

COUNTY GOVERNMENT OF KIRINYAGA

KIRINYAGA WATER AND SANITATION COMPANY



VACANCIES RE-ADVERTISEMENT

Legal Notice No. 150, Schedule 10b, formally transferred the function of Water and Sanitation Services (including water companies) to the Kirinyaga County Government since 9th August 2013. Therefore, Kirinyaga Water and Sanitation Company (KIRIWASCO) is wholly owned by the County Government of Kirinyaga.

KIRIWASCO is a Water Service Provider contracted by Tana Water Services Board (TWSB) through a Service Provision Agreement to provide water and sanitation services under its license within Kirinyaga County under the Water Act 2002.

In order to strengthen the team of staff and leadership of KIRIWASCO, the County Government of Kirinyaga in collaboration with the Tana Water Services Board (TWSB), through the Kirinyaga County Public Service Board, invites applications from highly competent, proactive and self-driven individuals to fill the following positions within the Company.

A. MANAGING DIRECTOR (based in Kerugoya)

Reporting to the Board of Directors, the Managing Director is the principal officer of the company and will be responsible for the day to day operations of the company.

Major Responsibilities include:

- Developing for the approval of the Board, strategic and business plans, including annual work-plans, budget and performance targets.
- Ensuring effective implementation of the company's Strategic Plan.
- Ensuring safe custody and management of the company's assets.
- Providing strategic leadership and direction, including the management and development of the human resources of the company.
- Planning, coordinating and implementing all activities of the company in line with the policies and directives approved by the Board of Directors.
- Ensuring proper management, operational efficiency and corporate reporting requirement of the Company.
- Promoting the Company's image and developing a good working relationship with all stakeholders and partners.
- Ensuring compliance with Government policies and regulations.
- Providing advice to the Board of Directors on matters related to the operation of the Company.
- Liaison with the Licensor and ensuring compliance with the Service Provision Agreement.

Required Qualifications and Experience

The successful candidate should have practical skills, experience and demonstrable track record in managing a large and dynamic department or organization. Specifically, the candidate must have:

- A Bachelor Degree in Civil/Water Engineering, or Bachelor Degree in Environmental Sciences, or Bachelor Degree in Business related field or Equivalent plus training in Management from a recognized University or a degree in Commerce (Finance Option) plus CPA (K) and a registered member of ICPAK.
- Minimum of 8 years experience in a large service delivery organization.
- A sound understanding of Water and Sanitation Company operations and the reforms taking place in the water sector in Kenya.
- Good unblemished record in management, high level of integrity, result oriented, managerial and administrative skills backed up by a demonstrable track record.
- Should be between 35-50 years of age.

Key Skills and Competencies

- Demonstrate initiative and creativity.
- At least five years post-graduate experience in a management position.
- Excellent inter-personal, communication and negotiation skills.
- Strong management and organization skills.
- Proven people management skills.
- Experience in the water sector is an advantage

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B. INTERNAL AUDITOR

Reporting functionally to the Board of Directors and administratively to the Managing Director, the Internal Auditor will be responsible for assisting management and the Board in the effective discharge of their responsibilities by furnishing them with reports containing analysis, recommendations, counsel and information concerning the activities/operations reviewed including Risk Management systems and governance.

Key Responsibilities

- Designing, reviewing and developing audit techniques and procedures for assessing comprehensive financial and systems audit reporting.
- In consultation with the Board, formulate, implement and review corporate audit policies, norms and procedures.
- Reviewing and appraising the soundness and efficiency of all internal control systems including but not limited to financial operations and procedures.
- Preparing the annual audit programme and ensuring that it is effectively and efficiently implemented.
- Analyzing outcomes of audit activities, providing timely and accurate reports and following through to ensure that recommendations are considered and implemented in a timely manner.
- Carrying out special audits and investigations as may be required from time to time and preparing reports of findings for the Board.
- Liaising with the external auditors as appropriate to ensure timely external auditing is carried out on the organization.
- Any other duties allocated by the Managing Director.

