



Excellent Career Openings

Our client, The Energy Regulatory Commission (the Commission) is a State Corporation established under the Energy Act, 2006. The Commission is the sector regulatory agency responsible for economic and technical regulation of electric power, renewable energy and downstream petroleum sub-sectors. This includes tariff setting and review, licensing, enforcement of standards, energy sector plans preparation, dispute settlement and approval of power purchase and network service contracts for the benefit of the all stakeholders.

The Commission is seeking to recruit suitably qualified, experienced, result-oriented and highly motivated Kenya citizens to fill the following vacant positions:

1. Head of Internal Audit & Risk Management (Ref. No ERC/IA/01)

Reporting to the Director General administratively and the Commission's Audit & Risk Committee functionally, the successful candidate will provide professional oversight and quality assurance over the Commission's internal control systems and risk management framework. He/she will ensure the internal and external controls are in compliance with relevant laws, international auditing standards, regulations and best practice.

Key Responsibilities

- Provide administrative leadership to the Internal Audit team in developing, implementing and evaluating internal audit policies, procedures, budget and programmes;
- Prepare a risk management strategy and follow up on its approval and implementation;
- Oversee implementation of the Audit Committee's decisions;

- Plan, coordinate, and execute operational and investigative risk based audits, prepare and submit accurate and timely reports;
- Continually review the Commission's operational systems to establish levels of exposure to various risks and also compliance with established Commission, statutory, regulatory and risk management procedures and standards;
- Prepare Internal Audit budget, implement and monitor its utilization; and
- Identify, develop, deploy and maintain staff in the department through performance appraisals, personal development and succession plans, in accordance with the established performance management system.

Qualifications, Experience & Skills required

- Postgraduate degree in a related field from a recognized university;
- A Bachelors degree in Finance, Commerce, Business Administration or any other related degree from a recognized university;
- Must be a Certified Public Accountant (CPA-K) or ACCA and member of ICPAK. Membership as a Certified Information System Auditor (CISA) is an added advantage;
- At least ten (10) years of relevant experience, three (3) of which must be at a senior level;
- Be well versed with internationally accepted auditing standards and computerized accounting; and
- Professional or post graduate qualifications in Information Technology and Communications(ICT) will be an added advantage; and
- Have analytical and decision making skills.

2. Security Officer (Ref. No ERC/SO/01)

Reporting to the Head of Security the successful candidate will be responsible for ensuring provision of effective security services.

Key responsibilities

- Advise management on all security matters including policies and implementation strategies;
- Ensure protection of the Commission's assets against theft, terrorism, pilferage, damage, misuse and sabotage;

- Implement security measures to ensure maximum protection of the Commission's staff and property;
- Direct investigations into security breaches, potential threats and taking or recommending remedial action to protect the Commission's interests;
- Establish and maintain linkages with law enforcement agencies to enhance security;
- Collect and analyze intelligence on current trends in crime and other security matters that could adversely affect the Commission's operations, staff and stake holders and recommend appropriate action to management;
- Supervise outsourced security guards to ensure that services rendered meet the set standards;
- Oversee safety training and fire drills; Ensure that first aid kits in vehicles and the office premises are stocked in a timely manner; and
- Facilitate prosecution of offenders in collaboration with other agencies and the legal department.

Qualifications, Experience & Skills required

- Bachelor's degree from a recognized university;
- Diploma in Criminology;
- Should have attained at least the rank of Captain in the Armed Forces or Inspector in the Police Service; those from reputable security firms should have attained at least manager level; and
- Demonstrated ability to win the support and cooperation of security agencies.

3. Energy Efficiency Manager (Ref. No ERC/EEM/01)

Reporting to the Director Renewable Energy, the successful candidate will be responsible for setting and enforcement of regulations on energy efficiency and conservation, conducting surveys and research, and analysing trends on energy consumption, efficiency and conservation in Kenya. The role holder is also responsible for advising energy sector players on technical, policy and legal issues regarding energy efficiency and conservation.

Key Responsibilities

- Formulation and implementation of regulations on energy efficiency and conservation;
- Undertake research on energy efficiency and conservation in the country;
- Undertake energy audits;
- Ensure compliance of energy efficiency practitioners with established energy efficiency and conservation procedures;
- Prepare energy audit reports and follow up on implementation of recommendations;
- Develop and maintain records of accredited energy auditors;
- Prepare timely and accurate reports on regulation compliance, inspection and implementation of energy efficiency and conservation projects;
- Evaluate the viability of energy efficiency and conservation projects for financing purposes and advise the Commission appropriately;
- Work with stakeholders to ensure that demand side management and energy efficiency are made an integral part of the RE sub-sector strategies; and
- Supervise staff including, inter alia, completing performance appraisals, personal development and succession plans, in accordance with the established performance management system.

