



CAREER OPPORTUNITIES

Karuri Water and Sanitation Company, Githunguri Water & Sanitation Company, Kikuyu Water Company and Ruiru-juja Water & Sewerage Company are Water Companies operating in Kiambu County and fully owned by the County Government of Kiambu. The four companies have the following vacancies that they would wish to fill;

- 1) Manager Human Resource and Administration**
 - a) Ruiru-juja Water & Sewerage Company Limited – 1 Post

- 2) Manager, Technical**
 - a) Kikuyu Water Company Limited – 1Post

- 3) Assistant Manager Human Resource – 2 Posts**
 - a) Karuri Water & Sanitation Company limited – 1Post
 - b) Githunguri water & Sanitation Company Limited – 1 Post

- 4) Senior Engineer – 1 Post**
 - a) Githunguri Water & Sanitation Company Limited – 1 Post

- 5) Procurement Officer – 1 post**
 - a) Kikuyu Water Company Limited

Application Procedures

The Companies are equal opportunity employers committed to diversity and gender equality within the organization and is seeking to recruit suitable qualified persons to fill the above positions. The details of each of the vacancy is set out herein. Any interested person is requested to adhere to the following application procedures:

- (a) In line with the Covid Protocols, all applications shall be submitted online. Any hand delivered application shall be rejected.
- (b) An application shall clearly state the post applied for. However, where a post is vacant in two Companies, an application in either of the Company will suffice.

- (c) An applicant shall, in addition to submitting the application letter, attach the CV, certificates and relevant testimonials.
- (d) An applicant shall show evidence of compliance with the Constitutional Requirements by submitting clearance certificates from;
 - Ethics and Anti-Corruption commission;
 - Higher Education Loans Board;
 - Credit Reference Bureau;
 - Criminal Investigation Department; and
 - Kenya Revenue Authority.
- (f) Applications shall be addressed to the Managing Director of the respective Company and should reach the relevant email on or before **22nd January 2021.**
- (g) The following are the relevant email for this purpose:
 - (i) Ruiru-Juja Water and Sewerage Company Limited – Email: rujwasco2017@gmail.com
 - (ii) Karuri Water and Sanitation Company Limited – Email: info@karuriwater.co.ke
 - (iii) Githunguri Water and Sanitation Company Limited – Email: githunguriwater@yahoo.com
 - (iv) Kikuyu Water Company Limited - Email: kikuyuwater@yahoo.com

Only shortlisted candidates will be contacted. Any form of canvassing shall lead to automatic disqualification.

JOB SPECIFICATIONS

(1) Technical Manager – one post

There is one position available at Kikuyu Water Company Limited.

Reporting to the Managing Director, the position holder will plan, direct, co-ordinate, control and manage the Company's operations and maintenance in infrastructure in order to supply water and sewerage services to the required standards and in compliance with the Company's policy while cost saving and surpassing targets.

1.1. Key Performance Areas

- a) Coordinating within the department the implementation of the Company's policies, strategies and action plans that are in keeping with overall mission and objectives of the Company;
- b) Coordinate all technical matters relating to corporate planning, design and implementation of water and sewerage services;
- c) Coordinating the rehabilitation, augmentation and extension works on the water supply and sewerage infrastructure;
- d) Ensuring the production and supply of quality and safe water to customers in an effective and efficient manner and in compliance with relevant laws and policies;
- e) Ensuring proper collection, treatment and disposal of sewerage in accordance with relevant laws and policies;
- f) Developing a departmental teams aligned to the Company's core values, including customer focus to provision of services;
- g) Managing Company's assets through effective maintenance and repairs, installation and replacement as well as undertaking technical audits;
- h) Preparing comprehensive departmental reports including engineering budgets to facilitate decision-making;
- i) Responsible for developing the departmental staff through supervision, appraising and identifying their training and development needs;
- j) Ensuring the design and construction standards are adhered to and maintained;
- k) Undertaking any other duties assigned by the Management.

1.2 Skills, Knowledge and other Job Requirements

- a) Degree holder in Civil or Water Engineering from recognized institution;
- b) Minimum 8 years' experience in successful operations and maintenance of water supply and sewerage infrastructure and having demonstrated high standard of professional competent and administrative ability;
- c) Must be registered by Engineer's Registration Board(ERB) and/or Institution of Engineers of Kenya(IEK);
- d) Must have excellent understanding of the Kenyan water sector reforms;
- e) Knowledge of GIS system will be an added advantage.
- f) Be proficient in computer; and

- g) Have a demonstrated merit and shown ability as reflected in work performance and results.

(2). SENIOR ENGINEER – post

There is one position in the following company:

Githunguri Water and Sanitation Company.

Reporting to the Managing Director, the position holder will be responsible for Coordinating and managing the Company's operations and maintenance in infrastructure in order to supply water and where applicable, sewerage services to the required standards and in compliance with the Company's policy while cost saving and surpassing targets.

2.1 Key tasks:

- a) Ensuring efficient and effective water service provision to all consumers.
- b) Ensuring that the unaccounted for water / non - revenue water are brought to the acceptable standards
- c) Preparing designs for the construction of water and sewerage infrastructure.
- d) Overseeing the construction of water and sewerage infrastructure.
- e) Formulating, monitoring and evaluation of physical and financial progress of development projects and programmes.
- f) Assisting the Managing Director in carrying out environmental scanning, strategy formulation, strategy implementation, monitoring and evaluation.

2.2 Requirements for the job:

- a) Degree holder in Civil / Water Engineering from a recognized university;
- b) At least five (5) years' work experience. Working in the water sector will be an added advantage;
- c) Registration by the Engineer's Registration Board and/or Institution of Engineers of Kenya will be an added advantage;
- d) Be proficient in computer;
- e) Have a demonstrated merit and shown ability as reflected in work performance and results.

