



## CAREER OPENINGS

The Energy and Petroleum Regulatory Authority (EPRA) is a State Corporation established under the Energy Act 2019. The Authority is the energy sector regulatory agency responsible for economic and technical regulation of electric power, coal, renewable energy and petroleum subsectors.

The Authority is seeking to recruit suitably qualified, experienced, result oriented and highly motivated Kenyans to fill the following vacant positions:

### **DIRECTOR, CORPORATE SERVICES (1 POSITION) - EPRA JOB GRADE 2 (5 YEARS CONTRACT)**

**REF: VA/1/6/2022**

#### **Duties and Responsibilities**

1. Initiating the formulation and oversee the execution of policies, plans and strategies in the functional areas of Finance, Corporate Communications, Information and Communications Technology, Human Resource and Administration.
2. Providing leadership so as to foster a culture that promotes team capability, efficiency and reflects the values which facilitate performance, professionalism and innovation by staff in the Directorate and throughout EPRA;
3. Ensuring financial prudence and discipline for Financial Accounting, Planning, Treasury management, budgeting and budgetary controls within the existing legal and regulatory framework;
4. Ensuring efficient service delivery to stakeholders
5. Coordinating the development of the communication and branding strategy
6. Ensuring enhanced corporate image of EPRA through effective communication and branding
7. Safeguarding the image of EPRA through appropriate corporate communications strategies and policies
8. Ensuring effective development and implementation of ICT tools for effective service delivery;
9. Ensuring effective implementation and compliance with all legislative requirements relating to corporate services;

10. Institute strategies that will ensure EPRA attracts and retains optimal human resource capital that will effectively achieve EPRA's strategic objectives
11. Managing and controlling the directorate's budget;
12. Coordinating the achievement of directorate's performance contracting targets, work plans and performance reporting;
13. Executing the instructions from the Chief Executive Officer;
14. Overseeing the development and implementation of Internal Controls;
15. Reviewing all the financial reports and submit to the relevant institutions;
16. Assist in developing the agenda for corporate services; and
17. Prepare and present relevant position papers to Management/Authority.

### **Qualifications**

1. A minimum period of twelve (12) years relevant work experience six (6) years' should be in a management position;
2. A Bachelor's degree in any of the following fields; Human Resource Management and Development, Business Administration, Public Administration, Finance, Commerce or equivalent from a recognized institution;
3. A Master's degree in any of the following fields; Human Resource Management and Development, Business Administration, Public Administration, Finance, Commerce or equivalent from a recognized institution;
4. CPS (K) or CPA (K);
5. Professional qualification and membership in good standing;
6. Leadership Course lasting not less than six (6) weeks (Cumulative) from a recognized institution;
7. Proficiency in Computer applications;
8. Demonstrated results in work performance; and
9. Fulfilled requirement of Chapter Six of the Constitution of Kenya.

## **DIRECTOR, ECONOMIC REGULATION AND STRATEGY (1 POSITION) EPRA JOB GRADE 2 (5 YEARS CONTRACT)**

**REF: VA/2/6/2022**

### **Duties and Responsibilities**

1. Providing thought leadership in energy pricing
2. Overseeing the review, processing and approval of power purchase agreements for electrical power;
3. Overseeing the review, processing and approval of network service contracts;
4. Overseeing the setting, review and adjustment of retail electricity tariffs;

5. Overseeing the review and analysis petroleum refining, storage and pipeline transportation contracts and the monthly computation of the retail price caps for regulated petroleum products;
6. Monitoring and evaluation of competition in the energy sector;
7. Monitoring and evaluation of the performance of sector utilities;
8. Providing thought leadership in energy planning;
9. Overseeing the preparation of the *Indicative National Energy Plan*;
10. Overseeing the preparation of the *Least Cost Power Development Plan* (LCPDP) for electricity;
11. Overseeing the preparation of the *Petroleum Investment Plan*;
12. Overseeing the preparation of the *Master Plan for Renewable Energy*; and
13. Providing thought leadership on energy data and statistics;
14. Overseeing the collation and maintenance of energy data and statistics;
15. Providing thought leadership on energy policy;
16. Providing thought leadership on regulatory research and policy analysis;
17. Overseeing regulatory research and energy policy analysis agenda;
18. Monitoring and evaluating the performance of the energy sector;
19. Overseeing the development of the long-term strategic plan for the Directorate
20. Preparation of position papers;
21. Management of expert studies and Energy Sector Surveys;
22. Preparation and presentation of papers for conferences, seminars and workshops.
23. Managing the performance of the Economic Regulation Directorate's team; including completing performance appraisals, personal development and succession plans effectively, and on time in accordance with the established performance management system;
24. Managing staff from other departments; when reviewing Power Purchase Agreements [liaises with Electricity, Legal and EHS Departments]; when handling retail tariff reviews, [liaises with the Legal, Electricity Renewable Energy Petroleum and Communications and Public Affairs Departments];
25. Managing staff attached from peer regulatory bodies;
26. Participating in designated Management Committees;
27. Maintaining high level Liaison and coordination with selected external stakeholders including potential investors, Donor organizations, Regional associations, and industry lobby groups; and
28. Representing EPRA in various local, regional and international meetings.

### **Qualifications**

1. At least ten (12) years' work experience with at least six (6) years in management
2. Bachelor's Degree in any of the following disciplines: Economics, Econometrics, an Applied Economics Discipline, Finance or Business Studies, from a recognized university or equivalent qualification from a recognized institution.
3. Master's Degree in any of the following disciplines: Economics, Econometrics, an Applied Economics Discipline, Finance or Business Studies, from a recognized university or equivalent qualification from a recognized institution.
4. Membership in good standing of a relevant professional body, where applicable
5. Certificate in Leadership Course lasting not less than six (6) weeks from a recognized institution
6. Proficiency in Computer applications skills.
7. Fulfilled the requirements of Chapter Six of the Constitution.

### **DIRECTOR, INTERNAL AUDIT AND RISK ASSURANCE (1 POSITION)- EPRA JOB GRADE 2 (5 YEARS CONTRACT)**

**REF: VA/3/6/2022**

### **Duties and Responsibilities**

1. Providing secretarial services to the Audit Committee;
2. Ensure development and review of the Internal Audit policy documents to conform with the prevailing professional standards and regulations;
3. Evaluating the risk management processes and giving reasonable assurance to the management and the Authority that all key business risks are being mitigated to the acceptable levels;
4. Providing independent and objective assurance to the Authority on risks and risks mitigations;
5. Articulating the Internal Audit issues to Management and Audit Committee;
6. Ensuring that audit activities are carried out as per the professional guidelines and audit policies;
7. Advising on new initiatives aimed at improving internal audit operational efficiencies;
8. Ensuring development of a risk based annual audit work plans to cover all activities of EPRA;
9. Reviewing all the audit programmes to ensure that they test the relevant internal controls in compliance with the international auditing standards;
10. Reporting to the Audit Committee at the required intervals on the progress of the annual audit work plan, planned reviews, investigations, risk advisory work or any other ad hoc activity;

11. Advising management and ensure their involvement in implementing audit recommendations;
12. Evaluating and reporting to the management and the audit committee on the quality and adequacy of the internal control system of EPRA;
13. Examining and evaluating the adequacy, effectiveness and reliability of EPRA systems;
14. Overseeing and providing quality control of the audit activities to ensure that the audit objectives are met and that the audit professional standards are maintained at all times;
15. Coordinating and conducting audits (where necessary) and hold all entry and exit audit meetings/sessions of each audit assignment with the auditees;
16. Coordinating audit efforts with the external auditors to avoid duplication;
17. Preparing significant audit findings, recommendations and management comments and present to the management and audit committee on a quarterly basis;
18. Designing a follow up mechanism on all audits done to ensure that the agreed audit recommendations are implemented within the given timeframe;
19. Managing the audit team performance through performance planning, coaching, mentoring and appraisals;
20. Managing the training of the audit team to ensure they develop the skills and competencies required for professional career progression;
21. Nurturing the team spirit among the auditors and implement succession planning in the department;
22. Ensuring development and implementation of audit programmes, work plans and budget for the department; and
23. Efficiently managing the resources allocated to the department.

### **Qualifications**

1. At least twelve (12) years relevant work experience, six (6) years should be in management;
2. A Bachelor's Degree in Commerce, Business Administration, Business Management (Accounting Option), or equivalent qualification from a recognized Institution;
3. A Master's degree in Business Administration (Finance or Accounting option) or equivalent qualification from a recognized institution;
4. Membership of the Institute of Internal Auditors (IIA) or Certified Public Accountants of Kenya (ICPAK); in good standing;
5. A leadership certificate in a management course lasting not less than six (6) weeks (cumulative);
6. Proficient in computer application;
7. Demonstrated results in work performance; and

8. Fulfilled the requirements of Chapter Six of the Constitution.

**DEPUTY DIRECTOR, CONSUMER PROTECTION (1 POSITION) EPRA JOB  
GRADE 3 (5 YEARS CONTRACT)**

**REF: VA/4/6/2022**

**Duties and Responsibilities**

1. Developing and implement policies on Consumer protection;
2. Development of and implementation of corporate service charter;
3. Researching, planning and reviewing of the customer service charter;
4. Developing effective communication channels for consumer engagement;
5. Maintaining an effective communication and creation of awareness of EPRA services to the stakeholders;
6. Preparing procedures, for dissemination of information to consumers;
7. Conducting customer satisfaction surveys;
8. Handling related customer queries and complaints;
9. Conducting consumer awareness campaigns;
10. Implementing customer survey report recommendations;
11. Monitoring and evaluation of effectiveness of customer engagement initiatives;
12. Supervision of Preparation of departmental budgets;
13. Developing departmental performance targets;
14. Preparing departmental procurement plans;
15. Preparing departmental work plans; and
16. Ensuring the quality management systems are adhered to.

**Qualifications**

1. At least eight (10) years relevant work experience five (5) of which should have been in management level;
2. A Bachelor's Degree in Engineering, Law, Criminology, Economics, Education, Environmental Sciences, Social Sciences, Communication and Public Relations or equivalent qualification from a recognized institution;
3. A Master's degree in engineering, Law, Criminology, Education, Economics, Environmental Sciences, Social Sciences, Communication and Public Relations or equivalent qualification from a recognized institution;
4. Membership of professional body in good standing, where applicable;
5. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
6. Proficiency in Computer applications skills;
7. Demonstrated results in work performance; and
8. Fulfilled the requirements of Chapter Six of the Constitution.

**DEPUTY DIRECTOR, CORPORATE COMMUNICATION (1 POSITION) - EPRA  
JOB GRADE 3 (5 YEARS CONTRACT)**

**REF: VA/5/6/2022**

**Duties and Responsibilities**

1. Develop communication policies, strategies and programs to deliver communications objectives throughout the organization;
2. Ensure optimization of electronic media channels including management of the corporate web resources, and ensure that all information disseminated through web resources is accurate, complete and updated;
3. Overseeing the drafting and editing of the following; speeches, press releases, messages and advertisements for the print and broadcast media, and oversee the organization of media briefings for EPRA;
4. Overseeing the development and implementation of the Communications strategy and policies on Corporate Social Responsibility programs;
5. Direct the design, development and distribution of branded materials/products to enhance public awareness;
6. Lead the generation of online content that engages audience segments and leads to measurable action;
7. Provide leadership in conducting organizational research and implementation of the recommendations;
8. Provide leadership in the co-ordination of the preparation of the internal and external publications and annual reports;
9. Oversee delivery of strategic communications campaigns that demonstrate EPRA operations in the digital media;
10. Overseeing concept development and production of documentaries and inform EPRA is;
11. Supervise and appraise staff in the Corporate Communications department;
12. Ensure development of performance programs, work plans, and budgets for the department;
13. Develop departmental procurement plans.

**Qualifications**

1. At least ten (10) years relevant work experience five (5) of which should have been in supervisory role;
2. A Bachelor's Degree in Communications Journalism Public Relations, Marketing or equivalent qualification from a recognized institution;



3. A Master's Degree in Communication Journalism Public Relations, Marketing or equivalent qualification from a recognized institution;
4. Professional qualification and membership, in good standing;
5. Management course lasting not less four (4) weeks from a recognized institution;
6. Proficiency in Computer skills
7. Demonstrated results in work performance; and
8. Fulfilled the requirements of Chapter Six of the Constitution.

**DEPUTY DIRECTOR, CORPORATE STRATEGY AND PERFORMANCE (1 POSITION) - EPRA JOB GRADE 3 (5 YEARS CONTRACT)**

**REF: VA/6/6/2022**

**Duties and Responsibilities**

1. Initiating development of policies, strategies and programs relating to planning, Corporate performance management, quality assurance and risk management, Resource mobilization, corporate research and knowledge management;
2. Initiate the development and review of the Strategic Plan, business plans and work plans;
3. Coordinating monitoring and evaluation of the implementation and compliance with the strategic plan, business plans and work plans;
4. Advising management on implementation and compliance of the strategic plan, business plans and work plans;
5. Coordinate Corporate performance management in EPRA;
6. Coordinate development of performance contract in accordance with the PC guidelines;
7. Ensuring cascading of the performance contract;
8. Coordinating the monitoring and evaluation of the performance contract in collaboration with the relevant government agencies;
9. Spearhead the development and operationalization of monitoring and evaluation tools, systems, procedures and standards for programmes and projects;
10. Ensure the monitoring and evaluating all Authority programmes and projects (including spot checks and quality assessments);
11. Coordinate the appraisal of economic and commercial feasibility of Authority supported projects and advice on sustainability improvement measures;
12. Coordinate the undertaking of value for money assessments of funded projects based on the established Value for Money (VFM) parameters;



13. Ensuring development of the appropriate corporate research programmes and tools;
14. Ensuring establishment and maintenance of a Knowledge Management Centre;
15. Ensure appropriate dissemination of accurate and timely information;
16. Ensure safety of information and ease of access to information;
17. Liaising with the technical departments for access and proper storage of technical research findings dissemination of research findings;
18. Ensuring provision of Resource Centre material and publications for use within EPRA and stakeholders;
19. Ensuring development of a resource mobilization framework and proposals;
20. Advising on strategic partnerships and collaborations for resource mobilization;
21. Coordinating review, implementation and improvement of Quality Management System including Risk Assessments;
22. Coordinating quality assurance processes and activities;
23. Coordinating development of the risk management framework;
24. Coordinating Innovation and Protection of Intellectual Property Rights.
25. Ensuring development of the departmental programmes, work plans and budget
26. Ensuring risk management within the department
27. Managing staff within the department and ensuring achievement of the departmental performance targets;
28. Ensuring staff within the department are appraised;
29. Assisting in developing the Board agenda on strategy and Corporate performance management; and
30. Providing leadership within the Department.

### **Qualifications**

1. At least ten (10) years relevant work experience five (5) of which should have been at management level;
2. A Bachelor's degree in any of the following disciplines: Economics, Statistics, Mathematics, Public Policy/Administration, Strategic Management, Business Administration, Engineering, Project Management or other relevant and equivalent qualification from a recognized institution;
3. A Master's degree in any of the following disciplines: Economics, Statistics, Mathematics, Public Policy/Administration, Engineering, Project Management, Business Administration or its equivalent from a recognized institution;
4. Member of a professional body in good standing;

5. Management Course lasting not less than four (4) weeks (cumulative) from a recognized institution;
6. Proficiency in Computer Application Skills;
7. Demonstrated results in work performance; and
8. Fulfilled the requirements of Chapter six of the Constitution.