Job Specifications

- Bachelor of Commerce/Business Management Degree preferably in Accounting/Auditing option or its equivalent from a recognized university
- Certified Public Accountant – CPA (K)
- Minimum of 3 years experience in a busy audit environment.
- Have demonstrated professional competence in auditing and computerized accounting
- Excellent organizational, interpersonal and communication skills
- Ability to work under minimal supervision
- Good report writing and communication skills
- Must be between the age of 30 -45 years
- Experience in the water sector is an advantage

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C.HUMAN RESOURCE AND ADMINISTRATIVE MANAGER

Reporting to Managing Director, the Human Resource Manager will be responsible for the management of Human Resources and Administration functions of the Company.

Key Job Responsibilities

- Responsible for the development, execution and evaluation of HR policies and procedures and provision of strategic HR advice and recommendation
- Responsible for the effective management of the Human Resources functions of the Company
- Alignment of the company's human resources requirement to the Company's immediate, short, medium and long term goals for the achievement of the Company's goals and overall objectives
- Play a key role in staff recruitment, placement, training and development.
- Guide and coordinates periodic staff appraisals
- Deal, on day to day basis, with diverse human related issues
- Manage staff grievances in accordance with the Company Policies and Kenyan Labour Laws
- Provide data, information and advice to the management on all issues relating to Human Resource
- Coordinate the Company's disciplinary matters
- Prepare the Human Resources budget components for the Company
- Liaise with the relevant government and other related institutions on staff matters
- Responsible for the development of administrative policies and procedures
- Manage the administrative functions of the company
- Ability to work under pressure and meet deadlines with minimum supervision.

Job Specification

- Minimum of 5 years hands on experience in Human Resource position in a busy environment.
- A first degree in Social Sciences or related field
- Relevant Diploma in Human Resources Management
- Computer literate in human resources based systems
- Well versed with the Kenya Labour Law
- Aged between 30-45 years
- Strong analytical and interpersonal skills
- Experience in the water sector is an advantage

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D. TECHNICAL MANAGER

Reporting to the Managing Director, the technical manager will co-ordinate, control and manage the Company's technical operations and maintain its infrastructure in order to supply Water and Sanitation Services to the required standards, in compliance with company policy, while meeting cost and profit targets.

Key Duties and Responsibilities

With a strong focus on customer satisfaction, cost efficiency and operational excellence, as well as ensuring compliance to the legal provisions of water service providers, the technical manager will be expected to:

- Develop departmental policies, plans, strategies and action plans that are aligned to the overall Company mission and objectives
- Provide high quality water to domestic, commercial and industrial customers
- Ensure cost effective treatment and disposal of sewerage
- Manage the maintenance and repairs, installation and replacement of plant, machinery and other equipment, maximizing return on capital investment.
- Prepare comprehensive Departmental reports, including Engineering Budgets, technical audit reports etc for the Managing Director to facilitate decision making.
- Manage departmental staff performance, development, training and motivation for effective performance

Job Specifications /Skills and Competencies

- Bachelor's Degree in Civil Engineering/ Water Engineering. Masters Degree in any of the above will be an advantage
- 5 years work experience, preferably in the Water and Sanitation sector or related field with at least 2 years at Management Level.
- Demonstrated Project Management experience, including dealing with external consultants, partners and donors.
- Registered Engineer with ERB,
- Proven people management experience; managing a large work force will be a definite advantage
- Knowledge and experience in the use of GIS, AutoCAD and /or any other design software will be an added advantage.
- Aged between 30-45 years.

IMPORTANT INFORMATION TO PROSPECTIVE APPLICANTS

In addition to the qualifications prescribed for each position, each applicant must meet requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity and must therefore attach to their applications current copies of clearance certificates from EACC, HELB, KRA, an accredited Credit Reference Bureau and a Certificate of Good Conduct from the Kenya Police.

Applicants to provide details of current and expected remuneration package

Successful candidates will be offered a three (3) year renewable contract based on performance

Staff currently working for KIRIWASCO and any previously unsuccessful candidates are encouraged to apply.

KIRIWASCO is an equal opportunity employer

Interested and qualified candidates should forward their applications in envelopes **clearly indicating the position applied for** and must be received by **2nd February, 2015**. The applications must include updated CVs and copies of education, professional qualifications and testimonials, day time telephone contacts and names and details of three professional referees to the address below:

The Secretary
County Public Service Board, Kirinyaga
P.O. Box 260-10304
KUTUS, Kenya.