



Chief Administration Officer – Grade KPC 4

a) Job specification

- i. Coordinate formulation, review and implementation of Company administrative and records management policies.
- ii. Coordinate provision of fleet management services including maintenance.
- iii. Coordinate management of incoming and outgoing mails (internal and external)
- iv. Coordinate management of records in compliance with statutory provisions and Company quality standards
- v. Coordinate provision of all auxiliary and housekeeping services
- vi. Provide administrative oversight on matters pertaining to the ROW.
- vii. Coordinate preparation of compensation to owners of affected parcels of land along the Right of Way (ROW) in liaison with Legal Directorate.
- viii. Liaise with regional administration to address issues of encroachment/informal settlement along the right of way.
- ix. Coordinate sensitization of communities along the ROW on issues of rights, safety and obligations as per the easement agreements.
- x. Develop and review ROW policies and procedure manuals and address all issues related to ROW.
- xi. Coordinate administration of the Gymnasium
- xii. Coordinate administration of the Company Staff Housing Estates.

b) Person Specification

- i. Bachelor's degree in any of the Social Science field
- ii. Post Graduate Qualification in Business Administration or Human Resource Management if the first degree is not in Social Science
- iii. Minimum eight (8) years' post qualification relevant work experience five (5) of which should have been at Senior Management level
- iv. Membership to a relevant professional body
- v. Management course lasting not less than four (4) weeks
- vi. Proficiency in computer applications
- vii. Fulfil requirements of Chapter six of the constitution of Kenya
- viii. Demonstrated competence in work performance

c) Key Skills & Competencies

- i. Excellent leadership skills including effective interpersonal, communication, influencing and negotiation skills and the ability to relate to people from different cultures and backgrounds
- ii. Considerable knowledge of administration policies, systems and procedures

- iii. Understanding of the purpose, background and policies of the Company
- iv. Good planning and organizational skills
- v. Good time management skills and the ability to prioritize tasks
- vi. Ability to maintain professional status and keep abreast of evolving trends in administration through continuing professional education programmes

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.