**DEPUTY DIRECTOR, PUBLIC EDUCATION, AWARENESS & ADVOCACY  
(1 POSITION) - EPRA JOB GRADE 3 (5 YEARS CONTRACT)**

**REF: VA/7/6/2022**

**Duties and Responsibilities**

1. Initiating the development of policies and strategies to promote the public education and advocacy in regional offices;
2. Initiating strategies to advance grassroots advocacy efforts through collaboration with the public in the respective regions;
3. Works in collaboration with the Deputy Director, Corporate Communications to actively communicate the Authority's message and increase public exposure of the Authority at regional level;
4. Oversee the development of creative and innovative approaches to strategically engage the public;
5. Oversee the development and evaluation of feasibility, efficiency and quality of Information Education and Communication (IEC) materials;
6. Ensure the successful implementation of the Authority's programmes through efficient management of programme budgets and schedules, by ensuring that programme outputs are delivered to the expected level of quality, and through taking corrective action where necessary to ensure the project outcomes and impact are achieved;
7. Guide the development of appropriate monitoring tools for advocacy and public education programmes;
8. Oversee the development, implementation and review the Authority's Advocacy strategy;
9. Oversee the Development, Review and Distribution of Information, Education and Communication (IEC) materials;
10. Creating linkages and partnerships with counties and other stakeholders;
11. Coordinating the development of the website content;
12. Showcasing to the public innovations undertaken by the Authority at the regional level;
13. Coordinate the implementation of sensitization and advocacy initiatives; and

14. Coordinate the monitoring and evaluation of public awareness and advocacy activities.

### **Qualifications**

1. At least eight (10) years relevant work experience five (5) of which should have been in management level;
2. A Bachelor's Degree in Communications journalism, Sociology, Marketing or equivalent qualification from a recognized university;
3. A Master's Degree in Communications journalism, Sociology Marketing or equivalent qualification from a recognized university;
4. Membership of professional body in good standing, where applicable
5. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
6. Proficiency in Computer applications skills;
7. Demonstrated results in work performance; and
8. Fulfilled the requirements of Chapter Six of the Constitution.

### **Deputy Director, Electricity (1 Position) - EPRA Job Grade 3 (5 Years Contract)**

**Ref: VA/8/6/2022**

### **Duties and Responsibilities**

1. Providing leadership on research in electric power sector in the country;
2. Ensuring compliance and enforcement of regulations and license conditions, including service quality standards;
3. Making recommendations for the electrical energy sector with a view to achieving customer satisfaction by offering improved services;
4. Overseeing the review of license applications, power purchase agreements and network service contracts by utilities and making recommendations for approval;
5. Managing the collection and analysis of information relating to technical and fiscal regulations;
6. Preparing strategic and operational plans and setting key performance indicators for particular activities in the Electricity department;
7. Assisting the Director in preparation of the Commission agenda;
8. Preparing departmental budgets and ensuring effective utilization of resources through effective control;
9. Providing effective leadership and management of staff to ensure optimum performance;
10. Ensuring that departmental targets are achieved; and
11. Management of the resources and assets allocated to the department.

### **Qualifications**

1. At least ten (10) years' work experience, five (5) of which must be in a management position;
2. Bachelor's degree in Electrical Engineering or a relevant degree from a recognized university;
3. Master's Degree in Electrical Engineering or a relevant degree from a recognized university;
4. Professional Engineer membership with EBK; in good standing;
5. Demonstrated results in work performance;
6. Proficiency in computer;
7. Management course lasting not less than four (4) weeks (cumulative); and
8. Fulfilled the requirements of Chapter 6 of the Constitution.

### **DEPUTY DIRECTOR, ENERGY EFFICIENCY (1 POSITION) - EPRA JOB GRADE 3 (5 YEARS CONTRACT)**

**REF: VA/9/6/2022**

### **Duties and Responsibilities**

1. Leading the planning processes to ensure that long-term and annual energy efficiency and Energy Performance & labeling plans are developed on time;
2. Ensuring that the department has sufficient resources and capacity to implement these plans;
3. Making recommendations for the energy efficiency and Energy Performance & labeling sectors with a view to achieving customer satisfaction by offering improved services;
4. Providing leadership in the formulation, review and monitoring of regulations, standards and codes of practice on energy efficiency and energy performance and labelling;
5. Providing leadership in the implementation of regulations on energy efficiency and energy performance and labelling;
6. Leading research on regulatory issues on energy efficiency and energy performance and labelling in the country;
7. Supervising the collection, analysis, reporting and maintenance of energy efficiency and Energy Performance & labeling data;
8. Overseeing the carrying out of energy efficiency technical audits and preparation of energy audit reports;
9. Preparing timely and accurate reports on regulation compliance, inspection and implementation of appliance energy performance and labelling projects.

10. Reviewing energy audit reports and follow up on implementation of recommendations;
11. Evaluating the viability of energy efficiency and conservation projects for financing purposes and advice the management appropriately;
12. Working with stakeholders to ensure that demand side management and energy efficiency is made an integral part of the energy sector strategies;
13. Representing EPRA in stakeholder meetings on energy management issues;
14. Supervising staff in the Department including completing performance appraisals, personal development and succession plans effectively, and on time in accordance with the established performance management system;
15. Participating in designated Committees;
16. Preparing and managing the Department Budgets; and
17. Developing of Departments Procurement Plans.

### **Qualifications**

1. Relevant work experience of at least ten (10) years, five (5) of which must be in management;
2. Bachelor's degree in any of the following engineering fields; Mechanical,
3. Electrical, Chemical or its equivalent qualification from a recognized institution;
4. Master's degree in any of the following engineering fields; Mechanical, Electrical, Chemical or its equivalent qualification from a recognized institution;
5. Membership of the Engineers Board of Kenya (EBK) in good standing or Kenya's Engineering Technologists and Technicians Registration Board (ETTRB) in good standing;
6. Attended a management course lasting not less than four (4) weeks; from a recognized institution;
7. Proficiency in Computer applications skills;
8. Demonstrated results in work performance; and
9. Fulfilled the requirements of Chapter Six of the Constitution.

### **DEPUTY DIRECTOR, REGULATORY SERVICES (1 POSITION) - EPRA JOB GRADE 3 (5 YEARS CONTRACT)**

**REF: VA/10/6/2022**

### **Duties and Responsibilities**

#### ***Regulatory***

1. Oversee the function of the legal registry and ensure proper management of the registry, documents and all records;

2. Coordinate the identification of gaps in regulatory instruments and how the same can be addressed;
3. Advise on the most effective methods of ensuring regulatory compliance;
4. Oversee the briefing of the Authority's staff who are witnesses in court cases where the Authority is a party;
5. Coordinate the reporting on remedial actions undertaken by the Directorates/Departments subsequent to legal Audit,
6. Coordinate the gathering of evidence that is to be used in court proceedings;
7. Coordinate the preparation of quarterly and other reports from the Authority's external advocates;
8. Coordinate the preparation of the Directorate's Quality Management Systems;
9. Coordinate staff training on; legal and regulatory processes, procedures and other topical issues;
10. Oversee the effective representation on regulatory matters and ensure regulatory action is within the law;
11. Coordinate with other statutory bodies to ensure their coordination and coherence of activities to be undertaken;

#### *Litigation and Administrative*

1. Advise management on legal matters and areas of legal risk touching on the day-to-day management and monitor and advise on compliance with the law and regulatory obligations;
2. Participate in legislative and policy formulation in the energy sector through adhoc committees and established by the Ministry of Energy;
3. Participate in the review and compliance with set electricity tariff for the utilities and petroleum;
4. Review legal opinions and interpretation provided on Court rulings and other court directions;
5. Review the fees notes raised by external advocates prior to their processing;
6. Attend Court to follow up on court progress for certain cases;
7. Review and monitor progress of court cases and ensure the Authority's interest are safeguarded;
8. Participate in the implementation of Directorates strategies, policies and procedures;
9. Review the affidavits and other Court pleadings to be filed in court on matters where the Authority is a party to the proceedings;
10. Participate during the Authority's stakeholder engagements and make presentation as may be necessary from time to time;

11. Review the law and advise on areas where gaps exist and make proposals on new regulations, codes, rules and manuals;
12. Research into topical and emerging legal issues in the Energy Sector;
13. Participate in the development of the Departments' work plan, budget and monitor performance and expenditure;
14. Appraise the performance of the staff on set annual targets;
15. Participate in preparation of Board induction and training and taking Board minutes when required;
16. Undertake performance appraisals of the staff. Reviews payments of any court awards relating to damages or costs and recovery of any money or cost awarded to EPRA in any court proceedings;
17. Approve Directorate's staff expenditure/ imprest;
18. Provide input in the preparation of the Directorate's budget.

### **Qualifications**

1. At least ten (10) years relevant work experience, five (5) of which must have been at a management level;
2. Experience in regulation will be an added advantage;
3. A Bachelor's degree in Law degree (LLB)
4. A master's degree in any of the following disciplines; Law, Business Administration, Public Administration, or equivalent qualifications from a recognized university;
5. Post graduate diploma in Law from the Kenya School of Law
6. Been admitted as an advocate of the High Court of Kenya
7. Membership of the Law Society of Kenya in good standing;
8. A certificate in Management course lasting not less than four (4) weeks (cumulative)
9. Demonstrated results in work performance.
10. Proficiency in computer applications; and
11. Fulfilled the requirements of Chapter Six of the Constitution;

**DEPUTY DIRECTOR, MID & DOWN STREAM PETROLEUM (1 POSITION) - EPRA JOB GRADE 3 (5 YEARS CONTRACT)**

**REF: VA/11/6/2022**

### **Duties and Responsibilities**

1. Monitoring developments in the mid and downstream petroleum and gas sub-sectors in the country and updating the Director, Petroleum on a timely basis;



2. Coordinating the development and implementation of performance plans for the department including undertaking staff appraisals to check achievement of set targets;
3. Spearheading the development of Regulations, standards and codes of practice for the mid and downstream petroleum and gas sub-sectors;
4. Coordinating technical audits of bulk petroleum and gas facilities in the mid and downstream petroleum sub-sectors;
5. Coordinating technical investigation of accidents in the mid and downstream petroleum and gas sub-sectors and providing root cause analysis plus mitigation measures;
6. Coordinating review and dissemination of reported petroleum and gas information and statistics in mid and downstream petroleum and gas sub-sectors;
7. Preparation of briefs for review by the Director, Petroleum on technical matters relating to mid and downstream petroleum and gas;
8. Coordinating monitoring of the security of supply of petroleum and gas in the country and updating the Director, Petroleum on a timely basis;
9. Participating on a regular basis in industry stakeholder's review meetings on the state of supply of petroleum and gas in the country;
10. Participating in the resolution of stakeholder complaints and disputes in the mid and downstream petroleum and gas sub-sectors;
11. Coordinating the preparation of budgets and procurement plans for the department;
12. Coordinating the preparation and presentation of papers in seminars, conferences and workshops;
13. Coordinating participation of the department in the computation of petroleum pump prices;
14. Representing EPRA in international and regional meetings on mid and downstream petroleum and gas; and
15. Participating in designated Committees.

### **Qualifications**

1. At least 10 years related work experience, five (5) of which must be at management level;
2. Bachelor's degree in any of the following disciplines: Chemical Engineering, Electrical Engineering, Mechanical Engineering, Civil Engineering, Petroleum Sciences, Energy Studies or equivalent qualification from a recognized institution;

3. Masters in any of the following disciplines: Chemical Engineering, Electrical Engineering, Mechanical Engineering, Civil Engineering, Petroleum Sciences, Energy Studies or equivalent qualification from a recognized institution;
4. Demonstration of results in work performance;
5. Membership to a relevant professional body in good standing;
6. A management course lasting not less than four (4) weeks (cumulative) from a recognized institution;
7. Proficiency in Computer applications skills;
8. Fulfilled the requirements of Chapter Six of the Constitution.

**DEPUTY DIRECTOR, RENEWABLE ENERGY (1 POSITION) EPRA JOB GRADE 3  
(5 YEARS CONTRACT)**

**REF: VA/12/6/2022**

**Duties and Responsibilities**

1. Leading the planning processes to ensure that long-term and annual renewable energy Section plans are developed on time:
2. Ensuring that the section has sufficient resources and capacity to implement these plans:
3. Leading in making recommendations for the e renewable sectors with a view to achieving customer satisfaction and improved services.
4. Providing leadership in the formulation, review and monitoring of regulations, standards and codes of practice on renewable energy.
5. Providing leadership in the implementation of renewable energy standards and regulatory instruments on renewable energy.
6. Leading in research and providing technical expertise in renewable energy in the country.
7. Supervising the collection, analysis, reporting and maintenance of renewable energy data
8. Coordinating the undertaking of renewable energy technical audits.
9. Coordinating the preparation renewable energy technical audit reports and follow up on implementation of recommendations.
10. Evaluating the viability of renewable energy projects for financing purposes and advice the Director General appropriately.
11. Supervising consultants undertaking Studies, Surveys and Research on energy efficiency.
12. Preparing and presentation of papers for conferences, seminars and workshops.

13. Supervising staff in the department including completing performance appraisals, personal development and succession plans effectively, and on time in accordance with the established performance management system
14. Representing EPRA in stakeholder meetings on renewable energy issues when required;
15. Participating in designated Committees
16. Preparing of Department's Budgets
17. Developing of Department's Procurement Plans
18. Managing of the Department's expenditure budget

### **Qualifications**

1. At least ten (10) years of relevant work experience, five (5) of which must be in management role;
2. Bachelor's degree in any of the following engineering fields; Electrical, Mechanical, Chemical or equivalent qualification from a recognized institution;
3. Master's degree in any of the following engineering fields; Electrical, Mechanical, Chemical or equivalent qualification from a recognized institution;
4. Be a member of the Engineers Board of Kenya (EBK) in good standing or Kenya's Engineering Technologists and Technicians Registration Board (ETTRB) in good standing;
5. Attended management course lasting not less than four (4) weeks;
6. Proficiency in Computer applications skills;
7. Demonstrated results in work performance; and
8. Fulfilled the requirements of Chapter Six of the Constitution.

### **DEPUTY DIRECTOR, UPSTREAM PETROLEUM (1 POSITION) - EPRA JOB GRADE 3 (5 YEARS CONTRACT)**

**REF: VA/13/6/2022**

### **Duties and Responsibilities**

1. Coordinating the development of Regulations, Standards and Codes of Practice for upstream petroleum operations.
2. Coordinating the development of guidelines for implementation of ratified treaties, conventions or protocols for upstream petroleum operations.
3. Coordinating review of technical, commercial and legal audit reports for upstream petroleum exploration and production.
4. Coordinating the development of a framework for the review of budgets and work plans submitted by contractors in upstream petroleum operations.

5. Coordinating preparation of advisory memoranda on applications for transfer or assignment by contractors undertaking upstream petroleum operations.
6. Coordinating assessment and recommendation of tail-end production and cessation of all upstream petroleum operations.
7. Coordinating verification of measurements of petroleum production to allow estimation and assessment of royalties and profits.
8. Coordinating verification of the recoverable cost of oil, gas and coal under the petroleum agreements
9. Recommending and advising the Director, Petroleum on policies and legislation affecting petroleum exploration, development and production.
10. Coordinating evaluation of reports, data and samples submitted by petroleum contractors.
11. Coordinating review and approval of the technology to be used in Enhanced Oil and Gas Recovery
12. Providing timely advice on the circumstances that may affect execution of signed petroleum agreements.
13. Coordinating inspection and testing of machinery or equipment used in coal operations.
14. Participating in the resolution of stakeholder complaints and disputes in the upstream petroleum sector.
15. Coordinating the preparation of budgets and procurement plans for the department.
16. Coordinating the preparation and presentation of papers in seminars, conferences and workshops.
17. Representing EPRA in international and regional meetings on upstream petroleum.
18. Participating in designated Committees.