Qualifications, Experience & Skills required

- Bachelor's Degree in Engineering or physical sciences from a recognized university;
- Ascribe to the code of conduct for Engineers and /or Energy Managers;
- A minimum of seven (7) years of relevant experience, of which two (2) years must be in Management/Senior level; and
- Practical knowledge of energy efficiency and conservation.

4. Energy Performance & Labelling Manager (Ref. No ERC/EPLM/01)

Reporting to the Director Renewable Energy, the successful candidate will be responsible for setting and enforcement of regulations on energy performance and labelling, conducting surveys and research, and analysing trends on energy consumption, efficiency and conservation in Kenya. The role holder is also responsible for advising energy sector players on technical, policy and legal issues regarding energy performance and labelling.

Key Responsibilities

- Formulation and implementation of regulations on energy performance and labelling;
- Coordination of all activities in issuance of energy efficiency labels;
- Supervise the carrying out of surveillance operations to ensure compliance with standards and regulations on energy performance and labelling;
- Develop and maintain records of all persons issued with energy efficient labels;
- Identify and resolve risks related to the issuance of energy efficient labels;
- Carry out research on energy efficiency and conservation in the country;
- Prepare timely and accurate reports on regulation compliance, inspection and implementation of appliance energy performance and labelling projects;
- Work with stakeholders to ensure that demand side management and energy efficiency are made an integral part of the RE sub-sector strategies; and
- Supervise staff including, inter alia, completing performance appraisals, personal development and succession plans, in accordance with the established performance management system.

Qualifications, Experience & Skills required

- A Bachelors degree in Engineering of physical sciences from a recognized University;
- Ascribe to the code of conduct for Engineers and /or Energy Managers;
- Practical knowledge of energy efficiency and conservation;

- A minimum of seven (7) years of relevant experience, of which two (2) years must be in Management/Senior level;
- Have ability to establish and maintain good working relationships with internal and external stakeholders; and
- Ability to deliver desired and timely results.

5. Senior Financial Analyst (Ref. No ERC/SFA/01)

Reporting to the Manager, Pricing & Competition, the successful candidate will be responsible for monitoring regulated utilities on financial viability, and ensuring that they provide sustainable, quality, reliable and cost effective energy products and services to consumers.

Key Responsibilities

- Analyzing statutory trading arrangements including electric power purchase agreements, network service contracts, petroleum refining, storage and pipeline transportation contracts;
- Monitoring and evaluating financial performance of regulated utilities;
- Coordinating the development and review of regulatory accounting regulations and tariff codes;
- Calculate monthly petroleum pump prices and ensure publication of the same in the print media every 15th day of each month;
- Coordinate the setting, review, adjustment, and investigation on implementation of electricity tariffs and structure;
- Coordinate computation of pass through costs i.e. FCC, FERFA & Inflation adjustments; and
- Prepare position papers, briefs and reports.

Qualifications, Experience & Skills required

- A Masters degree in Finance, Business Administration or Economics;
- A Bachelor's degree in Finance, Economics, Commerce, or Business Administration from a recognized university;

- A minimum of five (5) years of relevant experience preferably in the energy sector, of which one (1) year must be in Management/Senior level;
- Sound analytical skills; and
- Professional Accounting Qualification i.e. CPA or ACCA

6. Procurement Officer (Tenders & Contracts) (Ref. No ERC/PO/01)

Reporting to the Head of Procurement, the role holder is responsible for providing assistance in the procurement of goods, works and services for the Commission, and ensuring procurement and supplies processes are carried out efficiently and effectively to achieve the Commission's objectives.

Key Responsibilities

- Ensure compliance to the Public Procurement & Disposal Act and Regulations;
- Plan, coordinate and execute timely and quality procurement operations;
- Prepare tender documents in liaison with the user departments;
- Prepare LPO's, LSO's and contract agreements for all awards of goods, works and service;
- Keeping Custody of bid bonds and release to bidders on completion of tender process;
- Conduct periodic market survey;
- Secretary to Tender Opening Committee, and Tender Evaluation Committee; and
- Keeping track of tenders in progress and generating status reports.

Qualifications, Experience & Skills required

- A Masters degree in Procurement or related;
- A Bachelor's degree in Economics, Commerce, Finance, Business Administration or Management from a recognized university;
- A minimum of five (5) years of relevant experience, of which one (1) year must be in Management/Senior level;
- Proficiency in use of procurement software; and

- Good understanding of the Public Procurement and Asset Disposal Act 2015.

