

EXCELLENT CAREER OPENING

Our Mission:

“To facilitate access to sustainable energy for all through leading regulatory practices.”

The Energy Regulatory Commission (ERC) is a State Corporation established under the Energy Act 2006. The Commission is the energy sector regulatory agency responsible for Economic and Technical Regulation of Electric Power, Renewable Energy and Downstream Petroleum sub-sectors. The Commission is seeking to recruit a suitably qualified, experienced, result-oriented and highly motivated Kenyan citizens to fill the following vacant position:

DIRECTORATE OF PETROLEUM & GAS

DIRECTOR PETROLEUM & GAS - JOB GRADE ERC 2

Reporting to the Director General, the successful candidate will be responsible for providing strategic leadership in planning, development, implementation and execution of structures for the regulation of the mid and downstream petroleum sub sector in Kenya. This entails research and planning, formulation and continuous review of sub-sector regulations, compliance & enforcement of sub-sector regulations and continuous stakeholder engagement.

Key Responsibilities

- Design, develop and implement strategies to ensure effective regulation of the mid and downstream petroleum sub-sectors in Kenya.
- Set and monitor the implementation of short, medium and long term goals aimed at ensuring efficient regulation of the mid and downstream petroleum sector.
- Develop and implement performance plans for the Directorate including conducting staff appraisals to check achievement of set targets.
- Oversee implementation of petroleum targets in the Performance Contract.
- Oversee the development and implementation of regulations, standards, codes of practice and policies for the mid and downstream petroleum sub-sector in Kenya.
- Ensure implementation of ERC's code of conduct and policies at the Directorate.
- Oversee inspection of construction works at petroleum and gas bulk storage facilities and pipelines to ensure adherence to construction guidelines and standards.
- Oversee inspection of petroleum and Gas bulk storage facilities to ensure high levels of compliance thereby assuring safety of operations.
- Oversee inspection of petroleum and LPG road tankers and rail wagons to ensure high levels of compliance thus promoting safety during transportation of petroleum fuels.
- Oversee inspection of petroleum and gas pipelines in order to ensure high levels of compliance thereby promoting safety during operations.

- Oversee marking and monitoring of petroleum motor fuels to reduce instances of adulteration.
- Coordinate collection and collation of information during accidents involving petroleum products.
- Oversee technical investigation of accidents in the mid and downstream petroleum sub-sectors to establish the root causes and provide recommendations to ensure non-recurrence.
- Oversee the collection, collation, analysis and dissemination of petroleum information and statistics.
- Oversee the computation and analysis of petroleum pump prices on a monthly basis.
- Coordinate preparation of briefs for approval by the Director General/CEO on technical matters on petroleum enquired by the media.
- Review and analyze policy directives on mid and downstream petroleum sub-sector and advise the Director General/CEO on the best approach towards dissemination of such policies.
- Develop, implement and maintain the Directorate's Quality Management System.
- Chair the Directorate's quarterly process performance review meetings.
- Continuously review and analyze the potential risks to the country's mid and downstream petroleum supply chain and advise the Director General/CEO on mitigation measures.
- Review reports on petroleum and gas infrastructure and provision of advice on the suitability and safety of proposed projects.
- Prepare position papers to Management and the Commission for consideration and approval.
- Attend and participate in Senior Management meetings.
- Prepare status reports on a monthly basis to the Director General/CEO on delegated roles such as number of petroleum facilities inspected, status reports on the fuel marking and monitoring program.
- Manage expert studies and Petroleum sub-sector Surveys.
- Prepare and present papers for conferences, seminars and workshops.
- Present petroleum regulatory matters to key stakeholders such as the Presidency and the Senate and the National Assembly.
- Participate in designated Management Committees.
- Maintain high level Liaison and coordination with selected external stakeholders including potential investors, Donor organizations, Regional associations, and industry lobby groups.
- Represent ERC in various local, regional and international meetings.
- Oversee preparation of the Directorate's budget to Senior Management and subsequently the Commission for approval.
- Oversee preparation of the Directorate's procurement plans in line with the approved budget.
- Monitor implementation of the Directorate's budget and provision of quarterly reports to the Director General/CEO.
- Approval of staff expenditure within approved limits.
- Manage contracts in the Directorate.

Qualifications & Skills required

I. Person specifications

For appointment to this grade, a candidate must have:

- At least twelve (12) years' work experience, six (6) of which must be at management level;
- A Bachelor's Degree in any of the following engineering disciplines: Chemical, Electrical, Mechanical, Civil or equivalent qualification from a recognized institution;
- A Master's in any of the following engineering disciplines: Chemical, Electrical, Mechanical, Civil or equivalent qualification from a recognized institution;
- Professional qualification and membership to a relevant professional body, in good standing;
- Leadership course lasting not less four (4) weeks, from a recognized institution;

- Demonstrated results in work performance;
- Proficiency in Computer applications skills and
- Fulfilled the requirements of Chapter Six of the Constitution.

II. Key Competencies and skills

- (i) Ability to portray and uphold positive image of ERC and work in a multi-cultural and multi-ethnic environment with sensitivity to and respect for diversity;
- (ii) A visionary and result oriented thinker;
- (iii) People Management skills;
- (iv) Excellent organizational, interpersonal and communication skills;
- (v) Capacity to work under pressure to meet strict deadlines and
- (vi) Firm, fair and transparent.

OTHER REQUIREMENTS

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

Shortlisted candidates will be required to satisfy the requirements of Chapter six of the Constitution of Kenya 2010 and provide:

- (i) Certificate of Good Conduct from the Directorate of Criminal Investigations;
- (ii) Clearance Certificate from Higher Education Loans Board (HELB);
- (iii) Tax compliance Certificate from Kenya Revenue Authority (KRA);
- (iv) Clearance from the Ethics and Anti-Corruption Commission (EACC); and
- (v) Report from an Approved Credit Reference Bureau (CRB).

The Commission will offer attractive salaries and benefits to the selected candidates who can look forward to a rewarding career in a professionally run organization. The successful candidates will be offered employment on contract terms for five (5) years renewable subject to performance.

HOW TO APPLY

Interested candidates who meet the stated requirements can submit applications attaching a signed application letter, copies of education and professional certificates, a detailed CV giving details of telephone contact, email address, names and contacts of three (3) professional referees not later than **5.00 p.m. on 19th February 2019**.

Applications clearly indicating job applied for should be sent through the Post Office or hand delivered to:

**Director General
Energy Regulatory Commission
1st Eagle Africa Centre, Longonot Road, Upperhill
P O Box 42681-00100 Nairobi**

ERC values diversity therefore youth, female candidates, Persons with Disability (PWD) and marginalized are strongly encouraged to apply.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.