### **Qualifications**

1. A minimum of ten (10) years of relevant experience, five (5) of which must be at management level;
2. A Bachelor's Degree in any of the following disciplines: Chemical Engineering, Electrical Engineering, Energy Engineering, Mechanical Engineering, Petroleum Engineering, Civil Engineering, Geology or equivalent qualification from a recognized university;
3. A Master's Degree in any of the following engineering disciplines: Chemical Engineering, Electrical Engineering, Energy Engineering, Mechanical Engineering, Petroleum Engineering, Civil Engineering, Geology or equivalent qualification from a recognized university;

4. Certificate in Management Course lasting not less than four (4) (cumulative) weeks from a recognized institution;
5. Membership to a relevant professional body in good standing;
6. Demonstration of results in work performance;
7. Proficiency in Computer applications skills; and
8. Fulfilled the requirements of Chapter Six of the Constitution.

**MANAGER, INTERNAL AUDIT & RISK ASSURANCE (1 POSITION) EPRA  
JOB GRADE 4 (PERMANENT & PENSIONABLE)**

**REF: VA/14/6/2022**

**Duties and Responsibilities**

1. Coordinating the internal audit risk identification, assessment and mitigation;
2. Coordinate the review of the internal audit policy documents;
3. Preparing audit programmes for review and approval by the Deputy Director Internal Audit;
4. Reviewing all the Audit Working Papers (AWPs) to ensure that the audit evidence gathered supports the audit findings as documented;
5. Coordinating development of audit report and evidence gathering and preservation;
6. Conducting audits to assess the effectiveness of Internal Controls, accuracy of financial records and efficiency of operations;
7. Analysing data obtained for evidence of deficiencies in internal controls, duplication of effort, extravagance, fraud and compliance with relevant regulations and management policies & procedures;
8. Inspecting systems to determine their efficiency and protective value in the recording and management of resources;
9. Carrying out frequent system reviews to identify discrepancies of information and/or documentation for the purposes of reaching resolutions, ensuring accuracy of data and complying with established procedures;
10. Developing strategies to ensure efficiency and effectiveness of operating systems;
11. Reviewing all audit reports and submitting them to the Deputy Director Internal Audit for finalization;
12. Monitoring the implementation of all audit recommendations and prepare a status report on quarterly basis;
13. Maintaining a data base of all communications and evidence regarding the audit follow up activities and actions taken;
14. Assist in developing the audit committee agenda
15. Ensuring conformity to acceptable standards, plans, budgets and schedules

16. Participating in the development and implementation of annual internal audit work plans and budgets;
17. Coaching and mentoring internal audit staff to ensure that there is succession planning in the department;
18. Assist in secretarial services to the Audit Committee of the Board;
19. Establishing and managing a risk register for internal audit department and update it frequently.

### **Qualifications**

1. At least eight of (8) years relevant work experience, three (3) of which should have been at the level of supervision;
2. Bachelor's Degree in Commerce, Business Administration, Business Management (Accounting Option) or equivalent qualification from a recognized Institution;
3. Master's degree in Business Administration (Finance or Accounting option) or equivalent qualification from a recognized institution;
4. Membership of the Institute of Internal Auditors (IIA) or Certified Public Accountants of Kenya (ICPAK); in good standing;
5. Proficiency in computer applications;
6. Demonstrated results in work performance;
7. A certificate in management course lasting not less than four (4) weeks (cumulative); and
8. Fulfilled the requirements of Chapter Six of the Constitution.

### **MANAGER SURVEILLANCE & ENFORCEMENT – LEGAL (1 POSITION) EPRA JOB GRADE 4 (PERMANENT & PENSIONABLE)**

**REF: VA/15/6/2022**

### **Duties and Responsibilities**

1. Implementing applicable engineering standards in Kenya;
2. Developing strategic policy;
3. Reviewing standards and regulations in the Country;
4. Maintaining effective collaboration and partnerships with stakeholders; and
5. Preparing procedures, rules or guidelines for the engineering profession.
6. Conducting compliance checks on all engineering works and services;
7. Investigating allegations of contravention of Energy codes, standards and regulations
8. Investigating allegations of contravention of energy related accidents
9. Undertaking investigations on complaints and suspicion of non- compliance

10. Liaising with County Government and other relevant agencies in respect to compliance and enforcement; and
11. Preparing procedures for compliance.

### **Qualifications**

1. Have at least eight (8) years relevant work experience; three (3) of which must be in supervisory role;
2. A Bachelor's degree in Law and Criminology from a recognized institution;
3. A Master's degree in Law, Criminology or equivalent qualification from a recognized institution.
4. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
5. Membership of a professional body, in good standing; where applicable;
6. Have Proficiency in Computer applications skills;
7. Demonstrated results in work performance;
8. Fulfilled the requirements of Chapter Six of the Constitution

### **MANAGER SUPPLY CHAIN MANAGEMENT (1 POSITION) EPRA JOB GRADE 4 (PERMANENT & PENSIONABLE)**

**REF: VA/16/6/2022**

### **Duties and Responsibilities**

1. Providing input into the annual procurement and disposal plans;
2. Compiling the annual Corporate procurement and asset disposal plans;
3. Implementing the annual procurement and disposal plans and prepare quarterly implementation status reports;
4. Coordinating procurement and disposal activities;
5. Coordinate the monitoring of externally provided services;
6. Undertaking market surveys to inform decision making;
7. Preparing contract documents for goods, works and services;
8. Liaising with the user department to ensure effective implementation of contracts for goods, works and services;
9. Providing secretariat services to committees incidental to procurement of goods and services, and disposal of assets;
10. Overseeing periodic and annual stocktaking exercise;
11. Coordinating disposal of assets activities;
12. Preparing statutory reports to PPRA, EACC, National Treasury;
13. Coordinate the development of programmes, work plans and budget for the department;
14. Mentoring and coaching of junior staff in the department; and



15. Coordinating the departmental performance contract to ensure achievement of set targets.

### **Qualifications**

1. At least eight of (8) years relevant work experience three (3) of which should have been at supervisory level;
2. A Bachelor's degree in Procurement and Logistics Management, Commerce, Business Administration (Supplies Management Option) or equivalent qualification from a recognized institution; OR
3. A Bachelor's degree and a post graduate Diploma in Supply Chain Management/Procurement and Logistics Management from a recognized institution;
4. A Master's degree in Procurement and Logistics Management, Commerce, Business Administration (Supplies Management Option) or equivalent qualification from a recognized institution;
5. Membership of Kenya Institute of Supplies Management in good standing;
6. Certificate in Management course lasting not less four (4) weeks
7. Proficiency in computer application;
8. Demonstrated results in work performance; and
9. Fulfilled the requirements of Chapter Six of the Constitution.

### **MANAGER, ADMINISTRATION (1 POSITION) - EPRA JOB GRADE 4 (PERMANENT & PENSIONABLE)**

**REF: VA/17/6/2022**

### **Duties and Responsibilities**

1. Developing administration policy and procedures;
2. Ensuring high standards of telephone etiquette and smooth management of switch board operations;
3. Ensuring compliance with the occupational health and safety legislation;
4. Formulating departmental policies and procedures and other documentation in line with ISO 9001:2015 Standard;
5. Ensuring that the organization premises and property are secured, and undertake investigations when incidents occur;
6. Developing and implement a maintenance schedule for EPRA's fleet and ensure all vehicles are serviced as per the schedule;
7. Preparing reports on different administrative services and present as required;
8. Preparing division budget, supervise staff, recommend staff for training supervision and management;

9. Overseeing preparation of terms of reference for different contracts, participate in evaluation process, manage the contracts and prepare reports;
10. Ensuring Compliance with Occupational, Safety and Health Act (OSHA); and
11. Maintaining custody of office keys, motor vehicles keys, and logbooks.

### **Qualifications**

1. At least eight (8) years of relevant work experience, three (3) of which must be at supervisory level;
2. Bachelors' degree in any of the following disciplines: Business Management, Public Administration, Human Resource Management, Finance, Commerce, Social Sciences or equivalent qualification from a recognized institution;
3. Master's degree in any of the following disciplines: Business Management, Public Administration, Human Resource Management, Finance, Commerce, Transport Management/Logistics; Social Sciences or equivalent qualification from a recognized institution;
4. Attended Management course lasting not less than four (4) weeks from a recognized institution;
5. Member to relevant professional body in good standing, where applicable;
6. Demonstrated results in work performance;
7. Proficiency in Computer Application Skills; and
8. Fulfilled the requirements of Chapter six of the Constitution.

### **MANAGER, CONSUMER PROTECTION (1 POSITION) - EPRA JOB GRADE 4 (PERMANENT & PENSIONABLE)**

**REF: VA/18/6/2022**

### **Duties and Responsibilities**

1. Prepare the customer service charter;
2. Development of strategic policy for consumer engagement;
3. Maintain an effective communication and creation of awareness of EPRA services to the stakeholders;
4. Prepare drafts on procedures, for dissemination of information to consumers;
5. Conduct customer satisfaction surveys;
6. Handle related customer queries and complaints;
7. Conduct consumer awareness campaigns;
8. Implement customer survey report recommendations;
9. Support in monitoring and evaluation of effectiveness of customer engagement initiatives;
10. Preparation of departmental budgets;
11. Developing departmental performance targets;

12. Preparing departmental procurement plans;
13. Preparing departmental work plans; and
14. Ensuring adherence to the quality management systems.

### **Qualifications**

1. At least eight (8) years relevant work experience, three (3) of which must be at supervisory level
2. A Bachelor's Degree in Engineering, Law, Criminology, Economics, Education, Environmental Sciences, Social Sciences, Communication and Public Relations or equivalent qualification from a recognized institution.
3. A Master's degree in engineering, Law, Criminology, Economics, Education, Environmental Sciences, Social Sciences, Communication and Public Relations or equivalent qualification from a recognized institution.
4. Membership with a professional body, in good standing, where applicable
5. Certificate in Management course lasting not less than four (4) weeks from a recognized institution;
6. A certificate course in management lasting not less than four (4) weeks from a recognized institution;
7. Proficiency in Computer applications skills;
8. Demonstrated results in work performance; and
9. Fulfilled the requirements of Chapter Six of the Constitution.

### **MANAGER, CORPORATE COMMUNICATIONS**

#### **(DIGITAL COMMUNICATIONS)**

**(1 POSITION) - EPRA JOB GRADE 4 (PERMANENT & PENSIONABLE)**

**REF: VA/19/6/2022**

#### **Duties and Responsibilities**

1. Building the Authority's social media presence on Facebook, Twitter and other respective social media platforms;
2. Timely production and dissemination of online publications (newsletters, briefs, Communiqué, and brochures);
3. Designs advertising campaigns for the Authority including corporate media campaigns, events on social media;
4. Develop overall digital communication strategy for the Authority in support of its objectives;
5. Timely review and implementation of the social media strategy;
6. Develop daily Digital activity briefs on energy related matters, maintain a digital activity database, and disseminate the information to staff;
7. Develop and implement a social media marketing plan;

8. Manage efforts in building online reviews and reputation. Monitor online reviews and respond to each review with approval from Deputy Director Corporate Communication;
9. Monitor trends in social media tools, applications, channels, designs;
10. Develop and implement customer service response to common complaints and a process in which they are resolved and communicated;
11. Develop and maintain social media profiles and quality content on Twitter, Facebook and LinkedIn;
12. Manage content and management of the Authority's website and all other digital platforms;
13. Monitor and Evaluate the performance of the Authority's Digital platforms;
14. Developing programs, plans and Budget for the department;
15. Mentoring and Coaching staff; and
16. Ensuring achievement of the departmental targets.

### **Qualifications**

1. At least eight (8) years relevant work experience three (3) of which should have been in supervisory role;
2. A Bachelor's Degree in Communications, journalism, Public Relations, Marketing or equivalent qualification from a recognized institution;
3. A Master's Degree in Communication, journalism Public Relations, Marketing or equivalent qualification from a recognized institution;
4. Professional qualification and membership in good standing;
5. Management course lasting not less four (4) weeks from a recognized institution;
6. Proficiency in computer skills;
7. Demonstrated results in work performance; and
8. Fulfilled the requirements of Chapter Six of the Constitution.

**MANAGER, INFORMATION & COMMUNICATION TECHNOLOGY (DATA & SYSTEMS) (1 POSITION) - EPRA JOB GRADE 4 (PERMANENT & PENSIONABLE)  
REF: VA/20/6/2022**

### **Duties and Responsibilities**

1. Formulate and implement the data governance policy
2. Ensuring adherence to ICT policies procedures and standards;
3. Establishing mechanisms for business continuity and disaster recovery plans
4. Monitor the systems capacities and fine tune for optimized performance;
5. Overseeing ICT programs and activities;
6. Managing, coordinating and supervising ICT unit/division;
7. Drawing ICT budget and procurement plans;

8. Coordinating systems development, implementation and maintenance;
9. Liaising with users to ensure that their ICT needs are met;
10. Reviewing and evaluating feasibility studies and reports for implementation;
11. Supervising and managing ICT projects within the planned time deadlines and budget projections;
12. Preparing work plans, conducting staff performance appraisal and submitting performance reports;
13. Developing and implementing measures for staff capacity building;
14. Facilitating procurement of ICT equipment and services;
15. Develop and oversee execution of work plans and budgets for the upstream Data as well as forecast future needs in personnel and equipment

### **Qualifications**

1. At least eight years (8) of relevant work experience, three (3) of which must be at supervisory level;
2. A Bachelor's degree in Computer Science, Information Communications Technology, Electronics Engineering or any other ICT related disciplines with a bias in computer science from a recognized institution;
3. A Master's degree in Computer Science or any other ICT related discipline from a recognized Institution;
4. Management Course lasting not less than four (4) weeks from a recognized institution.
5. Demonstrated results in work performance; and
6. Fulfilled the requirements of Chapter Six of the Constitution.

### **MANAGER, UPSTREAM PETROLEUM (DEVELOPMENT AND PRODUCTION) (1 POSITION) - EPRA JOB GRADE 4 (PERMANENT & PENSIONABLE)**

**REF: VA/21/6/2022**

### **Duties and Responsibilities**

1. Coordinating evaluation and approval of the contractor's reports on the number of wells to be drilled to reach production objectives,
2. Leading the review of the recovery techniques to be used to extract the fluids within the reservoir,
3. Planning and organizing the review of the type of production installations depending on environmental characteristics,
4. Coordinating the review of the separation systems for gas and fluids and the proper treatment systems needed to preserve the environment.
5. Leading the review of reservoir engineering studies made by contractor(s) as well

- as the development and application of reservoir optimization techniques.
6. Coordinating review of reservoir data, analysis and calculations, and applying models to characterize reservoir or field properties.
  7. Participating in economic evaluations, field evaluation, field development, and decline curve analysis.
  8. Coordinating the prediction and evaluation of water flooding and Enhanced Recovery performance.
  9. Coordinating monitoring activities to optimize producing assets from a reservoir perspective carrying out reservoir simulation studies to optimize recoveries.
  10. Coordinating evaluation and recommendation for approval reservoir performance prediction, cost-effective monitoring and surveillance programs;
  11. Leading the review of contractor(s) reports on estimates of oil in-place volume.
  12. Providing oversight for the subsurface engineering required for proper reservoir management of assets by the contractor.
  13. Coordinating the evaluation and recommendation for approval of Oil-Well and reservoir remote sensing technology and surveillance data for deciding on appropriate and enhanced engineering interventions.
  14. Preparing budgets and procurement plans for the section.
  15. Preparing and presenting position papers and briefs in conferences, seminars and workshops.
  16. Representing EPRA in international and regional meetings on upstream petroleum.
  17. Participating in designate committees as assigned.