7. Compliance & Enforcement Officer (Environment, Health & Safety) (2 positions) (REF. No ERC/COE/01)

Reporting to the Environment Health & Safety, Enforcement & Compliance Manager, the successful candidates will be responsible for ensuring compliance with EHS policies, guidelines and regulations by operators in the electric power, petroleum and Renewable energy sub-sectors. To accomplish this, the job holders are expected to work closely with relevant statutory bodies such as NEMA, DOSHS, ACA, NPS, KEBS and County Governments.

Key Responsibilities

- Participate in the formulation of EHS policies, guidelines and regulations for the energy sector;
- Surveillance of unsafe business operations in the energy sector and undertake unscheduled inspections with the view to improving or stopping the operations;
- Provision of improvement notices or stop orders to non-compliant business undertakings in the energy sector;
- In liaison with the Legal department, assist in the preparation of charge sheets for operators/business owners arrested for non-compliance in the energy sector;
- Provision of advice on demolition of unsafe business premises in the energy sector as ordered by Court;
- Provision of advice on safe disposal of energy related products confiscated in risky business premises as ordered by Court;
- Undertake investigations of reported cases of non-compliance in the energy sector;
- Preparation of status reports on the level of compliance in the energy sector; and
- Participate in intergovernmental enforcement committees and forums.

Qualifications, Experience & Skills required

- A Bachelor's degree in Engineering or Physical Sciences from a recognized university;
- A minimum of three (3) years of relevant experience.

8. Technical Officer II, Petroleum - 2 positions (Ref. No ERC/TOP/01)

Reporting to the Petroleum Manager, the successful candidate will be responsible for providing technical advice and support in the development of petroleum standards, regulations and tariffs. The jobholder will also be responsible for enforcement of standards and regulations, undertaking compliance and conformity audits, processing of applications for construction permits for petroleum facilities, processing of petroleum business license applications, monitoring of petroleum stockholding by oil marketing companies and handling of petroleum related inquiries directed to the Commission.

Key Responsibilities

- Processing and issuance of petroleum business licenses in accordance with the established regulations;
- Processing and issuance of construction permits for petroleum installations;
- Carrying out compliance and conformity audits of petroleum facilities;
- Enforcement of standards on quality of petroleum products, facilities and petroleum handling equipment;
- Receiving and responding to petroleum related inquiries;
- Monitoring of the fuel marking program and supervision of the petroleum fuels marking and monitoring contractor;
- Provision of technical support to the Economic Regulation Department in the setting and review of petroleum pump prices and monitoring of compliance of petroleum retail stations with the maximum caps published;
- Development of standards for petroleum products, facilities and equipment in conjunction with the Kenya Bureau of Standards;
- Participation in the legal drafting of subsidiary regulations under the Energy Act;
- Investigation and provision of reports on petroleum related accidents and incidents; and
- Monitoring of petroleum stockholding by oil marketers and preparation of reports advising on the security of supply situation in the country.

Qualifications, Experience & Skills required

- A Bachelor's degree in Engineering or Physical Sciences from a recognized university;
- A minimum of three (3) years of relevant experience;
- Good understanding of the petroleum sub-sector in Kenya; and
- Sound analytical skills.

9. Principal Internal Auditor, Information Systems (Ref. No ERC/PIAIS/01)

Reporting to the Risk and Control Manager, the successful candidate will be responsible for the execution of internal controls, risk management, compliance and governance audits as well as carrying out investigations and inspections.

Key Responsibilities

- Carry out information systems audit, review existing internal control systems and procedures and reports for effectiveness;
- Carry out compliance audits for information systems management procedures and ensure departmental compliance to the established control framework;
- Identify auditable areas and carry out risk analysis of the Commission's processes, including cyber security and fraud risk assessment;
- Implement policies and establish procedures covering the scope of audit;
- Carry out routine information systems audit investigations on areas identified by Management;
- Participate in the maintenance and documentation of internal audit standards, policies and practices; and
- Follow up on findings of audit reports and their recommendations to ensure adequacy and timeliness of correction or implementation.

Qualifications, Experience & Skills required

- Bachelor's degree in Computer Science, ICT or their equivalents from a recognized university;
- CISA or CIA or CFE qualification is a must;
- Professional qualifications in Cyber security will be an added advantage;
- A minimum of Seven (7) years of relevant experience, two (2) years of which shall have been in management level;
- Membership in a recognized and relevant professional body;
- Sound analytical skills; and
- Must be attentive to detail and able to work under minimum supervision while at the same time maintaining high quality work standards.

10. Energy Planner II (Ref. No ERC/EP/01)

Reporting to the Senior Energy Planner, the successful candidate will be supporting preparation of national energy plans, reviewing and analyzing trade agreements in the energy sector, and assisting in monitoring and evaluation of implementation of sector plans.

