

25 NOV. 2009 39

KENYA PIPELINE COMPANY LIMITED



KENPIPE PLAZA,
SEKONDI ROAD,
OFF NANYUKI ROAD,
INDUSTRIAL AREA,
NAIROBI, KENYA.
P.O. Box 73442 - 00200,
TELEPHONE: 254-20-532244
TELEFAX: 254-20-530380/5504368
E-mail: info@kpc.co.ke

JOB ADVERTISEMENT

1. CHIEF ACCOUNTANT

Applicants must be in possession of Bachelor's degree in Commerce or Finance from a recognized university and full professional qualifications such as CPA (K), ACA, ACCA, ACMA or equivalent from a recognized Institution. They should be a member to a relevant professional body. Post Graduate qualification will be an added advantage.

They must have a minimum of ten (10) years working experience in a senior management position in a busy organization with a wide range of experience in financial management and able to work on its own initiative and be a team player. Proven leadership skills involving managing, developing and motivating teams to achieve set objectives. They must have strong experience in corporate planning, systems development and implementation, project management, statutory, financial reporting requirements and training skills. Good analytical, design and problem solving skills with a dedication for maintain high quality standards and operational efficiency.

The successful candidate will be in charge of the Accounts Section and be responsible to the Finance Manager for the efficient organization, control and supervision of the Accounts Section. The Officer will ensure the maintenance of high accounting standards in the Company, responsible for the accuracy of all accounting procedures as well as initiating review of those that are outdated and will also be responsible for professional development of staff in the Section.

2. SENIOR PROCUREMENT OFFICER

Applicants must be in possession of a Degree in Social Sciences from a recognized university and full professional qualification (CIPS), computer literate and be registered with Kenya Institute of Supplies Management (KISM). A Degree in Law will be an added advantage. They must have a minimum of eight (8) years working experience in Procurement with at least 3 years in Public Sector and conversant with Public Procurement and Disposal Regulations 2006 and the Act 2005. Knowledge on Systems Application Programme (SAP) will be an added advantage.

The successful candidate will be responsible for implementation and enforcement of procurement/stores policies and procedures, safe custody of stock, stock control and replenishment, processing of suppliers payment vouchers, accurate and timely reporting, studying user consumption rates and reporting on unusual trends, stock taking exercise and reporting thereafter, determination of lead times for all stock items.

3. SENIOR LEGAL OFFICER

Applicants must be in possession of Bachelor's degree in Law from a recognized university and Post Graduate Diploma in Law from Kenya School of Law. They must be a CPS (K) or equivalent and be an Advocate of the High Court of Kenya. They must have a minimum of seven (7) years experience in a busy law firm or organization.

The successful candidate will be assisting the Company Secretary in contract negotiation and drafting. Proven experience in commercial law practice, civil litigation and board matters is required.

4. LEGAL OFFICER 1

Applicants must be in possession of Bachelor's degree in Law from a recognized university and Post Graduate Diploma in Law from Kenya School of Law. They must be a CPS (K) or equivalent and be an Advocate of the High Court of Kenya. They must have a minimum of five (5) years post qualification experience in a busy law firm or organization. Qualification and experience in an insurance practice will be an added advantage.

The successful candidate will be handling contracts, conveyancing and board matters among other legal duties assigned.

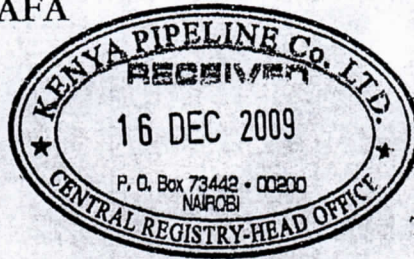
Suitably qualified candidates should apply in confidence to the address below quoting the advertised position on both the cover letter and the envelope by 23rd December 2009 enclosing CVs with full details of education background, professional qualifications, relevant experience and attach copies of Certificates. Applications may also be deposited at our Head Office, Kenpipe Plaza Ground Floor in the APPLICATION BOX. Please note that only shortlisted candidates will be contacted.

THE MANAGING DIRECTOR
Kenya Pipeline Company Limited
P.O. Box 73442, 00200
NAIROBI.
KPC is an equal opportunity employer.