### **Qualifications**

1. At least eight (8) years related work experience; three (3) of which must be at supervisory level;
2. A Bachelor's degree in any of the following disciplines: Chemical Engineering, Electrical Engineering, Energy Engineering, Mechanical Engineering, Petroleum Engineering, Civil Engineering, Geology or equivalent qualification from a recognized university;
3. A Master's degree in any of the following disciplines: Chemical Engineering, Electrical Engineering, Energy Engineering, Mechanical Engineering, Petroleum Engineering, Civil Engineering, Geology or equivalent qualification from a recognized university;
4. Certificate in Management Course lasting not less than four (4) (cumulative) weeks from a recognized institution;
5. Membership to a relevant professional body in good standing;
6. Demonstration of results in work performance;
7. Proficiency in Computer applications skills; and

8. Fulfilled the requirements of Chapter Six of the Constitution.

**MANAGER, PUBLIC EDUCATION & ADVOCACY (1 POSITION) - EPRA JOB GRADE 4 (PERMANENT & PENSIONABLE)**

**REF: VA/22/6/2022**

**Duties and Responsibilities**

1. Development of policies and strategies to promote the public education and advocacy in regional offices;
2. Provide guidance in the development of strategies to advance grassroots advocacy efforts through collaboration with the public in the respective regions;
3. Lead the development of creative and innovative approaches to strategically engage the public;
4. Developing and evaluating feasibility, efficiency and quality of Information Education and Communication (IEC) materials;
5. Implement the Authority's programmes through efficient management of programme budgets and schedules, by ensuring that programme outputs are delivered to the expected level of quality, and through taking corrective action where necessary to ensure the project outcomes and impact are achieved;
6. Develop appropriate monitoring tools for advocacy and public education programs;
7. Developing, implementing and reviewing the Authority's Advocacy strategy;
8. Developing, reviewing and distributing Information, Education and Communication (IEC) materials;
9. Creating linkages and partnerships with counties and other stakeholders;
10. Coordinating the development of the website content;
11. Showcasing to the public innovations undertaken by the Authority at the regional level;
12. Implementation of sensitization and advocacy initiatives;
13. Monitoring and evaluation of public awareness and advocacy activities; and
14. Preparing proposals and compiling reports.

**Qualifications**

1. At least eight (8) years relevant work experience, three (3) of which must be at supervisory level;
2. A Bachelor's Degree in Communications journalism, Sociology Marketing or equivalent qualification from a recognized university;
3. A Master's Degree in Communications journalism, Sociology Marketing or equivalent qualification from a recognized university;
4. Membership with a professional body, in good standing, where applicable;



5. Certificate in Management course lasting not less than four (4) weeks from a recognized institution;
6. A certificate course in management lasting not less than four (4) weeks from a recognized institution;
7. Proficiency in Computer applications skills;
8. Demonstrated results in work performance; and
9. Fulfilled the requirements of Chapter Six of the Constitution.

**MANAGER, ENERGY EFFICIENCY (1 POSITION) EPRA JOB GRADE 4  
(PERMANENT & PENSIONABLE)**

**REF: VA/23/6/2022**

1. Formulating and implementation of regulations on energy efficiency;
2. Leading research on energy efficiency in the country;
3. Leading in the carrying out of energy efficiency technical audits;
4. Monitoring and evaluating the performance of energy auditors as per the prescribed energy audit procedures;
5. Preparing energy audit reports and follow up on implementation of recommendations;
6. Evaluating submitted energy audit reports and energy management implementation reports;
7. Following up on implementation of recommendations of energy audits by facilities;
8. Supervising collection, analysis, reporting and maintenance of energy efficiency;
9. Preparing position papers and briefs on regulation compliance, inspection and implementation of appliance energy performance and labelling projects for the Director Electricity and Renewable Energy and EPRA management;
10. Preparing and presenting of papers for conferences, seminars and workshops;
11. Supervising staff in the department including completing performance appraisals, personal development and succession plans effectively, and on time in accordance with the established performance management system;
12. Representing EPRA in stakeholder meetings on energy efficiency issues when required;
13. Participating in designated Committees;
14. Preparing of Section Budgets;
15. Developing of Section Procurement Plans; and
16. Energy Performance and Labelling.

### **Qualifications**

1. Relevant work experience of at least eight (8) years, three (3) of which must be in supervisory role;
2. A Bachelor's degree in any of the following engineering fields; Mechanical, Electrical, Chemical or its equivalent qualification from a recognized institution;
3. Master's degree in any of the following engineering fields; Mechanical, Electrical, Chemical or its equivalent qualification from a recognized institution or equivalent from a recognized institution;
4. Membership of the Engineers Board of Kenya (EBK) in good standing or Kenya's Engineering Technologists and Technicians Registration Board (ETTRB) in good standing;
5. Attended management course lasting not less than four (4) weeks, from a recognized institution;
6. Proficiency in Computer applications skills;
7. Demonstrated results in work performance; and
8. Fulfilled the requirements of Chapter Six of the Constitution.

### **MANAGER, ENERGY PLANNING (1 POSITION) EPRA JOB GRADE 4 (PERMANENT & PENSIONABLE)**

**REF: VA/24/6/2022**

### **Duties and Responsibilities**

1. Monitoring and evaluation of the development of infrastructure projects in the energy sector;
2. Monitoring and evaluation of the performance of the energy sector;
3. Monitoring and evaluation of Vision 2030 projects and preparing reports for the Vision 2030 Secretariat;
4. Review and analysis of statutory trading arrangements; including electric power purchase agreements, network service contracts and petroleum refining, storage and pipeline transportation contracts;
5. Preparing the *Indicative National Energy Plan* pursuant to Section 5 of the Energy Act, 2006;
6. Preparing the *Least Cost Power Development Plan (LCPDP)* for electricity;
7. Preparing the *Petroleum Investment Plan*;
8. Preparing the *Master Plan for Renewable Energy*;
9. Setting, reviewing, adjusting and investigating tariffs and tariff structures in the energy sector;
10. Conducting capacity building in the area of energy- economics- environment analysis;

11. Supervising the direct report staff;
12. Representing EPRA in stakeholder meetings on energy planning and policy issues;
13. Participating in designated Committees;
14. Supporting the preparation of Section's Budgets;
15. Supporting the development of Section's Procurement Plans; and
16. Management of delegated expenditure budget.

### **Qualifications**

1. At least eight (8) years' work experience, three (3) of which must be at management level;
2. A Bachelor's Degree in any of the following disciplines: Economics, Econometrics, an Applied Economics Discipline, Finance or Business Studies, from a recognized university or equivalent qualification from a recognized institution;
3. A Master's Degree in any of the following disciplines: Economics, Econometrics, an Applied Economics Discipline, Finance or Business Studies, from a recognized university or equivalent qualification from a recognized institution;
4. Membership in good standing of a relevant professional body, where applicable;
5. Certificate in Leadership Course lasting not less than six (6) weeks from a recognized institution;
6. Proficiency in Computer applications skills;
7. Demonstrated results in work performance; and
8. Fulfilled the requirements of Chapter Six of the Constitution.

### **MANAGER, UPSTREAM PETROLEUM (EXPLORATION) (1 POSITION) - EPRA JOB GRADE 4 (PERMANENT & PENSIONABLE)**

**REF: VA/25/6/2022**

### **Duties and Responsibilities**

1. Participating in investigation of the structure and evolution of the earth and its natural resources;
2. Participating in planning programs for exploration of sites;
3. Participating in surveying and mapping/identification of geologically promising sites;
4. Participating in analyzing geological data using specialist computer applications;
5. Participating in ascertaining extraction risks;

6. Participating in the development of technical solutions to enhance project execution efficiency;
7. Ensuring quality control, monitoring, and interpreting geophysical data;
8. Providing updates on technical matters and helping manage expectations;
9. Supporting Field Engineers in recommending ways to acquire the best exploration data;
10. Participating in scientific studies, visit field locations, and collection of rock samples;
11. Participating in analyzing and interpretation of the age, nature and components of rock, soil and other samples;
12. Participating in conducting sample rock tests and checks;
13. Participating in generation of geochemical models, and mapping/identification of specific areas for research and analysis;
14. Providing geochemistry support for well operations; and
15. Developing exploration and production strategies.

### **Qualifications**

1. A Bachelor's Degree in any of the following: Chemical Engineering, Electrical Engineering, Energy Engineering, Mechanical Engineering, Petroleum Engineering, Civil Engineering, Geology or equivalent qualification from a recognized university;
2. A Master's degree in any of the following disciplines: Chemical Engineering, Electrical Engineering, Energy Engineering, Mechanical Engineering, Petroleum Engineering, Civil Engineering, Geology or equivalent qualification from a recognized university;
3. Membership in good standing of a relevant professional body;
4. Demonstration of results in work performance;
5. Proficiency in computer applications skills; and
6. Fulfilled the requirements of Chapter Six of the Constitution.

### **MANAGER, GAS (1 POSITION) - EPRA JOB GRADE 4 (PERMANENT & PENSIONABLE)**

**REF: VA/26/6/2022**

### **Duties and Responsibilities**

1. Leading the technical audit of licensed bulk gas facilities and inspection of transport vehicles for purposes of ensuring conformity to standards and compliance to Regulations;
2. Coordinating the preparation and dissemination of audit findings reports;

3. Reviewing technical audit reports prior to communication of the audit results to auditees;
4. Reviewing Corrective Action Plans given by auditees to ensure that key audit recommendations are considered;
5. Planning and organizing follow ups to ensure full implementation of audit recommendations;
6. Leading the technical investigation of accidents at gas facilities including organizing for multi-agency teams to establish the root cause;
7. Coordinating the development and continuous update of a compliance matrix for mid and downstream gas bulk storage facilities to ensure follow up audits are properly scheduled;
8. Coordinating the development and continuous update of a risk matrix for bulk gas storage facilities in the country to ensure that high risk facilities are regularly regularly;
9. Coordinating the preparation of quarterly reports for the section;
10. Participating in the development and review of standards, codes of practice and regulations for mid and downstream gas facilities, products and equipment;
11. Planning and organizing the collection, collation, analysis and reporting of statistics in the mid and downstream gas sub-sectors;
12. Coordinating the preparation of budgets and procurement plans for the section;
13. Preparing and presenting position papers and briefs in conferences, seminars and workshops.
14. Representing EPRA in international and regional meetings on mid and downstream gas; and
15. Participating in designate committees as assigned.

### **Qualifications**

1. At least 8 years of relevant work experience, three (3) of which must be in a supervisory position;
2. A Bachelor's degree in any of the following disciplines: Chemical Engineering, Electrical Engineering, Mechanical Engineering, Civil Engineering, Petroleum Sciences, Energy Studies or equivalent qualification from a recognized institution;
3. A Masters in any of the following disciplines: Chemical Engineering, Electrical Engineering, Mechanical Engineering, Civil Engineering, Petroleum Sciences, Energy Studies or equivalent qualification from a recognized institution;

4. Certificate in management Course lasting not less than four (4) weeks (cumulative) from a recognized institution;
5. Demonstration of results in work performance;
6. Membership to a relevant professional body in good standing;
7. Proficiency in Computer applications skills; and
8. Fulfilled the requirements of Chapter Six of the Constitution.

**MANAGER, REGULATORY SERVICES (1 POSITION) - EPRA JOB GRADE 4  
(PERMANENT & PENSIONABLE)**

**REF: VA/27/6/2022**

**Duties and Responsibilities**

***Litigation***

1. Coordinate the maintenance of court files records on regulatory and compliance matters;
2. Oversee the management of cases, ensuring that court proceedings summaries and incidental legal opinions are properly prepared and updated,
3. Coordinate the collection of evidence that is to be used in court proceedings;
4. Coordinate the court attendance arrangements in different courts and Tribunals;
5. Coordinate the identification and pre-trial briefing of witnesses;
6. Conduct court proceedings, present evidence, examine and cross-examine witnesses and experts, and argue motions;
7. Manage all phases of the litigation from the investigation, pleadings, and discovery through the pre-trial, trial, settlement, and appeal processes;
8. Review details of the case and determine a strategy should the case make it to trial or advise the Authority about handling the case out of court;
9. Review initial case investigation reports to determine if enough evidence exists to warrant filing a lawsuit;
10. Engage in pre-litigation settlement discussions to resolve matters where appropriate before a lawsuit is filed;
11. Advise on how confiscated or forfeited assets are handled.
12. Advise on expert evidence where required and assess written reports submitted by experts that will be used at trial or they might be called to testify at trial;
13. Advise where necessary on chances of success of appeal processes where necessary and identify and preserve issues for appeal, develop appellate strategies, gather evidence for the appellate record;

14. Research on procedural issues, draft appellate documents, and present oral arguments before Appellate Courts;
15. Review draft agreements based on the settlement criteria agreed among parties;
16. Review and analyze the probable outcomes of cases, using knowledge of legal precedents;
17. Search for and examine public and other legal records to write opinions or establish ownership;
18. Participate in the selection of a mediator or arbitrator depending on the nature of the case and the intended legal strategy;
19. Meet with lawyers, police, and other officials in order to coordinate the proceedings of court matters;
20. Participate in the preparation of the Directorate's Quality Management Systems;
21. Participate in the development of the Directorates' work plan;
22. Appraise the performance of the staff on set annual targets;
23. Review the fees payable to external advocates in view of the status of the court proceedings.

#### *Administrative and Advisory*

1. Coordinate the provision of legal advice and opinion to the various internal ad hoc-committee;
2. Coordinate the legal research on the several topical issues relating to the energy sector;
3. Oversee the timely preparation of quarterly reports on the annual performance targets;
4. Coordinate Governance and Legal Audits and preparation of reports;
5. Oversee the briefing of the Authority's staff who are witnesses in court cases where the Authority is a party;
6. Coordinate the reporting on remedial actions undertaken by the Directorates/Departments subsequent to legal audit;
7. Coordinate the preparation of quarterly and other reports from the Authority's external advocates;
8. Coordinate the preparation of the Directorate's Quality Management Systems;
9. Coordinate staff training on; legal processes, procedures and other legal related topical issues;
10. Participate in the implementation of Directorates strategies, policies and procedures;



11. Advise on areas where gaps exist in the laws, regulations, codes, rules and manuals to enhance the regulatory mandate of the Authority;
12. Review licenses, permits to ensure they are properly formulated and comply with the relevant law and regulations;
13. Participate in various ad hoc committees such as petroleum and gas licensing committee, electricity and renewable energy licensing committee among others;
14. Review the quarterly and other reports required in relation to the Directorates' annual work plan;
15. Review the Directorates' risk register and monitor the implementation of proposed mitigation measures;
16. Review presentations on the Directorate's role and other activities as may be required from time to time;
17. Review reports, documents, and other information to be submitted to the consultants during legal and governance audits;
18. Review the Directorates' process and procedures as per Quality Management System requirements;
19. Undertake research on topical legal issues as may be required from time to time;
20. Undertake staff appraisal on the basis of the set annual performance targets;
21. Review and analyse the terms and conditions of contracts, leases, policies, codes, standards, regulations and licenses, instruments of approval other legal documents with a view to ensure the Authority's interest are safeguarded at all times;
22. Participate and render sound legal advice to regulatory, legislative and policy formulating teams in the energy sector through ad hoc committees as may be established by the Ministry of Energy;
23. Participate in the review of electricity tariff for the utilities and ensure the same comply with the policy and legal provisions;
24. Review the fees notes raised by external advocates prior to their processing;
25. Participate in the implementation of Directorates strategies, policies and procedures;
26. Participate during the Authority's stakeholder engagements and make presentation as may be necessary from time to time; and
27. Review the law and advise on areas where gaps exist and make proposals on new regulations, codes, rules and manuals.