(3). HUMAN RESOURCES & ADMINISTRATION MANAGER

There is one position of Human Resources and Administration Manager available at Ruiru-Juja Water & Sewerage Company.

Reporting to the Managing Director, She/he shall be responsible for coordinating the implementation of Company policies, overall management and coordination of Human Resources and Administration functions such as employment, compensation, labor relations, benefits, trainings and employee services which ensuring all staff have a conducive working environment for personal career growth.

3.1 Key Performance Areas

- a) Providing leadership to the day to day operations of the department, while maintaining focus on the company's strategic goals;
- b) Liaising with region/departmental heads in identifying the organization's training and development needs;
- c) Coordinating the implementation and or review of the Human Resource policies and procedures, terms and conditions of employment;
- d) Managing disciplinary and grievances processes in accordance with Human Resource policy procedures manual and incompliance with the legal requirements;
- e) Providing advisory and manage recruitment process, oversee the placement, contraction and induction of new staff;
- f) Guiding line Managers to conduct staff performance appraisals effectively
- g) Managing the company's remuneration including payroll administration, Staff Medical Insurance Scheme and ensure conformity to all statutory requirement;
- h) Maintaining harmonious industrial relations with the Staff Union; lead the Collective Bargaining Agreement(CBA) negotiations and manage implementation of the same;
- i) Implementing and/or supporting the Company's staff change management initiatives and acting as the internal human resources consultant on various matters as may be required from time to time by line managers;
- j) Ensuring the Company's training and development plans are prepared in time and appropriate training initiatives are developed in line with the training calendar;
- k) Ensuring the staff leave utilization is effectively managed, accurately tracked and appropriate recommendations made
- l) Overseeing administrative services such as office services, registry and company premises and renovations;
- m) Organizing Corporate Management Team(CMT) and general staff meeting and take minutes; and
- n) Undertaking such other responsibilities as may be assigned from time to time.

3.2 Skills, Knowledge & Other Job Requirements

- a) Holds a Degree in Human Resources Management or in Business Administration;
- b) Must be a member of Institute of Human Resources Management(K) with current practicing certificate;

- f) At least 8 years work experience in a relevant field, at least four of which at senior managerial level;
- g) Be proficient in computer; and
- h) Have a demonstrated merit and shown ability as reflected in work performance and results.

(4) ASSISTANT MANAGER - HUMAN RESOURCE

There is one position each in the following companies:

- (a) Karuri Water and Sanitation Company Limited; and
- (b) Githunguri Water and Sanitation Company Limited.

Reporting to the Managing Director, She/he shall be responsible for coordinating the implementation of Company policies, coordination of Human Resources and Administration functions and ensuring all staff have a conducive working environment for personal career growth.

4.1 Key Responsibilities

- a) Coordinating the implementation and review of the Company's policies and strategies in the respective department;
- b) Managing the Human Resource records and registry.
- c) Maintaining the work structure by updating job requirements and job descriptions for all positions.
- d) Assisting in staff recruiting, testing, and interviewing program; conducting and analyzing exit interviews; recommending changes.
- e) Preparing employees for assignments by establishing and conducting orientation and training programs.
- f) Maintaining a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.

- g) Assist in planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; hearing and resolving employee grievances; counseling employees and supervisors.
- h) Maintaining employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- i) Ensuring legal compliance by monitoring and implementing applicable human resource requirements; conducting investigations; maintaining records.
- j) Undertaking such other assignment as may be assigned from time to time.

4.2 Required Qualifications.

- a) Holds a Degree in Human Resources Management or in Business Administration;
- b) Must be a member of Institute of Human Resources Management(K) with current practicing certificate;
- c) At least five (5) years work experience in a relevant field;
- d) Be proficient in computer; and
- e) Have a demonstrated merit and shown ability as reflected in work performance and results.

(5) PROCUREMENT OFFICER

There is one position available at Kikuyu Water Company.

Reporting to the Managing Director, the successful candidate will be responsible for the following duties:

5.1 Key Duties and Responsibilities

- a) Coordinating the implementation and or review of the Company's policies and procedures, and in particular, the Company's procurement policy;

- b) Assisting in the development of the company's procurement plan in accordance with statutory and company expectations;
- c) Advising the company's staff on appropriate procurement and bid evaluation procedures;
- d) Advising on procurement of various goods, works and services in accordance with the Company's Procurement policies and procedures.
- e) Assisting in the review and update of Company procurement policies in accordance with the needs of the Company and align to the relevant laws.
- f) Maintaining and updating the procurement records including files, supplier/contractor databases, contract documents, orders and other correspondence as required;
- g) Receiving approved requisitions, prepare and dispatch local purchase and service orders (LPOs and LSOs) as needed for provisions and follow up to ensure timely delivery;
- h) Ensuring quality products and services are sourced and supplied at the best prices and on time;
- i) Assisting in the preparation of bidding and contract documents;
- j) Procuring goods and services efficiently and ethically;
- k) Ensuring effective control and monitoring of goods and services and monitor stock costs;
- l) Developing sound partnerships with suppliers, clients and key stakeholders;
- m) Demonstrating expertise in leadership and management.

5.2 Requirements for Appointment:

- a) Holds a diploma in Purchasing and Supplies Management or equivalent qualification. A Degree in Purchasing and Supplies Management or its equivalent will be an added advantage;
- b) Minimum of four (4) years' relevant working experience;
- c) Membership of a professional body (KISM);
- d) Good knowledge of the Public Procurement and Asset Disposal Act 2016 and Regulations;
- e) Familiarity with donor procurement procedures will be an added advantage;

- f) Be proficient in computer; and
- g) Have a demonstrated merit and shown ability as reflected in work performance and results.