Kenya Pipeline Company Limited: An ISO 9001:2000 Certified Company

GLORIA R. KHAFABA
ADVOCATE
LL.B(Hons)Moi,Dip(K.S.L)



25
KIPKENDA, LILAN & CO
ADVOCATES
COMMISSIONERS FOR OATHS
TELPOSTA TOWERS 19 TH FLOOR
KENYATTA AVENUE
P.O.BOX 56832
00200-NAIROBI
TEL: (254) 246728, 245748, 0722-310277
FAX: (254-2) 229100
E-MAIL: gloriamasika@yahoo.com

Your Ref: **T.B.A**

My Ref: **APP/2009**

Date: **11/12/2009**

THE MANAGING DIRECTOR
KENYA PIPELINE COMPANY LIMITED
P. O. BOX 73442-00200
NAIROBI

Dear Sir,

RE: **APPLICATION FOR THE POSITION OF LEGAL OFFICER 1**

I hereby submit my application for the above position in your organization.

I am an Advocate of the High Court of Kenya currently practicing as such in a law firm that has a wide array of corporate clients .I have been handling civil and commercial litigation as well as labour law, insurance law, arbitration, company law, conveyancing and commercial consultancy.

I have completed my MBA degree in Strategic Management and am due to graduate at the end of this year,. I am also computer literate. Currently I play a supervisory role over the junior advocates in my law firm. In the 6 years I have worked, I have gathered valuable experience and I am looking forward to advancing my career in a corporate environment.

I have attached my resume as well as certified copies of my certificates and testimonials and I shall be happy to attend and interview and/or offer any further clarification. I look forward to your response.

Yours faithfully,

GLORIA KHAFABA

GLORIA R. KHAFABA
ADVOCATE
LL.B(Hons)Moi,Dip(K.S.J.)

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Your Ref: **T.B.A**

My Ref: **APP/2009**

Date: **11/12/2009**

THE MANAING DIRECTOR
KENYA PIPELINE CO. LTD
P.O. BOX 73442-00200
NAIROBI.

ATT: HENRY LENAIRSHI

Dear Sir,

RE: APPLICATION FOR THE POSITION OF SENIOR LEGAL OFFICER

I hereby submit my application for the above position in your organization.

I am an Advocate of the High Court of Kenya currently practicing as such in a law firm that has a wide array of corporate and individual clients. I have been handling civil and commercial law and litigation as well as labor law, insurance law, arbitration, company law, conveyancing, commercial consultancy and company secretarial duties.

I have completed my MBA degree in Strategic Management and am due to graduate at the end of this year. I am currently pursuing my CPS qualification. I am also computer literate. In the 8 years I have worked, I have risen through the ranks to my current position as Associate Advocate where I head the litigation department. Currently I play a supervisory role over the junior advocates and subordinates in my law firm.

I have attached my resume as well as certified copies of my certificates and testimonials and I shall be happy to attend and interview and/or offer any further clarification. I look forward to your response.

Yours faithfully,

GLORIA KHAFABA-MASIKA



KASNEB



Kasneb Towers, Hospital Road, Upper Hill P. O. Box 41362 - 00100 Nairobi - Kenya Tel: (020) 2712640/2712828
Cellphone: +254 722 201214 / 734 600624 Fax: (020) 2712915 E-mail: info@kasneb.or.ke Website: www.kasneb.or.ke

Reference Number: 22/RST/P/CLXXVII/163

Date: 11 March 2014

The Managing Director
Kenya Pipeline Company Limited
P O Box 73442 - 00200
NAIROBI.

Attention: James O. Makori

Dear Sir

GLORIA ROBAI KHAFABA NSC/220614

Please refer to your letter reference number **Saff/Khafafa/3636** dated 10 March 2014 in which you requested us to confirm whether Gloria Robai Khafafa is a Certified Public Secretaries (CPS) student.

Gloria Robai Khafafa registered for the Certified Public Secretaries (CPS) course on 23 January 2013 and was allocated studentship registration number **NSC/220614**.

Gloria Robai Khafafa applied and was granted exemption in some of the CPS Examination papers on 4 February 2014 as per the attached letter.

She booked CPS Part I Section 2 examination in June 2013 and December 2013 and was absent. She has thus not attempted the CPS examination.