### **Qualifications**

1. At least eight (8) years relevant work experience, three (3) of which must be at a supervisory level;
2. A Bachelor's Degree in Law (LLB) from a recognized university;
3. A Master's Degree in LLB public administration or its equivalent from a recognized university
4. Postgraduate Diploma in Law from a recognized institution;
5. Admission as an Advocate of the High Court of Kenya
6. Membership of the Law Society of Kenya in good standing;
7. A certificate in management skills not lasting less than four (4) weeks from a recognized institution;
8. Proficiency in computer applications; and
9. Meet the provisions of chapter six of the Constitution of Kenya 2010.

**MANAGER, MID & DOWN STREAM PETROLEUM (1 POSITION) - EPRA JOB GRADE 4 (PERMANENT & PENSIONABLE)**

**REF: VA/28/6/2022**

**Duties and Responsibilities**

1. Leading the technical audit of licensed bulk petroleum facilities and inspection of transport vehicles for purposes of ensuring conformity to standards and compliance to Regulations.
2. Coordinating the preparation and dissemination of audit findings reports.
3. Reviewing of technical audit reports prior to communication of the audit results to auditees.
4. Reviewing of Corrective Action Plans given by auditees to ensure that key audit recommendations are considered.
5. Planning and organizing follow ups to ensure full implementation of audit recommendations.
6. Leading the technical investigation of accidents at petroleum facilities including organizing for multi-agency teams to establish the root cause.
7. Coordinating the development and continuous update of a compliance matrix for mid and downstream petroleum bulk storage facilities to ensure follow up audits are properly scheduled.

8. Coordinating the development and continuous update of a risk matrix for bulk petroleum storage facilities in the country to ensure that high risk facilities are regularly.
9. Coordinating the preparation of quarterly reports for the section.
10. Participating in the development and review of standards, codes of practice and regulations for mid and downstream petroleum facilities, products and equipment.
11. Planning and organizing the collection, collation, analysis and reporting of statistics in the mid and downstream petroleum sub-sectors.
12. Coordinating the preparation of budgets and procurement plans for the section.
13. Preparing and presenting position papers and briefs in conferences, seminars and workshops.
14. Representing EPRA in international and regional meetings on mid and downstream petroleum.
15. Participating in the computation, review and analysis of the monthly petroleum pump prices.
16. Participating in designate committees as assigned.

### **Qualifications**

1. At least 8 years of relevant work experience, three (3) of which must be in a supervisory position;
2. Bachelor's degree in any of the following disciplines: Chemical Engineering, Electrical Engineering, Mechanical Engineering, Civil Engineering, Petroleum Sciences, Energy Studies or equivalent qualification from a recognized institution;
3. Master's in any of the following disciplines: Chemical Engineering, Electrical Engineering, Mechanical Engineering, Civil Engineering, Petroleum Sciences, Energy Studies or equivalent qualification from a recognized institution;
4. Certificate in management Course lasting not less than four (4) weeks (cumulative) from a recognized institution;

5. Demonstration of results in work performance;
6. Membership to a relevant professional body in good standing;
7. Proficiency in Computer applications skills; and
8. Fulfilled the requirements of Chapter Six of the Constitution.

**MANAGER, PRICING & COMPETITION (1 POSITION) - EPRA JOB GRADE 4  
(PERMANENT & PENSIONABLE)**

**REF: VA/29/6/2022**

**Duties and Responsibilities**

1. Provide leadership in the setting, review and adjustment of tariffs and tariff structures in the energy sector;
2. Monitor and enforce sector utility regulatory performance targets, especially the financial health of the licensees'
3. Monitor and enforce market compliance with set tariff structures, contractual agreements, and established market practice principles;
4. Monitoring and evaluation of the status of competition in the energy sector;
5. Monitoring and evaluating financial performance of regulated utilities;
6. Monitoring and evaluating the performance of the energy sector;
7. Analyze statutory trading arrangements; including electric power purchase agreements, and network service contracts;
8. Coordinate the setting, review, adjustment, and investigation on implementation of electricity tariffs and structure;
9. Coordinating the development and review regulatory accounting regulations and tariff codes;
10. Enforce compliance with regulatory accounting regulations and tariff codes;
11. Analyze petroleum refining, storage and pipeline transportation contracts;
12. Investigate incidents of non-compliance and fraudulent market operations;
13. Co-ordinate the monthly computation of the retail price caps for regulated petroleum products and ensure the publication of the same in the print media by the 15<sup>th</sup> day of the month;
14. Co-ordinate the monthly computation of pass-through electricity costs including FCC, FERFA, Inflation and WARMA;
15. Prepare position papers and briefs on economic regulation for the Director of Economic Regulation and EPRA management;
16. Supervising staff in the Section including completing performance appraisals, personal development and succession plans effectively, and on time in accordance with the established performance management system;

17. Supervising staff from other departments; when handling cross-directorate activities such as reviewing Power Purchase Agreements reviewing retail electricity tariffs and computing petroleum pump prices;
18. Participating in designated Committees;
19. Supporting the preparation of the Sections Budgets;
20. Supporting the development of Section's Procurement Plans; and
21. Management of delegated expenditure budget.

### **Qualifications**

1. At least eight (8) years' work experience, three (3) of which must be at supervisory level;
2. Bachelor's Degree in any of the following disciplines: Economics, Econometrics, an Applied Economics Discipline, Finance or Business Studies, from a recognized university or equivalent qualification from a recognized institution;
3. Master's Degree in any of the following disciplines: Economics, Econometrics, an Applied Economics Discipline, Finance or Business Studies, from a recognized university or equivalent qualification from a recognized institution;
4. Membership in good standing of a relevant professional body, where applicable;
5. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
6. Proficiency in Computer applications skills; and
7. Fulfilled the requirements of Chapter Six of the Constitution.

### **MANAGER, RESEARCH AND POLICY ANALYSIS (1 POSITION) - EPRA JOB GRADE 4 (PERMANENT & PENSIONABLE)**

**REF: VA/30/6/2022**

### **Duties and Responsibilities**

#### ***Energy Data and Statistics***

1. Providing guidance in energy information and data management and statistical analysis;
2. Formulating and developing strategies on energy information and data management and statistical analysis for the energy sector;
3. Providing support on statistical analysis and database management principles and practices;

4. Providing support in monitoring and evaluating the performance of the energy sector;
5. Providing market-based data and statistics in support of the review and analysis of statutory trading arrangements;
6. Supervising collection, collation, analysis, reporting and maintenance of energy data;
7. Supervision of collection, collation and analysis of information and statistics for presentation to the Minister for Energy pursuant to Section 5(f) of the *Energy Act, 2006*;
8. Collaborating with the ICT section in managing the databases hosted on RMIS;
9. Preparation of statistical reports on the energy sector in the country;
10. Preparation of position papers and briefs for the Director of Economic Regulation and EPRA management;
11. Supervising consultants undertaking Studies, Surveys and Research on behalf of EPRA;
12. Preparation and presentation of papers for conferences, seminars and workshops;
13. Supervising staff in the department including completing performance appraisals, personal development and succession plans effectively, and on time in accordance with the established performance management system;
14. Representing EPRA in stakeholder meetings on regulatory research and energy policy issues;
15. Participating in designated Committees;
16. Preparation of Section's Budgets;
17. Development of Section's Procurement Plans; and
18. Management of the Section's expenditure budget.

### ***Energy Policy Analysis***

1. Providing leadership in regulatory research and energy policy issues;
2. Formulating and develop strategies on regulatory research and energy policy analysis for the energy sector;
3. Providing support to the inter-Directorate effort on research, development and policy analysis with a view to establish the effectiveness of existing policy frameworks;
4. Providing support in monitoring and evaluating the performance of the energy sector;
5. Conducting energy sector research and policy analysis, and preparation of position papers and reports;

6. Participating in developing, maintaining and managing EPRA's statistical databases;
7. Participating in collecting, analyzing, and maintaining data and statistics on key energy parameters;
8. Development of TORs and tender documents for energy related studies;
9. Supervise Consultants providing outsourced research services contracts;
10. Carrying out energy sector surveys including price; performance; adoption and impact monitoring surveys;
11. Development of statistical information and supporting models related to projections, forecasting, and impact analysis;
12. Participating in the collection, collation, and analysis, of information and statistics for presentation to the Minister for Energy pursuant to Section 5(f) of the Energy Act, 2006;
13. Participating in the preparation of statistical reports on the energy sector in the country;
14. Preparing position papers and briefs for the Director of Economic Regulation and EPRA management;
15. Preparation and presentation of papers for conferences, seminars and workshops;
16. Supervising staff in the department including completing performance appraisals, personal development and succession plans effectively, and on time in accordance with the established performance management system;
17. Representing EPRA in stakeholder meetings on regulatory research and energy policy issues;
18. Participating in designated Committees;
19. Preparation of Section's Budgets;
20. Development of Section's Procurement Plans; and
21. Management of the Section's expenditure budget.

### **Qualifications**

1. At least eight (8) years' work experience with three (3) of which must be in supervisory position;
2. Bachelor's Degree in any of the following disciplines: Economics, Econometrics, an Applied Economics Discipline, Statistics, Mathematics, Finance, Business Studies or Engineering, from a recognized university or equivalent qualification from a recognized institution;
3. Master's Degree in any of the following disciplines: Economics, Econometrics, an Applied Economics Discipline, Statistics, Mathematics, Finance, Business



- Studies or Engineering, from a recognized university or equivalent qualification from a recognized institution;
4. Membership of a relevant professional body in good standing, where applicable;
  5. Certificate in management Course lasting not less than four (4) weeks from a recognized institution;
  6. Proficiency in Computer applications skills;
  7. Demonstrated results in work performance; and
  8. Fulfilled the requirements of Chapter Six of the Constitution.

**MANAGER, RESOURCE MOBILIZATION & RISK MANAGEMENT (1 POSITION)**  
**EPRA JOB GRADE 4 (PERMANENT & PENSIONABLE)**  
**REF: VA/31/6/2022**

**Duties and Responsibilities**

1. Initiating development of policies, strategies procedures, guidelines for resource mobilization and partnership development;
2. Advising Management on all resource mobilization and partnership issues;
3. Developing and updating donor and partner database;
4. Developing a framework for stakeholders' collaborations;
5. Developing and reviewing proposals for resource mobilization;
6. Reviewing external proposals for resource and technical assistance;
7. Ensuring implementation and reviewing of resource mobilization, strategies and programs;
8. Overseeing the development of strategies and work planning for resource mobilization and partnership creation;
9. Coordinating implementation of innovative channels of resource mobilization;
10. Initiating formulation of EPRA resource mobilization strategy in line with the mandate and strategic objectives;
11. Initiating partnership dialogue with bilateral partners and international financial institutions;
12. Overseeing coordination, planning, development, and management of a public and private sector collaborations for resource mobilization;
13. Assessing opportunities for resource mobilization and identifying and mapping current and potential donors;
14. Fostering partnerships between EPRA and development partners, local and international organizations;
15. Coordinating mobilization of resources;
16. Coordinating the review of agreements with donors;

17. Developing systems and procedures to monitor collection of EPRA's resources;
18. Advising management on potential opportunities for resource mobilization and partnership developments;
19. Overseeing effective marketing and creation of awareness of EPRA products;
20. Ensuring accountability for the mobilized resources;
21. Preparing agenda for management deliberations;
22. Ensuring effective utilization of resources in the department;
23. Ensuring compliance with stakeholder requirements,

### *Risk Management*

24. Coordinate development of Risk Management Policies and strategies;
25. Ensuring implementation and compliance with Risk Management Policies and strategies;
26. Ensuring compliance with Risk Management standards of all procured goods and services;
27. Ensure research on relevant standards for adoption by EPRA;
28. Overseeing risk management of EPRA;
29. Promoting and monitoring continuous improvement in line with the ISO standards on Risk Management;
30. Compiling data for trend analysis and reporting and developing programs or action plans for implementation by EPRA;
31. Developing annual Risk Management Improvement plan for review;
32. Overseeing compliance with policies and procedures established by EPRA and periodically reviewing the policies/procedures and making recommendations for revisions and improvement where necessary;
33. Developing and planning effective training for staff in regard to Risk Management;
34. Overseeing management of risk incidents and keeping a record of all risk incidents;
35. Partnering with all departments to ensure efficient work flow, Risk management programs and compliance in line with Risk management procedures;
36. Compiling documentation and information necessary to assist in the process of strategic planning;
37. Overseeing review of Risk management procedures to ensure compliance;
38. Regular response to risk questions and concerns;
39. Developing programs, work plans and budgets for the division;
40. Ensuring staff of the department are appraised; and
41. Managing resources and assets allocated to the division.

### **Qualifications**

42. At least eight (8) years' work experience, three (3) of which must be in a supervisory position;
43. Bachelor's Degree in any of the following fields; Communications, Marketing, Public Relations, Business Development, Development Studies, International Relations, Public Administration and Business Administration or equivalent qualifications from a recognized institution;
44. Master's Degree in any of the following fields; Communications, Marketing, Public Relations, Business Development, Development Studies, International Relations, Public Administration and Business Administration or equivalent qualifications from a recognized institution;
45. Management Course lasting not less than four (4) weeks from a recognized institution;
46. Member of a relevant professional body where applicable;
47. Proficiency in computer applications;
48. Demonstrated results in work performance; and
49. Fulfilled the requirements of Chapter Six of Constitution.

### **SENIOR INFORMATION SCIENTIST (1 POSITION) EPRA JOB GRADE 5 (PERMANENT & PENSIONABLE)**

**REF: VA/32/6/2022**

### **Duties and Responsibilities**

- a) Implementing measures to enhance efficient Resource Centre services at EPRA;
- b) Designing and implement regulation, procedures and programmes for the Resource Centre systems;
- c) Establishing collaboration with other Libraries and Resource Centres for information sharing (e-library);
- d) Planning and coordinating Resource Centre services and programs;
- e) Assessing and developing Resource Centre collection and resources;
- f) Developing outreach programs as part of the Knowledge Sharing strategy in the Corporation;
- g) Providing professional and technical information on targeted areas of staff based on wide readership experience;
- h) Overseeing the development and review of Resource Centre policies and evaluating their effectiveness;
- i) Coordinating Strategic collaborations and partnerships with the other libraries and Resource Centers;
- j) Ensure Safety and security of the information in the Resource Center;

- k) Ensure information is stored in a manner that is accessible to users;
- l) Ensure effective dissemination of information and research findings as appropriate;
- m) Updating the Knowledge Management information databases;
- n) Supporting the implementation of the Knowledge Management System;
- o) Carrying out Inquiries, Studies and Research on matters relating to emerging library operations and trends;
- p) Preparing Resource Centre work programs and budget; and
- q) Overseeing the development and supervision of Resource Centre staff.

