



Chief Engineer -Projects (Design & Costing)- Grade KPC 4

a) Job Specification

- i. Carry out research and do designs of new product, improve the characteristics of existing products of the company, and determine different types of products that will be of use within an industry
- ii. Develop project objectives and plans that are aligned to KPC Corporate Strategic Plans.
- iii. Determine project specifications by studying product design, customer requirements, and performance standards; carry out technical studies and prepare cost estimates.
- iv. Identify areas of research in project design in liaison with other stakeholders aimed at sustainability and enhancement of company performance in a dynamic competitive environment.
- v. Prepare procedures for undertaking project research activities using best practices in the industry.
- vi. Use appropriate verification techniques to manage changes that may occur in project scope, schedule and costs.
- vii. Prepare procedures for undertaking project research activities using best practices in the industry.
- viii. Prepare Bills of Quantity for Consultancy and Construction project works.
- ix. Prepare control and monitoring system for project expenditures that include verification of invoices and claims from contractors, suppliers, vendors and subcontractors.
- x. Prepare payment certificates for works done by Contractors, Consultants; etc.
- xi. Ensure that all project expenditures are well documented.
- xii. Provide planning and cost controlling support for all projects which includes variation reporting, monitoring of milestone progress and preparation of billing processes.
- xiii. Coordinate the preparation of Final Account statements for closure of projects upon completion.
- xiv. Analyze the scope and specification of a project and work out the cost estimate of how much it would cost to launch the project.
- xv. Prepare Capital and recurrent budgets for the projects to be carried out in line with the company Strategic Corporate Plan. Monitor and report on the performance of the budget against progress of the projects.
- xvi. Provide consultancy inputs to interested stakeholders in the petroleum industry. To be able to do this maintain updated research data base.
- xvii. Provide technical leadership to teams to enable them develop, implement and evaluate strategic management plans and budgets aimed at improving performance standards and organizational effectiveness.
- xviii. Participate 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.
- xix. Review incidents of violations against organizational policy and regulations as well as handle employee disputes by taking appropriate action in line with approved policies, procedures and regulations.

- xx. Conduct training needs assessment, design and implement training programmes aimed at equipping staff with appropriate job competencies to improve implementation of projects
- xxi. Plan, monitor and evaluate the performance of staff against set targets and objectives and implement development action plans aimed at building the capacity of individuals and multi-disciplinary teams.

b) Person Specification

- i. Bachelor of Science in Mechanical, Civil, Electrical Engineering or its recognized equivalent.
- ii. Minimum eight (8) years post qualification relevant experience three (3) of which should have been at Senior management level.
- iii. Management course lasting not less than four (4) weeks
- iv. Proficiency in Computer applications
- v. Registered and licensed with EBK as a professional Engineer.
- vi. Corporate membership to IEK
- vii. Demonstrated competence in work performance and results
- viii. Fulfils the requirements of Chapter Six of the Constitution of Kenya

c) Key Skills and Competencies

- i. Comprehensive knowledge and understanding of engineering aspects in Oil/gas Industry including broad knowledge of local and international standards.
- ii. Strong well-developed communication and interpersonal skills including ability to prepare relevant reports.
- iii. Flexibility and responsiveness in handling and determining engineering issues, sound analytical skills and the ability to identify with precision the critical factors of a problem in an impartial and objective way.
- iv. Ability to maintain professional status and keep abreast of evolving trends.
- v. Demonstrate technical expertise in risk management, quality assurance as well as monitoring and evaluation.
- vi. Ability to deliver KPC's articulated vision for change.
- vii. Ability to establish flexible multidisciplinary teams.
- viii. Ability to empower staff through coaching, mentoring and counselling.
- ix. Ability to handle an emergency response situation and team as well as handling safety oversight roles.

APPLICATION REQUIREMENTS

Interested candidates are requested to visit the KPC website www.kpc.co.ke under the Career Opportunities section where the Job Descriptions and Specifications as well as the User Manual containing instructions on how to apply for the positions have been posted.

All applications should be received not later than **7th January 2021**.

Candidates interested in positions in Grade KPC 2, 3 & 4 are expected to fulfil the requirements of Chapter Six of the Constitution of Kenya. In this regard, they must upload copies of the following;

- i. Certificate of Good Conduct from the Directorate of Criminal investigations (DCI)
- ii. Clearance Certificate from Higher Education Loans Board (HELB)

- iii. Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- iv. Clearance from the Ethics & Anti-corruption Authority (EACC)
- v. Clearance from Credit Reference Bureau (CRB)

Kenya Pipeline Company is an equal opportunity employer committed to diversity and gender equality. Women and persons with disability are encouraged to apply.

Please note that only shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.