Yours faithfully

Christabel L. Osango
For: **SECRETARY AND CHIEF EXECUTIVE**

KASNEB

Kasneb Towers, Hospital Road, Upper Hill P. O. Box 41362 - 00100, Nairobi - Kenya Tel: (020) 2712640 / 2712818
Cellphone: +254 722 201214 / 734 600624 Fax: (020) 2712915 E-mail: info@kasneb.or.ke, Website: www.kasneb.or.ke

Ref: 2013/CPS/13215

COPY

Date: 3/11/2014

Gloria Robai Khafafa - NSC/220614
P.O. BOX 276 00100
NAIROBI
KENYA

Dear Gloria Robai Khafafa

EXEMPTION IN THE CPS EXAMINATION - NSC/220614

We are pleased to inform you that you have been granted exemption in the following paper(s):

CPS Part I	Section 1	CS11 : Organisational Behaviour
		CS12 : Introduction to Law
		CS13 : Communication and Report Writing
	Section 2	CS22 : Financial Accounting
CPS Part II	Section 4	CS42 : Company Law

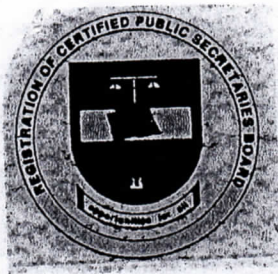
You are advised to retain this letter as no other document will be issued in respect of these exemptions. You are further urged **NOT** to attempt any of the paper(s) in which you have been exempted and should you wish to do so, you must seek the consent of KASNEB in advance.

Please note that if you attempt and fail any of the exempted paper(s) the exemption will be withdrawn and you will be required to take all the paper(s) prescribed by KASNEB.

Remember to quote the above reference number and date of this letter when submitting your examination entry form.

Yours faithfully

Christabel L. Osango
For: SECRETARY AND CHIEF EXECUTIVE



**REGISTRATION OF
CERTIFIED PUBLIC SECRETARIES
BOARD**

Seventh Floor
Treasury Building
Harambee Avenue
P. O. BOX 58218-00200
Tel: 020-2252299
Ext. 33087/33276
Nairobi, Kenya.

Our Ref: RCPSB/A/002

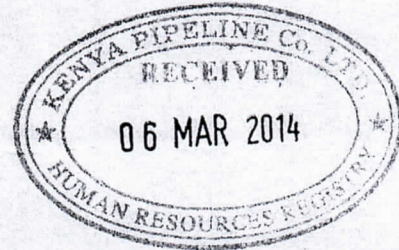
Date: 6/03/2014

Your Ref: **Staff/Khafafa/3636**

Managing Director

Kenya Pipeline Company Limited

**P. O. Box 73442-00200
NAIROBI**



Attention: James O. Makori

Dear Sir,

RE: GLORIA ROBAI KHAFABA – ID NO.14717235

Reference is made to the above-mentioned subject matter.

After an examination of the Certified Public Secretaries members' register, the Board wishes to inform that the above named person is not a registered member of the Board according to the Certified Public Secretaries Act, Cap 534 of the Laws of Kenya.

Please, do not hesitate to contact the undersigned for any information and/or clarification that you may require.

Yours faithfully,

**Patrick Mulwa
EXECUTIVE OFFICER
For: REGISTRAR**

KASNEB



Kasneb Towers, Hospital Road, Upper Hill P. O. Box 41362 - 00100 Nairobi - Kenya Tel: (020) 2712640/2712828
Cellphone: +254 722 201214 / 734 600624 Fax: (020) 2712915 E-mail: info@kasneb.or.ke Website: www.kasneb.or.ke

Reference Number: 22/RST/P/CLXXVII/163

Date: 11 March 2014

The Managing Director
Kenya Pipeline Company Limited
P O Box 73442 - 00200
NAIROBI.

Attention: James O. Makori

Dear Sir

GLORIA ROBAI KHAFABA NSC/220614

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She booked CPS Part I Section 2 examination in June 2013 and December 2013 and was absent. She has thus **not** attempted the CPS examination.

Yours faithfully

Christabel L. Osango
For: **SECRETARY AND CHIEF EXECUTIVE**

CONFIDENTIAL

KENYA PIPELINE COMPANY LIMITED

**TWO POSTS OF SENIOR LEGAL OFFICER - JOB GROUP 4 -
K& 97,920 X 2520 - 105,480 X 3240 - 134,640 P.A.**

PREAMBLE

Management would like to draw the attention of the Board Human Resource Committee to the internal interview held on 5th January 2010, for two posts of Senior Legal Officer.

One position fell vacant in 2004 following the demotion of Mr. Donald Kapten to Legal Officer I while the other fell vacant in May 2009 following the appointment of Mr. John Muindi to the post of Chief Legal Officer in an Acting capacity and his subsequent confirmation to the post in December 2009.

It was advertised externally and thirteen (13 No.) candidates applied and were interviewed for the position. The candidates were interviewed in relation to their education, professional training, supervision ability and knowledge of the job.