### **Qualifications**

1. At least four (4) years relevant work experience;
2. A Bachelor's degree in any of the following disciplines: - Library, Studies, Information Science or other relevant and equivalent, qualification from a recognized Institution;
3. A Master's degree in any of the following disciplines: - Library, Studies, Information Science or other relevant and equivalent, qualification from a recognized Institution; is an added advantage;
4. Proficiency in Computer Application Skills;
5. Demonstrated results in work performance;
6. Supervisory Course lasting not less than two (2) weeks (cumulative) from a recognized institution; and
7. Fulfilled the requirements of Chapter six of the Constitution.

### **ADMINISTRATION OFFICER (1 POSITION) EPRA JOB GRADE 6 (PERMANENT & PENSIONABLE)**

**REF: VA/33/6/2022**

### **Duties and Responsibilities**

1. Ensure smooth running of all administrative and logistical support areas of the Authority including Transport management;
2. Implements the Section's work plans and activities;
3. Oversee the cleaning, security, hospitality services and develop biannual reports to the Human Resource & Administration Manager;
4. Make travel arrangements for staff travelling out of the office by providing travel insurance and clearances;
5. Implement EPRA's administration policies and procedures manuals;

6. Carryout repair and maintenance of Authority Assets and building and ensure timely payment of rentals, fuel for vehicles, courier services, cleaning services and related scheduled maintenance;
7. Implements cross cutting performance contracting activities in the areas of HIV & AIDS programs, Gender mainstreaming, Work environment, Alcohol and Drug abuse in line with Authority's policies and Government guidelines;
8. Coordinate the implementation of road safety mainstreaming;
9. Ensure the administration insurance for vehicle and assets in line with the Authority policy and government procedure and guidelines;
10. Evaluation of adequacy and quality of office space and related facilities and provide management reports;
11. Ensure compliance with administrative service policies, procedures and adherence to Service Level Agreements with service providers;
12. Ensure maintenance and updating of the Authority's asset register;
13. Ensure effective and efficient management of cleaning and security services;
14. Ensure provision of effective administration of the Authority's welfare and hospitality programs;
15. Coordinate the provision of a safe and conducive work environment in compliance with Occupational Safety and Health Act, 2007 and other Government regulations;
16. Ensure efficient management of the Authority's travel and visa application system.
17. Assisting in development of administration budget.
18. Ensure efficient maintenance and repair of the Authority's assets and equipment.
19. Coordinate building and office maintenance, repair, rent and utilities; and
20. Ensure provision of effective and efficient administration of security services.

### **Qualifications**

1. Bachelors' degree in any of the following disciplines: Business Management, Public Administration, Human Resource Management, Finance, Commerce, Social Sciences or equivalent qualification from a recognized university;
2. Member to relevant professional body in good standing, where applicable;
3. Demonstrated results in work performance;
4. Proficiency in Computer Application Skills; and
5. Fulfilled the requirements of Chapter six of the Constitution.

**CONSUMER PROTECTION OFFICER (1 POSITION) EPRA JOB GRADE 6  
(PERMANENT & PENSIONABLE)**

**REF: VA/34/6/2022**

**Duties and Responsibilities**

1. Developing customer charter;
2. Developing of strategic policy for consumer engagement;
3. Reviewing of the customer service charter;
4. Maintaining effective communication and creation of awareness of EPRA services to the stakeholders;
5. Preparing drafts on procedures, for dissemination of information to consumers
6. conducting customer satisfaction surveys;
7. Handling related customer queries and complaints;
8. Organizing consumer awareness campaigns;
9. Implementing customer survey report recommendations; and
10. Monitoring and evaluating effectiveness of customer engagement initiative.

**Qualifications**

1. A Bachelor's Degree in any of the following disciplines Engineering, Law, Criminology, Education, Economics, Environmental Sciences, Social Sciences, Communication and Public Relations or equivalent qualification from a recognized institution;
2. Membership of a relevant professional body in good standing (where applicable);
3. Proficiency in Computer applications skills; and
4. Fulfilled the requirements of Chapter Six of the Constitution.

**SENIOR PUBLIC EDUCATION & ADVOCACY OFFICER (1 POSITION) EPRA JOB  
GRADE 5 (PERMANENT & PENSIONABLE)**

**REF: VA/35/6/2022**

**Duties and Responsibilities**

1. Crafting and implementing the Authority's advocacy agenda;
2. Builds and maintains working relationships with key Authority's publics in the regions;
3. Prepares briefing documents for public events for staff and stakeholders;

4. Plans and implements efforts to advance grassroots policy initiatives and communicate policy positions related to the authority's mandate;
5. Participate in developing and evaluating feasibility, efficiency and quality of Information Education and Communication (IEC) materials;
6. Assists in updating and revising the Authority's policies, guidelines, and procedures relating to public awareness and advocacy; and
7. Assists to manage the relationships with key stakeholders to ensure the successful achievement of programme outcomes.

### **Qualifications**

1. At least four (4) years relevant work experience;
2. A Bachelor's Degree in Communications, Journalism, Sociology, Marketing or equivalent qualification from a recognized university;
3. A Master's Degree in Communications, Journalism, Sociology, Marketing or equivalent qualification from a recognized university is an added advantage;
4. Membership of professional body, with good standing, where applicable;
5. Certificate in supervisory course, lasting not less than two (2) weeks
6. Proficiency in Computer applications skills;
7. Demonstrated results in work performance; and
8. Fulfilled the requirements of Chapter Six of the Constitution.

### **ELECTRICITY OFFICER (1 POSITION) EPRA JOB GRADE 6 (PERMANENT & PENSIONABLE)**

**REF: VA/36/6/2022**

### **Duties and Responsibilities**

#### ***Power Systems Function***

1. Formulating and implementation of regulations for the supply and use of electrical energy;
2. Conducting technical audits of power utilities and electrical installation and preparing reports;
3. Monitoring generation, transmission, distribution and supply projects;
4. Carrying out accident and incidence investigations;
5. Collecting, analysis, reporting and maintenance of power systems data;
6. Preparing position papers and briefs on regulation compliance, accident/incidence investigation and technical audits for the Director Electricity & Renewable Energy and EPRA management; and
7. Preparing of annual work plans and procurement plan.



### ***Consumer Installations Function***

1. Developing regulations and standards for consumer installations and metering. with other statutory bodies and agencies;
2. Monitoring performance of electrical contractors and workers against established standards;
3. Providing technical input in the review of retail electricity tariffs;
4. Undertaking electrical accident and incidence investigations and submit reports;
5. Conducting technical audits of electrical installations sites and metering points and prepare reports;
6. Maintaining an up-to-date database of electrical installation certificates (wiring certificates);
7. Maintaining records of electricity meters in use;
8. Participating in designated Committees; and
9. Participate in preparation of Section work plans and budgets.

### **Qualifications**

1. Bachelor's degree in any of the following Engineering fields; Mechanical, Electrical, Chemical or its equivalent qualification from a recognized institution;
2. Graduate Membership of the Engineers Board of Kenya (EBK) in good standing;
3. Proficiency in Computer applications skills; and
4. Fulfilled the requirements of Chapter Six of the Constitution.

**ENERGY EFFICIENCY OFFICER (1 POSITION) EPRA JOB GRADE 6  
(PERMANENT & PENSIONABLE)**

**REF: VA/37/6/2022**

### **Duties and Responsibilities**

#### ***Energy Efficiency Function***

1. Formulating and implementation of regulations on energy efficiency;
2. Undertaking research on energy efficiency in the country;
3. Undertaking energy efficiency technical audits;
4. Monitoring and evaluating the performance of energy auditors as per the prescribed energy audit procedures;
5. Preparing energy audit reports and follow up on implementation of recommendations;

6. Evaluating of submitted energy audit reports and energy management implementation reports;
7. Collecting, analysis, reporting and maintenance of energy efficiency data;
8. Evaluating the viability of energy efficiency and conservation projects for financing purposes and advice the Director General appropriately;
9. Preparing position papers and briefs regulation compliance, inspection and implementation of appliance energy performance and labelling projects for the Director Electricity and Renewable Energy and EPRA management;
10. Preparing and presentation of papers for conferences, seminars and workshops;
11. Participating in designated Committees; and
12. Preparing of Budgets.

### ***Energy Performance & Labelling Function***

1. Formulating and implementation of regulations on energy performance and labelling;
2. Carrying out research on appliance energy performance and labelling in the country;
3. Evaluating of submitted appliance test reports;
4. Preparing timely and accurate reports on regulation compliance, inspection and implementation of energy efficient and conservation projects;
5. Identifying and resolving risks related to issuance of energy efficiency labels;
6. Collecting, analysis, reporting and maintenance of appliance labelling data;
7. Preparing and presenting of papers for conferences, seminars and workshops;
8. Participating in designated Committees; and
9. Preparing of Budgets.

### **Qualifications**

1. Bachelor's degree in any of the following Engineering fields; Mechanical, Electrical, Chemical or its equivalent qualification from a recognized institution;
2. Graduate Membership of the Engineers Board of Kenya (EBK) in good standing or Kenya's Engineering Technologists and Technicians Registration Board (ETTRB) in good standing;
3. Proficiency in Computer applications skills; and
4. Fulfilled the requirements of Chapter Six of the Constitution.

**ENERGY PLANNING OFFICER (1 POSITION) EPRA JOB GRADE 6 (PERMANENT & PENSIONABLE)**

**REF: VA/38/6/2022**

**Duties and Responsibilities**

1. Monitoring and evaluation of Vision 2030 projects and preparing reports for the Vision 2030 Secretariat;
2. Review and analysis of statutory trading arrangements; including electric power purchase agreements, network service contracts and petroleum refining, storage and pipeline transportation contracts;
3. Preparation of the *Indicative National Energy Plan* pursuant to Section 5 of the Energy Act, 2006;
4. Preparation of the *Least Cost Power Development Plan (LCPDP)* for electricity;
5. Preparation of the *Petroleum Investment Plan*;
6. Preparation of the *Master Plan for Renewable Energy*;
7. Setting, reviewing, adjusting and investigating tariffs and tariff structures in the energy sector; and
8. Conducting capacity building in the area of energy- economics- environment analysis.

**Qualifications**

1. Bachelor's Degree in any of the following disciplines: Economics, Econometrics, an Applied Economics Discipline, Finance or Business Studies, from a recognized university or equivalent qualification from a recognized institution;
2. Proficiency in Computer applications skills; and
3. Fulfilled the requirements of Chapter Six of the Constitution.

**FINANCE & ACCOUNTS OFFICER (1 POSITION) EPRA JOB GRADE 6 (PERMANENT & PENSIONABLE)**

**REF: VA/39/6/202**

**Duties and Responsibilities**

1. Providing support for the budget preparation process and preparing budget monitoring reports;
2. Preparation of cash flow projections for the institution;
3. Tracking, analysis and reconciliation of EPRA levies and other revenues;
4. Developing procedures relating to the institution's finances;

5. Preparation of payment vouchers, imprests, claims and imprest surrender documents;
6. Preparation of payroll, statutory and other deductions and ensuring timely remittance;
7. Updating of fixed asset register, acquisition and disposal and posting of depreciation;
8. Reviewing of the general ledger, and reconciliation of debtors and creditors balances;
9. Reviewing and updating functionalities and new system requirements of the RMIS;
10. Supporting the internal and external audit function during audit process; and
11. Upstream Petroleum Cost Accounting.

### **Qualifications**

1. Bachelor's Degree in any of the following disciplines: Finance, Accounts Commerce (Finance Option), Business Administration, Business Management, Economics or its equivalent from a recognized institution;
2. Proficient in Computer Applications; and
3. Fulfilled the requirements of Chapter Six of the Constitution.

### **ICT OFFICER (1 POSITION) EPRA JOB GRADE 6 (PERMANENT & PENSIONABLE)**

**REF: VA/40/6/2022**

### **Duties and Responsibilities**

1. Providing technical expertise for requirements analysis to enhance the quality of system design;
2. Installing, configuring and maintaining ICT systems;
3. Designing, developing, testing and implementation of software solutions as per user requirements;
4. Maintaining and configuring of systems and databases;
5. Liaising with vendors on installation, configuration and maintenance of applications, network systems and infrastructure;
6. Devising and implementing measures to enhance safety, security and accountability for ICT systems and infrastructure;
7. Providing user support and training;
8. Develop and implement data governance policy;
9. Deploy data analytics systems;

10. Undertaking repairs and maintenance of ICT equipment and associated peripherals;
11. Drawing specifications for ICT equipment;
12. Developing, reviewing and maintaining support documentation to assist end-users with restoring services;
13. Liaising with internal and external stakeholders to provide technical support while monitoring, analyzing and reporting on systems performance;
14. Contributing to building capacity within the EPRA and ensuring effective knowledge sharing;
15. Monitoring and making recommendation to improve the performance of network, system and application security solutions to highlight areas of non-compliance and inform the development of improved practices and processes;
16. Implementing the allocation of access privileges of users to ensure appropriate security settings are applied in accordance with organization policies and application owner-defined parameters;
17. Investigation of security breaches investigations to guide the refinement of information security policies and practices; and
18. Providing virus protection defenses, review information systems for breaches in security and secure servers from unauthorized use.

### **Qualifications**

1. Bachelor's degree in computer science, Information Communication Technology, Electronics Engineering or any other ICT related disciplines with a bias in computer science from a recognized institution; and
2. Fulfilled the requirements of Chapter Six of the Constitution.

### **LEGAL OFFICER (1 POSITION) EPRA JOB GRADE 6 (PERMANENT & PENSIONABLE)**

**REF: VA/41/6/2022**

### **Duties and Responsibilities**

#### ***Litigation***

1. Attend court and such other quasi-judicial tribunals to conduct prosecution or defense of cases;
2. Conduct briefing on the Authority's staff who are witnesses in court cases where the organization is a party;
3. Collect evidence that is to be used in court proceedings;
4. Preparation quarterly and other reports from the Authority's external advocates;

5. Visit the scene of the incident to gathering details about the case;
6. Visit the scene of the incident to gathering details about the case;
7. Assemble and interview potential witnesses and other parties relevant to the case;
8. Examine evidence that could be used as trial exhibits;
9. Investigate the case through locating witnesses, taking witness statements, gathering documents and investigating the facts leading to the dispute;
10. Assess what evidence exists to defend a potential or existing suit against Authority;
11. Prepare the necessary documentation to facilitate settlement of the fees notes raised by external advocates prior to their processing;
12. Study Constitution, statutes, decisions, regulations, and ordinances of quasi-judicial bodies to determine ramifications for cases;
13. Collect documents and establish the facts of the situation that led to the dispute;
14. Establish a trial strategy that will maximize the chances of winning the case prior to filing of the case;
15. Prepare and submit reports on the fees payable or paid to advocates and other contingencies;
16. Undertake legal research;
17. Perform a SWOT analysis of the case and come up with persuasive arguments;
18. Search for and study legal documents to investigate facts and law of cases, to determine causes of action and to prepare cases;
19. Research and analyze law sources to prepare drafts of briefs or arguments;
20. Review and provide interpretation to the Authority on court judgments/ rulings and other court directions;
21. Liaise with counterpart advocates on court proceedings and other directives;
22. Prepare the affidavits and other Court pleadings to be filed in court on matters where the Authority is a party to the proceedings;
23. Initiate the payments for fees payable to external advocates in view of the status of the court proceedings and the Advocates Remuneration Order.
24. Initiate the payments for any court awards such as; damages or costs payable.