Key Responsibilities

- Assist in preparing indicative national energy plans (Petroleum Development indicative plan, Renewable Energy plan and Least Cost Power Development Plan) and strategies;
- Participation in Reviewing and analyzing statutory trading arrangements; including electric power purchase agreements, network service contracts and petroleum refining, storage and pipeline transportation contracts;
- Monitoring, evaluation and enforcement of sector utility performance targets;
- Assist in Conducting capacity building in energy- planning modeling and analysis;
- Assist in updating relevant analytical power planning tools in Demand forecasting, infrastructure development planning and evacuation timing;
- Assist in Vision 2030 projects monitoring and reporting to the vision 2030 secretariat;
- Assist in coordinating Cost of Services Studies; and

- Preparation of position papers and briefs as may be required from time to time.

Qualifications, Experience & Skills required

- A Masters degree in Economics, Economic Policy Management, Energy Economics, Operations research, Economic policy and planning, Statistics or Econometrics;
- A Bachelor's degree in Economics, Strategic Planning; Statistics or Mathematics, from a recognized university;
- At least five (5) years relevant experience in a busy planning or data analysis environment;
- Proficiency in use of econometrics software such as PSSE, Eviews, STATA, Excel or other relevant software;
- Good understanding of the energy sector; and
- Excellent interpersonal, communication, computing, analytical, decision making and report writing skills.

11. Senior Legal Counsel (Ref. No ERC/SLC/01)

Reporting to Commission Secretary and Director Legal services, the successful candidate will be responsible for preparation of contracts, support law enforcement and draft charge sheets.

Key Responsibilities

- Prepare and vet contracts, leases and other legal documents;
- Provide support on law enforcement and ensure compliance by licensees, by undertaking surveillance and compliance audits;
- Support the relevant law enforcement agencies in drafting charge sheets, and other documents necessary for successful prosecution of offenders under the energy sector;
- Advice and undertake prosecution of cases within the provisions of the relevant law;
- Develop and review the law, regulations and codes relating to ERC operations as may be necessary;
- Monitor development of new legislation in Kenya and provide analysis/briefs on the effect of such legislation to ERC and the Energy sector operations;

- Work in liaison with other Statutory bodies and Government departments to develop policy papers on the Energy Sector;
- Monitor and advise on compliance with contractual obligations;
- Research on legal challenges in the energy sector; and
- Advice management and the Commission on legal issues affecting day to day management;

Qualifications, Experience & Skills required

- A Bachelor's in Law degree from a recognized University;
- A Masters degree from a recognized University will be an added advantage;
- A Diploma in Legal practice from the Kenya School of Law;
- Have a current practicing certificate;
- At least Five (5) years post qualification experience in a busy law firm or corporation;
- Have excellent understanding of the legal issues relating to the energy sector; and
- Have excellent analytical, communication and decision making skills.

OTHER MANDATORY REQUIREMENTS AND INFORMATION FOR ALL POSITIONS:

In addition to the skills stated above, applicants shall be expected to;

- 1) To be excellent team players with good planning, interpersonal communication, report writing, problem solving, decision making and supervisory skills;
- 2) Be of high standards of integrity;
- 3) Have proficiency in computers and MS Office packages; and
- 4) Be able to communicate effectively in English & Kiswahili.

Applicants are further required to provide a detailed CV indicating their current and previous employers, positions held, current and expected salary, names of at least three professional referees, education and professional certificates together with a copy of national identity card or passport.

All applicants' will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 and provide:

- 1) Certificate of Good Conduct from the Directorate of Criminal Investigations;
- 2) Clearance Certificate from Higher Education Loans Board (HELB);
- 3) Tax compliance Certificate from Kenya Revenue Authority (KRA);
- 4) Clearance from the Ethics and Anti-Corruption Commission (EACC); and
- 5) Report from an Approved Credit Reference Bureau (CRB).

The Commission will offer attractive salaries and benefits to the selected candidates who can look forward to a rewarding career in a professionally run organization. The successful candidate for the position of Head of Internal Audit & Risk shall be engaged on a three year contract, renewable based on performance. The other vacancies will be filled on permanent and pensionable terms of service.

ERC is an equal opportunity employer. Female applicants and persons living with disability and possess the required qualifications are encouraged to apply.

For more details of the job and person specifications, please visit the commission's website www.erc.go.ke or our website www.acal.co.ke.

Applications clearly indicating job applied for should be sent to:

The Chief Executive Officer
Alpex Consulting Africa Ltd (ACAL)
Riverside Drive, Victoria Office Suites
Opp. Sameer Investment Ltd
P.O Box 20382-00100
Nairobi, KENYA

Applications to be emailed to: vacancyerc@acal.co.ke, or hand delivered and inserted in the recruitment box at Alpex Consulting Africa Ltd (ACAL) offices.

Closing date for receipt of applications: 15th May 2017 by 4:00pm