CAREER GUIDELINES REQUIREMENTS

The Career Guideline requirements stipulate that applicants must have a Bachelor's degree in Law from a recognized university, Post Graduate Diploma in Law from Kenya School of Law/ be an Advocate of the High Court of Kenya, CPS (K) and have a minimum of seven (7) years experience in a busy law firm or organization. In addition to the above, the candidate must have proven experience in commercial law practice, civil litigation and board matters.

Mrs. Kung'u holds a Masters degree in Business Administration from Moi University (2005) and is a Certified Public Secretary of Kenya (2007).

In 1998, Mrs. Kung'u worked as an intern with Mathenge & Muchemi Advocates. Between 1999 and 2001 she worked with United Insurance Company as a Legal Officer. In 2002 she joined Hudson Wafula & Company Advocates as an Advocate. She worked with the afore mentioned firm for a stint of one year after which she quit to join Concord Insurance Company as a Senior Legal Officer. Mrs. Kung'u is presently working with Chartis Insurance Limited as an Assistant Claims Manager and Secretary to the Board.

The panel observed that the candidate had vast experience in Insurance; she was a good communicator, listener and appeared reliable. She articulated the litigation process well and it was noted that her position at Chartis gave her valuable Board experience.

She was rated **3rd** out of 13 candidates with a mean score of **74%**.

4. MRS GLORIA KHAFABA MASIKHA - 32 YEARS OLD MARRIED WITH TWO CHILDREN

Mrs Gloria Masikha graduated from Moi University in 2002 with an LLB degree, upper division. Between 2002 and 2003 she undertook her postgraduate diploma in Law at the Kenya School of Law. She holds a Masters degree in Business Administration from Kenyatta University which she completed in 2007.

Mrs. Masikha began her legal career in 1999 as an intern at the Eldoret law courts. In 2000 she joined Kalya and Company advocates in the same capacity.

She was employed by Moi University as a Legal Assistant at the University Legal Aid Clinic in 2001. In April 2002 she was

taken in by Kipkenda, Lilan and Company Advocates as a pupil. She briefly worked with Standard Chartered Bank in 2003 as a Personal Consultant before becoming their Customer Relationship Manager; Excel Banking. Her duties included legal financial consultancy, credit management, portfolio management and validation.

In July 2004 she re-joined Kipkenda, Lilan and Company Advocates as an Associate Advocate in Commercial and Civil Litigation. She is currently an Associate Partner with the firm and supervises junior advocates and other staff, as well as attending court. It was noted that Ms. Masika handles all the cases referred to their firm which is KPC's panel of lawyers. It was further observed that she has been instrumental in providing legal services to KPC in the recently concluded negotiations and contracting process for the Kshs 8.2 Billion Capacity Enhancement Project loan.

The panel observed that Mrs. Masikha was exceptionally intelligent and had vast experience in commercial law matters, especially, land law and banking law. She is also experienced in insurance matters, labour law and debt collection. She came across as visionary leader and a person who can inspire and help others to grow.

She was rated **4th** out of 13 candidates with a mean score of **72.2%**.

5. MRS. JACKLYNE AKINYI MANANI - 33 YEARS OLD - MARRIED WITH TWO CHILDREN

Mrs. Manani was at Moi University for her Law Degree where she graduated in 2000 with a 2nd Class Honours, Upper Division. Between 2000 and September 2001 she was at the Kenya School of Law for her pupillage. She is presently pursuing a Masters of Law degree with the University of London. She was registered as a Certified Public Secretary in 2008.



MEMO

To: HRM

Ref: BO/RE/5

From: CS

Date: 1st March 2010

CC: CM (HR& Admin)

Subject: RESOLUTIONS OF THE 20TH BOARD OF DIRECTORS' MEETING WHICH WAS HELD ON 25TH FEBRUARY 2010

The following resolutions were passed by the Board during the 20th Board of Directors' Meeting of 2010:-

1. **Appointments**

The Board appointed:-

- (i) Mr. Stanley Kerandi Manduku and Ms. Gloria Khafafa Masika as Senior Legal Officers, JG 4.
 - (ii) Ms. Brigid Cheronu as Legal Officer I and Ms. Jael Vike Ludeki as Legal Officer II.
 - (iii) Mr. Edward Ndirangu Njakai to the post of Chief Engineer (I & C), JG 3.
 - (iv) Mr. Julius Owino Alolo to the post of Engineer I (I & C), JG 5.
(Action by: HRM)
2. The board adopted the Corruption Prevention Policy
(Action by: HRM, IAM)
3. The Board adopted the Staff Code of Conduct and Ethics
(Action by: HRM, IAM)

Kind regards,


FLORA OKOTH (MRS)

FO/jc