### ***Commercial***

1. Prepare draft contracts, leases and other agreements in relation to goods and services supplied to the Authority by third parties;
2. Participate in the negotiation and formulation of Memorandum of Understandings between the Authority, government agencies and other institutions;
3. Review licenses, permits to ensure they are properly formulated and comply with the relevant law and regulations;
4. Liaise with other government agencies such as Government printer to follow up on statutes, regulations, gazette notices and other information;
5. Participate in various ad hoc committees such as petroleum and gas licensing committee, electricity and renewable energy licensing committee among others;
6. Check on the legality and validity of insurance policies and performance bonds provided by third party service providers;
7. Prepare quarterly and other necessary reports for the purposes of the Directorates' annual work plan;
8. Undertake research on topical legal issues;
9. Prepare and update the Directorates' risk register;
10. Prepare presentations on the Directorate's role and other activities as may be required from time to time;
11. Collect and assemble relevant documents, reports and other information required by the consultants during legal and governance audits;
12. Participate in evaluation of tender documents when required during procurement process;
13. Participate in the drafting of the Directorates' process and procedures as per Quality Management System requirements.

### **Qualifications**

1. Bachelor's Degree in Law (LLB) from a recognized university;
2. Postgraduate Diploma in Law from Kenya School of Law;
3. Current practicing certificate;
4. Admission as an advocate of the High Court of Kenya;
5. Membership of the Law Society of Kenya;
6. Proficiency in computer applications; and
7. Fulfilled the requirements of Chapter Six of the Constitution.



**OFFICE ADMINISTRATOR (2 POSITIONS) EPRA JOB GRADE 6 (PERMANENT & PENSIONABLE)**

**REF: VA/42/6/2022**

**Duties and Responsibilities**

1. Responsible for the overall day to day management/administration of the office of the functional head;
2. Booking the meeting room for meetings and making hospitality arrangements as may be required;
3. Sending out notices for meeting and following up to confirm receipt;
4. Ensuring that the meeting venues are well organized;
5. Managing and maintain the office diary and schedule of appointments for the immediate supervisor;
6. Providing secretarial services for the functional area;
7. Maintaining records of outgoing letters, correspondences, documents and records; monitor, screen, respond to and distribute incoming communication;
8. Preparing and editing correspondence, communications, presentations and other documents;
9. Organizing international travel as may be required from time to time; and
10. Answer and screen calls directed to the directorate/ department/division.

**Qualifications**

1. Bachelor's Degree in Secretarial Studies or a Bachelor degree in Business and Office Management or equivalent qualifications from a recognized institution;
2. Proficiency in Computer applications skills;
3. Secretarial Management Course from a recognized institution lasting not less than four (4) weeks;
4. Demonstrated results in work performance;
5. Fulfilled the requirements of Chapter Six of the Constitution.

**UPSTREAM PETROLEUM OFFICER (DEVELOPMENT & PRODUCTION) (1 POSITION) EPRA JOB GRADE 6 (PERMANENT & PENSIONABLE)**

**REF: VA/43/6/2022**

**Duties and Responsibilities**

1. Participating in evaluating and approving of the contractor's reports on the number of wells to be drilled to reach production objectives;
2. Participating in the review of the recovery techniques to be used to extract the fluids within the reservoir;
3. Participating in the review of the type of production installations depending on environmental characteristics;

4. Participating in the review of separation systems for gas and fluids and the proper treatment systems needed to preserve the environment;
5. Participating in the review of reservoir engineering studies made by contractor(s) as well as the development and application of reservoir optimization techniques;
6. Participating in the review of reservoir data, analysis and calculations, and applying models to characterize reservoir or field properties;
7. Participating in the review of economic evaluations, field evaluation, field development, and decline curve analysis;
8. Participating in predicting and evaluating the water flooding and Enhanced Recovery performance;
9. Participating in monitoring activities to optimize producing assets from a reservoir perspective carrying out reservoir simulation studies to optimize recoveries;
10. Participating in evaluating and recommending for approval reservoir performance prediction, cost-effective monitoring and surveillance programs;
11. Participating in reviewing of contractor(s) reports on estimates of oil in-place volume;
12. Assisting in providing oversight for the subsurface engineering required for proper reservoir management of assets by the contractor;
13. Participating in petroleum production monitoring and evaluation;
14. Participating in conducting Petroleum Assets management planning;
15. Participating in the evaluation of production equipment design for approval;
16. Participating in production cost estimates and budgets review;
17. Liaising with geoscientists, production and reservoir engineers and commercial managers to interpret well-logging results and predicting production potential;
18. Participating in the compilation of detailed development plans of reservoir performance using mathematical models;
19. Participating in the review of the contractor's selection of optimal tubing size and suitable equipment in the well for different functions;
20. Participating in monitoring of the design of completion operations as well as the suitability of possible secondary and other recovery techniques;
21. Participating in monitoring fluid behavior for potential problems and solutions in place as well mitigation measures; and
22. Participating in the evaluation and recommendation for approval of Oil-Well and reservoir remote sensing technology and surveillance data for deciding on appropriate and enhanced engineering interventions.

### **Qualifications**

1. A Bachelor's Degree in any of the following: Chemical Engineering, Electrical Engineering, Energy Engineering, Mechanical Engineering, Petroleum Engineering, Civil Engineering, Geology or equivalent qualification from a recognized university;
2. Membership in good standing of a relevant professional body;
3. Demonstration of results in work performance;
4. Proficiency in computer applications skills; and
5. Fulfilled the requirements of Chapter Six of the Constitution.

### **PETROLEUM/GAS OFFICER (1 POSITION) EPRA JOB GRADE 6 (PERMANENT & PENSIONABLE)**

**REF: VA/44/6/2022**

### **Duties and Responsibilities**

1. Participating in the collection, collation, analysis, and maintenance and dissemination of data on coal operations.
2. Participating in the implementation of policies related to access to data on coal operations.
3. Participating in technical audits of coal operations to ensure continued adherence to standards and codes of practice.
4. Participating in inspection and testing machinery or equipment used in coal operations.
5. Participating in verification of measurements of petroleum production to allow for estimation and assessment of royalties and profits of coal due to the National Government.

### **Qualifications**

1. Bachelor's Degree in any of the following: Chemical Engineering, Electrical Engineering, Energy Engineering, Mechanical Engineering, Petroleum Engineering, Civil Engineering, Geology or equivalent qualification from a recognized university;
2. Membership in good standing of a relevant professional body;
3. Demonstration of results in work performance;
4. Proficiency in computer applications skills; and
5. Fulfilled the requirements of Chapter Six of the Constitution.

**PLANNING OFFICER (1 POSITION) EPRA JOB GRADE 6 (PERMANENT & PENSIONABLE)**

**REF: VA/45/6/2022**

**Duties and Responsibilities**

***Corporate Planning***

1. Development and monitoring of work plan and budget tracking;
2. Generating economic planning data;
3. Compiling performance contract reports from the departments and keeping records on performance contract targets;
4. Preparation, Implementation and monitoring of the of strategic plan;
5. Carrying out research on topical areas as may be directed within the department;
6. Assessing the strengths and weakness of policy options
7. Analyzing policy recommendations from various Directorates/departments;
8. Undertake monitoring and evaluation of the Annual work plan and various programmes;
9. Assisting in developing tools for Corporate monitoring and evaluation; and
10. Coordinate corporate research;

***Quality & Risk Management***

1. Carrying out quality checks on services procured by EPRA;
2. Developing defective books' reports and corrective action plan on monthly basis; and
3. Carrying out internal audits on quality compliance and follow-up audits;
4. Identifying and estimating the risks affecting the business;
5. Undertaking Risk assessment and analysis;
6. Carrying out processes such as implementing business continuity plans to limit risks and prepare a mitigation plan;
7. Compiling data for trend analysis and reporting;
8. implementation of the annual Quality Improvement Plan;
9. Development of implementation plans and monitoring and evaluation plans;
10. Carrying out quarterly routine awareness programs on risk management.

### **Qualifications**

1. A Bachelor's degree in any of the following disciplines: Economics, Statistics, Mathematics, Public Policy/Administration, Strategic Management or other relevant and equivalent qualification from a recognized institution;
2. Proficiency in Computer Application Skills; and
3. Fulfilled the requirements of Chapter six of the Constitution.

### **PRICING ANALYST (1 POSITION) EPRA JOB GRADE 6 (PERMANENT & PENSIONABLE)**

**REF: VA/46/6/2022**

### **Duties and Responsibilities**

#### ***Financial Analysis***

1. Implement an effective monitoring and evaluation system to facilitate in-depth analysis of instances of non-compliance;
2. Coordinate continuous financial reporting by regulated utilities as well as timely review of those financial returns;
3. Setting, review and adjustment of tariffs and tariff structures in the energy sector;
4. Monitor and enforce sector utility regulatory performance targets, especially the financial health of the licensees;
5. Monitoring and evaluation of the status of competition in the energy sector;
6. Analyze statutory trading arrangements; including electric power purchase agreements, and network service contracts;
7. Coordinate the setting, review, adjustment, and investigation on implementation of electricity tariffs and structures;
8. Enforce compliance with regulatory accounting regulations and tariff codes;
9. Analyze petroleum refining, storage and pipeline transportation contracts;
10. Compute the monthly retail price caps for regulated petroleum products;
11. Compute pass-through electricity costs including FCC, FERFA, Inflation adjustments and WARMA;
12. Undertake pass through costs audits on periodic basis;
13. Participating in designated Committees;
14. Supporting the preparation of the Sections Budgets; and
15. Supporting the development of Section's Procurement Plans.

### ***Energy Economics (petroleum)***

1. Setting, review and adjustment of tariffs and tariff structures in the energy sector;
2. Monitor and enforce sector utility regulatory performance targets, especially the performance of Oil Marketing Companies;
3. Monitoring and evaluating compliance with Legal Notice Number 196;
4. Maintains oversight on petroleum, electricity and renewable energy subsectors operations with a view to enforcing fair play and competition;
5. Monitoring and evaluation of the status of competition in the energy sector;
6. Analyze statutory trading arrangements; including electric power purchase agreements, and network service contracts;
7. Participate in the setting, review, adjustment, and investigation on implementation of electricity tariffs and structure;
8. Enforce compliance with regulatory accounting regulations and tariff codes;
9. Analyze petroleum refining, storage and pipeline transportation contracts;
10. Compute the monthly retail price caps for regulated petroleum products;
11. Compute and set price caps for selected petroleum products;
12. Develop international petroleum price projections and conduct monthly price data acquisition;
13. Participate in the computation of pass-through electricity costs including FCC, FERFA, Inflation adjustments and WARMA;
14. Participate in regulatory research in the sector on emerging topical issues that inform policy dispensation in the sector;
15. Participating in designated Committees;
16. Supporting the preparation of the Sections Budgets; and
17. Supporting the development of Section's Procurement Plans.

### ***Energy Economics (electricity)***

1. Implement an effective monitoring and evaluation system to facilitate in-depth analysis of instances of non-compliance;
2. Setting, review and adjustment of tariffs and tariff structures in the energy sector;
3. Monitor and enforce sector utility regulatory performance targets, especially the performance of licensees in the electric power sub-sector;
4. Develop and review regulatory accounting regulations and tariff codes;
5. Maintain oversight on petroleum, electricity and renewable energy subsectors operations with a view to enforcing fair play and competition;
6. Monitoring and evaluation of the status of competition in the energy sector;
7. Analyze statutory trading arrangements; including electric power purchase agreements, and network service contracts;

8. Coordinate continuous financial reporting by regulated utilities as well as timely review of those financial returns;
9. Co-ordinate the setting, review, adjustment, and investigation on implementation of electricity tariffs and structure;
10. Enforce compliance with regulatory accounting regulations and tariff codes;
11. Participate in the analysis of petroleum refining, storage and pipeline transportation contracts;
12. Monitor and evaluate financial performance of regulated utilities;
13. Participate in the computation and setting of price caps for selected petroleum products;
14. Compute pass-through electricity costs including FCC, FERFA, Inflation adjustments, WARMA;
15. Undertaking audits for pass-through electricity costs including FCC, WARMA, FERFA & Inflation adjustments;
16. Conduct studies of various utility applications and conducting rate analysis and assist with rates computation;
17. Participate in regulatory research in the sector on emerging topical issues that inform policy dispensation in the sector;
18. Participating in designated Committees;
19. Supporting the preparation of the Sections Budgets; and
20. Supporting the development of Section's Procurement Plans.

### **Qualifications**

1. Bachelor's Degree in any of the following disciplines: Economics, Econometrics, an Applied Economics Discipline, Finance or Business Studies, from a recognized university or equivalent qualification from a recognized institution;
2. Proficiency in Computer applications skills; and
3. Fulfilled the requirements of Chapter Six of the Constitution.

### **PUBLIC EDUCATION & ADVOCACY OFFICER (1 POSITION) EPRA JOB GRADE 6 (PERMANENT & PENSIONABLE)**

**REF: VA/47/6/2022**

### **Duties and Responsibilities**

1. Crafting and implementing the Authority's advocacy agenda,
2. Builds and maintains working relationships with key Authority's publics in the regions
3. Prepares briefing documents for public events for staff and stakeholders.
4. Plans and implements efforts to advance grassroots policy initiatives and communicate policy positions related to the authority's mandate



5. Participate in developing and evaluating feasibility, efficiency and quality of Information Education and Communication (IEC) materials
6. Assists in updating and revising the Authority's policies, guidelines, and procedures relating to public awareness and advocacy
7. Assists to Manage the relationships with key stakeholders to ensure the successful achievement of programme outcomes.

**Qualifications**

1. A Bachelor's Degree in Communications journalism, Public Relations, Marketing, Sociology or equivalent qualification from a recognized university;
2. Membership of professional body in good standing (where applicable);
3. Proficiency in Computer applications skills; and
4. Fulfilled the requirements of Chapter Six of the Constitution.

**RENEWABLE ENERGY OFFICER (1 POSITION) EPRA JOB GRADE 6  
(PERMANENT & PENSIONABLE)**

**REF: VA/48/6/2022**

**Duties and Responsibilities**

1. Formulating and implementing codes of practice, standards and regulatory instruments for the renewable energy sub sector;
2. Carrying out research on renewable energy resources, technology and its application in the renewable energy sub sector;
3. Carrying out of renewable energy technical audits;
4. Providing input in the development of renewable energy master plans/strategies and research work;
5. Monitor compliance with renewable energy regulatory instruments in the development of renewable energy plans, standards and strategies;
6. Developing and submitting timely and accurate renewable energy sub sector reports;
7. Collecting, analyzing, reporting and maintaining of renewable energy data;
8. Preparing position papers and briefs on regulation compliance, inspection and implementation of renewable energy projects for the Director Electricity and Renewable Energy and EPRA management;
9. Preparing and presentation of papers for conferences, seminars and workshops;
10. Advising the general public on matters relating to renewable energy;
11. Participating in designated Committees;
12. Preparation of Section's Budgets; and
13. The development of Section's Procurement Plans.

### **Qualifications**

1. A bachelor's degree in Engineering in any of the following fields: Electrical, Mechanical, Chemical or equivalent qualification from a recognized institution;
2. Graduate Membership of the Engineers Board of Kenya (EBK) in good standing or Kenya's Engineering Technologists and Technicians Registration Board (ETTRB) in good standing;
3. Proficiency in Computer applications skills; and
4. Fulfil the requirements of Chapter Six of the Constitution.

### **RESEARCH AND POLICY ANALYST (1 POSITION) EPRA JOB GRADE 6 (PERMANENT & PENSIONABLE)**

**REF: VA/49/6/2022**

### **Duties and Responsibilities**

#### ***Energy Data and Statistics***

1. Statistical analysis and database management principles and practices
2. Providing support in monitoring and evaluating the performance of the energy sector.
3. Collection, collation, analysis, reporting and maintenance of energy data.
4. Collection, collation and analysis, of information and statistics for presentation to the Minister for Energy pursuant to Section 5(f) of the *Energy Act, 2006*.
5. Collaborating with the ICT section in managing the databases hosted on EPRA's RMIS
6. Preparation of statistical reports on the energy sector in the country
7. Preparation of position papers and briefs for the Director of Economic Regulation and EPRA management.
8. Preparation and presentation of papers for conferences, seminars and workshops.

