



**CHIEF PIPELINE WAYLEAVE OFFICER, GRADE KPC 4 - KPC/ADVT/21/2023 Job Ref No. KPC/ADVT/23/2023 (1 post)**

**a) Job Description**

- i. Ensuring Wayleave clearance and demarcation works (boundary marking).
- ii. Ensure regular Wayleave patrols to identify un-authorized activities and encroachments.
- iii. Reviewing and granting of third-party requests to cross the Wayleave with services (water, power, Fiber optic cables etc).
- iv. Ensuring an updated inventory of wayleave status.
- v. Co-ordination of Wayleave activities by other KPC departments (Legal, Maintenance, Corporate Communication, Foundation, Administration, Security and any other department of interest). These activities include:
  - Preparation of compensation to owners of affected parcels of land along the Wayleave.
  - Resolution of all outstanding compensation claims.
  - Acquisition of new lands.
  - Keeping up-to-date registers of all Company plots, Leases, houses and all other properties.
  - Liaison with regional administration to address issues of encroachment/informal settlement along the right of way.
  - Sensitization of communities along the Wayleave on issues of rights, safety, and obligations as per the easement agreements.
  - Building and sustaining harmonious relationships with communities along the Wayleave.
  - Identification of unregistered easement agreements and facilitate their registration.
  - Surveillance of the Wayleave to deter intrusion of the pipeline.
- vi. Perform any other duties relevant to the function.

**b) Person Specifications**

- i. Bachelor's degree.
- ii. Minimum eight (8) years' relevant work experience three (3) of which should have been at Senior Management level
- iii. Experience in Wayleave Management operations.
- iv. Full Membership to a relevant professional body
- v. Proficiency in computer applications
- vi. Demonstrated competence in work performance

**c) Key Skills and 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.