i) Review and ensure timely and accurate preparation of management accounting reports on monthly, quarterly and annual basis;
- (ii) Ensuring timely and accurate preparation of annual budgets and revised budgets based on approved work plans;
- (iii) Provide technical support to technical and other departments during the budget making process;
- (iv) Reviewing expenditure returns from departments, prepare variance analysis and recommend corrective action;
- (v) Interpreting of financial policies for sound financial principles, practices procedures for effective internal control;
- (vi) Assist other departmental and sectional managers in the management of their budgets through regular provision of reliable up to date financial information;
- (vii) Carry out financial planning and consolidate department work plans;
- (viii) Participate in Resource Mobilization initiatives of the Corporation;
- (ix) Verification of payroll, payment cheques, EFTs and bank transfers;
- (x) Approval of Purchase orders, Sales & Purchase invoices and staff imprests;
- (xi) Review the coding of ledger and store items in the system to ensure that is accurate and sufficient;
- (xii) Review all purchase requisition to ensure the estimate given by users are reasonable and within budget;
- (xiii) Review all corporations funds Reconciliation i.e. Projection vs Actual collection;
- (xiv) Ensure timely collection of corporation's funds;
- (xv) Ensure records and data on corporation's funds are properly maintained; and
- (xvi) Ensure timely production of accurate monthly, quarterly and annual reports.

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

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

- (i) A minimum of eight (8) years' relevant work experience and at least three (3) in a supervisory role in the Public Service or Private Sector;
- (ii) Masters degree in any of the following disciplines: Business Administration (Finance or Accounting option) or equivalent qualifications from a recognized University or institution;

- (iii) Bachelors degree in any of the following: Commerce, Business Administration (Finance or Accounting option), Business Management or other relevant and equivalent qualifications from a recognized institution;
- (iv) Passed Part III of the Certified Public Accountants (CPA) Examination/ACCA affiliate Exams;
- (v) Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- (vi) Certificate in Management Course lasting not less than our (4) weeks from a recognized institution;
- (vii) Proficiency in computer applications;
- (viii) Demonstrated competence in work performance; and
- (ix) Fulfilled the requirements of Chapter Six of the Constitution;

### **3. SENIOR ACCOUNTANT GRADE REREC 5 (1 POST)**

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

- (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.

**4. ACCOUNTS ASSISTANT, GRADE REREC 8 (1 POST)**

**(a) Job Specifications**

- (i) Receiving payment requests from suppliers and customers and posting in incoming registers;
- (ii) Receiving cash and cheques from customers;

- (iii) Availing information to customers when necessary;
- (iv) Receiving and issuing of receipts for all payments received from customers;
- (v) Writing cheques, preparing Bank transfer instructions, undertaking bank deposits and withdrawal of cash from the bank;
- (vi) Preparing EFT and RTGS files and uploading in the bank system;
- (vii) Posting approved payment vouchers, petty cash vouchers and imprests;
- (viii) Preparing reports on cash balances;
- (ix) Making petty cash payments and reimbursements after receipt of approvals;
- (x) Providing safe custody of records and assets under him/her;
- (xi) Preparing and filling records on payments/cash receipts; and
- (xii) Assisting in digitizing Corporation's approved, paid and posted accounting documents.

**(b) Person Specifications**

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

- (i) Passed Part II of the Certified Public Accountants (CPA)/ACCA Part II Examination; and
  - (ii) A minimum KCSE C- (minus) or its equivalent.
- OR**
- (iii) Diploma in Finance/Accounts or its equivalent from a recognized institution;
  - (iv) A minimum KCSE C- (minus) or its equivalent.
  - (v) Proficiency in computer applications; and
  - (vi) Fulfilled the requirement of Chapter Six of the Constitution.

**B. POWER DISTRIBUTION AND REGIONAL COORDINATION DIRECTORATE**

**DESIGN DEPARTMENT**

**1. SENIOR ENGINEER DESIGN, GRADE REREC 5 (1 POST)**

**(a) Job Specification**

- (i) Implementing policies and programmes on power system design;
- (ii) Providing technical advice and guidance on matters pertaining to design of distribution and transmission lines;
- (iii) Participating in formulation of power system design standards and ensure they are adhered to;

- (iv) Developing designs for all grid extension projects as per the acceptable standards;
- (v) Verifying and authorise technical reports, designs estimates and drawings;
- (vi) Recommending location of proposed distribution networks including primary and secondary feeding substations by preparing description of project works, material schedules and cost estimates;
- (vii) Advising the Supplies Chain Management on the required materials as per the approved projects for the year;
- (viii) Verifying of wayleaves compensation before approval;
- (ix) Compiling and documenting projects technical reports including Design, Survey, Cartography and Wayleave;
- (x) Maintaining operational linkages with other departments/sections of the Corporation;
- (xi) Managing human, financial and material resources assigned to the Department;
- (xii) Preparing budget and ensuring budgetary control for the Department;
- (xiii) Maintaining a supportive working environment to foster optimum performance;
- (xiv) Monitoring Departmental performance and initiate necessary interventions;
- (xv) Ensuring surveys for REREC grid, substation and mini-grid sites projects are done as per the acceptable standards;
- (xvi) Ensuring Cartography services for grid project are done as per the acceptable standards; and
- (xvii) Ensuring assessment of wayleaves for REREC projects.

**(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.

**2. TECHNICIAN DESIGN GRADE REREC 8 (1 POST)**

**(a) Job Specifications**

- (i) Implementing policies and programmes on power system design;
- (ii) Undertaking designs for grid extension projects as per the acceptable standards;
- (iii) Recommending location of proposed distribution networks including primary and secondary feeding substations by preparing description of project works, material schedules and cost estimates;
- (iv) Compiling and documenting projects technical reports including Design, Survey, Cartography and Wayleave; and
- (v) Identifying the route for wayleaves acquisition for all REREC projects.

**(b) Person Specifications**

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.

**C. STRATEGY AND BUSINESS DEVELOPMENT DIRECTORATE**

**GEOSPATIAL DEPARTMENT**

**1. SURVEYOR, GRADE REREC 6 (1 POST)**

**(a) Job Specifications**

- (i) Updating the Corporation Master plan;
- (ii) Carrying out land surveying and engineering survey for Corporation's projects;
- (iii) Carrying out cadastral survey for preparation of survey plans for purpose of acquisition;
- (iv) Liaising with Corporation departments in carrying out survey functions;
- (v) Preparing Completion Certificates for survey services;
- (vi) Collating data for maintaining the survey repository; and
- (vii) Drafting survey periodical reports.

**(b) Person Specifications**

For appointment to this grade a candidate must have:-



- (i) Bachelors degree in any of the following disciplines: Survey, Geospatial Engineering, Geomatics Engineering, Photogrammetry or equivalent qualifications from a recognized institution;
- (ii) Graduate membership of the Institution of Surveyors of Kenya (ISK);
- (iii) Proficiency in Computer Applications; and
- (iv) Fulfilled the requirements of the Chapter Six of the Constitution.

**Application Procedure:**

- (i) Interested candidates are requested to make their applications through a standard one-page cover letter, attaching a detailed CV, copies of academic certificates, a copy of ID/passport and any other relevant supporting documents.
- (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](mailto: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 **24<sup>th</sup> July, 2023.**