#### ***Energy Policy Analysis***

1. Providing support to the inter-directorate effort on research, development and policy analysis with a view to establish the effectiveness of existing policy frameworks.
2. Providing support in monitoring and evaluating the performance of the energy sector.
3. Conducting energy sector research and policy analysis, and preparation of position papers and reports.
4. Developing, maintaining, and managing EPRA's statistical databases.
5. Collecting, analyzing, and maintaining data and statistics on key energy parameters.
6. Development of TORs and tender documents for energy related studies;

7. Assist in the development of statistical information and supporting models related to projections, forecasting, and impact analysis.
8. Preparation of statistical reports on the energy sector in the country
9. Preparation of position papers and briefs for the Director of Economic Regulation and EPRA management.

### **Qualifications**

1. Bachelor's Degree in any of the following disciplines: Economics, Econometrics, an Applied Economics Discipline, Statistics, Mathematics, Finance, Business Studies or Engineering, from a recognized university or equivalent qualification from a recognized institution;
2. Proficiency in Computer applications skills; and
3. Fulfilled the requirements of Chapter Six of the Constitution.

### **RISK MANAGEMENT OFFICER (1 POSITION) EPRA JOB GRADE 6 (PERMANENT & PENSIONABLE)**

**REF: VA/50/6/2022**

### **Duties and Responsibilities**

1. Carrying out quality checks on services procured by EPRA;
2. Developing defective books' reports and corrective action plan on monthly basis;
3. Carrying out internal audits on quality compliance and follow-up audits;
4. Identifying and estimating the risks affecting the business;
5. Undertaking Risk assessment and analysis;
6. Carrying out processes such as implementing business continuity plans to limit risks and prepare a mitigation plan;
7. Compiling data for trend analysis and reporting;
8. implementation of the annual Quality Improvement Plan;
9. Development of implementation plans and monitoring and evaluation plans; and
10. Carrying out quarterly routine awareness programs on risk management.

### **Qualifications**

1. A Bachelor's degree in any of the following disciplines: Economics, Statistics, Mathematics, Public Policy/Administration, Strategic Management or other relevant and equivalent qualification from a recognized institution;
2. Proficiency in Computer Application Skills; and
3. Fulfilled the requirements of Chapter six of the Constitution.

**SUPPLY CHAIN MANAGEMENT OFFICER (1 POSITION) EPRA JOB GRADE 6  
(PERMANENT & PENSIONABLE)**

**REF: VA/51/6/2022**

**Duties and Responsibilities**

***Procurement and Disposal***

1. Sourcing for goods and services as per the procurement law;
2. Raising purchase orders for goods and services for approval;
3. Liaising with suppliers to ensure timely delivery of goods;
4. Maintaining and updating a list of qualified suppliers;
5. Undertaking market survey to ensure EPRA obtains value for money;
6. Ensuring safe custody of all procurement records; and
7. Attending the opening of quotations and tenders.

***Inventory Management***

1. Implementing measures to enhance efficiency and effectiveness in procurement and stores management;
2. Carrying out annual and periodic stock taking;
3. Setting up accurate inventory control systems so as to maintain optimum stock levels;
4. Maintaining inventory in good condition for continual usage;
5. Advising and employing best storage methods;
6. Maintaining and updating all inventory records;
7. Receipting of all inventory and raising inventory receipt documents;
8. Ensuring safety, security and cleanliness in the stores;
9. Preparation of disposal documents;
10. Initiating documentation for payment of suppliers for services rendered; and
11. Maintaining register of return stores and lists of items awaiting disposal.

**Qualifications**

1. A Bachelor's degree in supply chain management/Logistics and Procurement Management or equivalent qualification from a recognized institution;
2. Be proficient in computer application; and
3. Fulfilled the requirements of Chapter Six of the Constitution.

**TRANSPORT OFFICER (1 POSITION) EPRA JOB GRADE 6 (PERMANENT & PENSIONABLE)**

**REF: VA/52/6/2022**

**Duties and Responsibilities**

1. Diagnosing mechanical problems in EPRA fleet of vehicles in all regional offices and advising on repairs required;
2. Maintaining all motor vehicles in serviceable condition and carrying out minor repairs and service whenever necessary in all regional offices;
3. Maintenance of all vehicle records, correct entries and update on vehicle logbooks; other office documentation and status of licenses and insurance policies;
4. Renewal of motor vehicle Insurance covers and other road licenses;
5. Maintenance and enforcement of service schedules for all the vehicles in the Authority;
6. Participate in development and implementation of the annual Transport operations, maintenance plan and Drivers leave plans;
7. Reconciliation of EPRA motor vehicle work tickets and the tracking system; supervise vehicle online tracking, monitor vehicle movement and trace violations with possible corrective action;
8. Fuel and mileage monitoring to identify areas of high and low fuel efficiency for targeted action;
9. Reporting of vehicle accidents and mishandling by all authorized Drivers;
10. Maximization and efficient use of the outsourced transport for logistical operations;
11. Vehicle cleaning vouchers issued are recorded in the Motor vehicles cleaning vouchers register for all vehicles cleaned;
12. Supervision of all EPRA Drivers; workforce development, coaching and discipline management;
13. Mid-year and annual appraisal of Drivers;
14. Vehicle inspection and handover by drivers before they proceed on leave or any trip; and
15. Submission of quarterly and Annual reports on the management of EPRA transport system

### **Qualifications**

1. Bachelor's degree in Mechanical Engineering from a university recognized in Kenya;
2. Three (3) years' relevant work experience;
3. Proficiency in computer application; and
4. Fulfilled the requirements of Chapter Six of the Constitution.

### **PRINCIPAL DRIVER (1 POSITION) EPRA JOB GRADE 7 (PERMANENT & PENSIONABLE)**

**REF: VA/53/6/2022**

### **Duties and Responsibilities**

1. Carrying out routine checks on vehicle's cooling, oil, electrical and brake systems and tyre pressure;
2. Coordinating, detecting and reporting vehicle defects on time;
3. Ensuring cleanliness of all EPRA vehicles;
4. Driving the vehicle as authorized;
5. Ensuring security and safety of the vehicle on and off the road, passengers and goods therein;
6. Maintaining daily work tickets for all Motor Vehicles;
7. Ensuring routine service and maintenance of the vehicle;
8. Timely reporting of accidents and follow up of police abstract;
9. Vehicle inspection and keeping up-to-date insurance documents;
10. Supervising and guiding junior drivers;
11. Mentoring and coaching other drivers;
12. Assist in developing performance targets for drivers;
13. Assist in developing work plans; and
14. Advise on ways to improve operational economies involving vehicles.

### **Qualifications**

1. At least ten (10) years' relevant work experience;
2. Have KCSE mean grade D+ (plus) or equivalent qualification;
3. Valid Class BCE Driving License free from any endorsement
4. Trade Test for Drivers Grade I;
5. Refresher Course for drivers lasting not less than one (1) week in the previous three (3) years;
6. First Aid Certificate;
7. Defensive driving;
8. Proficiency in computer application; and

9. Fulfilled the requirements of Chapter Six of the Constitution.

**Assistant Office Administrator (1 Position) EPRA Job Grade 8 (Permanent & Pensionable) - Ref: VA/54/6/2022**

**Duties and Responsibilities**

1. Responsible for the overall day to day management/administration of the office of the functional head;
2. Booking the meeting room for meetings and making hospitality arrangements as may be required;
3. Sending out notices for meeting and following up to confirm receipt;
4. Ensuring that the meeting venues are well organized;
5. Managing and maintain the office diary and schedule of appointments for the immediate supervisor;
6. Providing secretarial services for the functional area;
7. Maintaining records of outgoing letters, correspondences, documents and records; monitor, screen, respond to and distribute incoming communication.
8. Preparing and editing correspondence, communications, presentations and other documents.
9. Organizing international travel as may be required from time to time;
10. Answer and screen calls directed to the directorate/ department/division

**Qualifications**

1. A Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or equivalent qualifications from a recognized institution; OR
2. The following qualifications from the Kenya National Examinations Council:
  - i. Typewriting III (50 w.p.m.)/Computerized Document Processing III;
  - ii. Shorthand III (100 w.p.m);
  - iii. Business English III/Communication III;
  - iv. Office Practice III;
  - v. Commerce II;
  - vi. Office Management III/Office Administration and Management III;
  - vii. Secretarial Duties II;
3. Proficiency in computer application skills;
4. Demonstrated results in work performance; and
5. Fulfilled the requirements of Chapter Six of the Constitution.



**CUSTOMER CARE ASSISTANT (1 POSITION) EPRA JOB GRADE 8  
(PERMANENT & PENSIONABLE)**

**REF: VA/55/6/2022**

**Duties and Responsibilities**

1. Receiving visitors;
2. Determining nature and purpose of visit;
3. Directing or escorting Visitors to appropriate officer/person and notify appropriate person of visitors' arrival;
4. Independently answer inquiries and provides information or assistance to callers and visitors, which require thorough knowledge of office policies and procedures;
5. Observing the flow of visitors for security purposes in restricted areas in liaison with security personnel;
6. Questioning unfamiliar visitors to determine or obtain authorization to enter area;
7. Monitor, schedule or observe arrivals and departures of work unit members to remain current on status of each;
8. Reporting any suspicious or questionable behavior, which may be detrimental to the organization;
9. Ensuring that the reception ambience is good;
10. Preparing weekly report on the reception area happenings;
11. Filing and maintaining records of reception reports;
12. Provide information about establishment such as location of departments or offices and employees within the organization; and
13. Report needed repairs within the reception area.

**Qualifications**

1. KCSE Certificate C PLAIN;
2. Diploma in Customer care or equivalent;
3. and Certificate in Computer packages;
4. Proficiency in computer applications; and
5. Meets the requirements of chapter six of the constitution.

**LEGAL ASSISTANT (1 POSITION) EPRA JOB GRADE 8 (PERMANENT & PENSIONABLE)**

**REF: VA/56/6/2022**

**Duties and Responsibilities**

1. Conduct necessary land, court file and company searches in different registries;
2. Ensure the court document and other forms have the correct numbering;
3. Organize the court pleading and other court documents;
4. Manage bring ups on all legal matters;
5. Attend Courts registries for purposes of extracting Court orders or such other directives;
6. Reference and facilitate stamping of court pleadings and supporting documents;
7. Deliver documents to law firms and to other third-party recipients as needed;
8. Create copies and reproductions of records and legal documentations;
9. Attend Court to peruse the files for purposes of noting the status of the court matter;
10. Communicate with the external advocates and other third parties on earlier correspondences initiated by the advocates;
11. File pleadings and other documents in court in when required;
12. Access the court listings and share such schedules within the Directorate;
13. Effect service and delivery of requisite documents on court matters;
14. Conduct basic legal enquiries for the advocates as directed;
15. Make inquiries from the Court regarding judicial procedures, court appearances, trial dates, adjournments, warrants, summonses, witness fees, and payment of fines;
16. Prepare and mark all applicable court exhibits and evidence;
17. Attend court to facilitate holding brief for the Authority's advocate when required and record the court proceedings; and
18. Provide general clerical services to the advocates in the Directorate or other staff.

### **Duties and Responsibilities**

1. Diploma in Legal Studies;
2. Must have wide knowledge of different registries e.g. Commercial, Conveyancing, Civil and Litigation;
3. Proficiency in English;
4. Familiarity with law, legal procedures and protocols, and court system;
5. Proficiency in computer applications;
6. Licensed Process Server is an added advantage;
7. Proficiency in computer applications; and
8. Fulfilled requirements of Chapter Six of the Constitution.

### **SENIOR OFFICE ASSISTANT (1 POSITION) EPRA JOB GRADE 9 (PERMANENT & PENSIONABLE)**

**REF: VA/57/6/2022**

### **Duties and Responsibilities**

1. Delivering letters, parcels, and documents;
2. Receiving letters and recording them;
3. Overseeing office cleaning and repairs;
4. Franking letters for posting and deliver them to the post office;
5. Performing office and messengerial duties.

### **Qualifications**

1. At least four (4) years relevant experience;
2. At least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
3. A professional certificate;
4. Proficiency in computers;
5. Demonstrated results in work performance; and
6. Fulfilled the requirements of Chapter Six of the constitution.

### **DRIVER (2 POSITIONS) EPRA JOB GRADE 9 (PERMANENT & PENSIONABLE)**

**REF: VA/58/6/2022**

### **Duties and Responsibilities**

1. Carrying out routine checks on vehicle's fueling, cooling, oil, electrical and brake systems and tyre pressure;

2. Detecting and reporting vehicle defects on time; ensuring vehicle cleanliness;
3. Driving the vehicle as authorized;
4. Ensuring security and safety of the vehicle on and off the road, passengers and goods therein;
5. Maintaining daily work ticket;
6. Ensuring routine service and maintenance of the vehicle;
7. Timely reporting of accidents and securing police abstract;
8. Taking Vehicles inspection and keeping up-to-date insurance documents;
9. Ensuring that all documents are valid and well displayed; and
10. Preparing periodic vehicle performance reports as required.

### **Qualifications**

1. Four (4) years relevant working experience as a Driver;
2. KCSE mean grade D+ (plus) or equivalent qualification;
3. Valid Class BCE Driving License free from any endorsement;
4. Trade Test for Drivers III;
5. Proficiency in computer application; and
6. Fulfilled the requirements of Chapter Six of the Constitution.

### **OFFICE ASSISTANT (1 POSITION) EPRA JOB GRADE 10 (PERMANENT & PENSIONABLE)**

REF: VA/59/6/2022

### **Duties and Responsibilities**

1. Deliver letters, parcels, and documents;
2. Receive letters and record them;
3. Oversee office cleaning and repairs;
4. Frank letters for posting and deliver them to the post office;
5. Performing office and messengerial duties.

### **Qualifications**

1. At least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
2. Proficiency in computers; and
3. Fulfilled the requirements of Chapter Six of the constitution.

## **APPLICATION REQUIREMENTS**

### **Mandatory Requirements for all Positions**

Applicants **MUST** provide the following documents on application:

1. A Signed application letter;
2. A detailed Curriculum Vitae indicating their current and previous employers, positions held, current and expected salary, level of education and names of at least three professional referees, two of which must be working in the current organization;
3. Copies of academic and professional certificates;
4. Copy of Birth Certificate; and
5. Copy of National Identification Card.

Interested and qualified individuals are required to submit their applications, quoting the reference number, through email [Recruitment22@epra.go.ke](mailto:Recruitment22@epra.go.ke) not later than 5.00 p.m. on 31<sup>st</sup> July 2022, addressed to the undersigned:

The Director General,  
Energy & Petroleum Regulatory Authority (EPRA),  
P.O Box 42681 - 00100,  
Nairobi.

*EPRA is an equal opportunity employer. Youth, female candidates, Persons with Disability (PWD) and marginalized are strongly encouraged to apply.*

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

Shortlisted candidates will be required to avail original and copy of application letter, Curriculum Vitae; certified copies of the relevant academic and professional certificates; national identity card; birth certificate and valid clearance certificates from KRA; HELB; EACC; Credit Reference Bureau and Kenya Police as per chapter six of the Constitution during the interview.