



CAREER OPPORTUNITIES

Karuri Water and Sanitation Company, Githunguri Water & Sanitation Company, Gatundu Water and sanitation Companies operating in Kiambu County and fully owned by the County Government of Kiambu have the following vacancies that they would wish to fill;

1) Senior Engineer

- a) Gatundu Water and sanitation Company Limited – 1Post

2) Human Resource & Administration Manager

- a) Gatundu Water and sanitation Company Limited – 1Post

3) Human Resource Officer

- a) Githunguri water & Sanitation Company Limited – 1 Post

4) Water Technician

- a) Githunguri water & Sanitation Company Limited – 2 Posts

5) Commercial Manager – 1 post

- (a) Karuri Water and sanitation Company Limited- 1 post

Application Procedures

The Companies are equal opportunity employers committed to diversity and gender equality within the organization and are seeking to recruit suitable qualified persons to fill the above positions. The details of each of the vacancy are 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 and which Company the applicant is applying to.

- (c) An applicant shall, in addition to submitting the scanned copy of hand written and signed 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 close of business **7th October, 2021**.
- (g) The following are the relevant email for this purpose:
- (i) Gatundu Water and Sewerage Company Limited – Email: gatwasco@gmail.com
 - (ii) Karuri Water and Sanitation Company Limited – Email: hr@karuriwater.co.ke
 - (iii) Githunguri Water and Sanitation Company Limited – Email: githunguriwater@yahoo.com

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

JOB SPECIFICATIONS

(1) SENIOR ENGINEER – ONE POST

There is one position in Gatundu Water and Sanitation 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.

Job Descriptions

- (i) Developing departmental strategies, targets, policies, procedures and plans to facilitate achievement of overall company's strategies
- (ii) Coordinating, controlling and monitoring and managing the Company's technical operations and ensuring maintenance of infrastructure for quality water and sanitation services
- (iii) Designing and ensuring implementation of all projects to be undertaken by the company.
- (iv) To ensure constant supply and distribution of portable water for commercial, industry and domestic purposes
- (v) Ensuring proper treatment of water and maintenance of quality standards
- (vi) Ensuring that unaccounted for water UFW/Non-Revenue water is reduced to acceptable levels through repair and maintenance of the water systems
- (vii) Ensure proper management of technical assets
- (viii) Ensure timely and economic completion of maintenance projects
- (ix) Ensure economic and timely availability of maintenance and installation of facilities and equipment
- (x) Ensure efficient methods of disposal of effluent
- (xi) Ensure treatment and proper disposal of sanitation
- (xii) Coordination of projects designs, drawings and bills of quantities for the company

Job qualification

- ❖ Bachelor of Science in civil or Water Engineering or its equivalent from a recognized institution with five (5) years relevant experience (three of which must be in a senior position)

OR

- Higher National Diploma in Civil/ Water Engineering or its equivalent from a recognized institution with six (6) years relevant experience (three of which must be in a senior position)
- ❖ A registration certificate with a professional body;
- ❖ Relevant computer application skills;
- ❖ Meet the requirements of Chapter Six (6) of the Constitution of Kenya on Leadership and Integrity.

(2). HUMAN RESOURCE & ADMINISTRATION MANAGER - 1 post

There is one position in Gatundu 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.

2.1 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.

2.2 Required Qualifications.

- ❖ Holds a Degree in Human Resources Management
- ❖ Must have CHR-P-K
- ❖ Must be a member of Institute of Human Resources Management
- ❖ At least five (5) years work experience in a relevant field;
- ❖ Be proficient in computer; and
- ❖ Have a demonstrated merit and shown ability as reflected in work performance and results.

(3) HUMAN RESOURCES OFFICER – ONE POST

There is one position available at Githunguri Water Company Limited.

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

- ❖ Develop and implement HR strategies and initiatives aligned with the overall business strategy
- ❖ Support current and future business needs through the development, engagement, motivation and preservation of human capital and nurture a positive working environment
- ❖ Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- ❖ Oversee and manage a performance appraisal system that drives high performance
- ❖ Coordinating the implementation and or review of the Human Resource policies and procedures, terms and conditions of employment;
- ❖ Managing disciplinary and grievances processes in accordance with Human Resource policy procedures manual and in compliance with the legal requirements;
- ❖ Providing advisory and manage recruitment process, oversee the placement, contraction and induction of new staff;
- ❖ Guiding line Managers to conduct staff performance appraisals effectively
- ❖ Managing the company's remuneration including payroll administration, Staff Medical Insurance Scheme and ensure conformity to all statutory requirement;
- ❖ Maintaining harmonious industrial relations with the Staff Union; lead the Collective Bargaining Agreement (CBA) negotiations and manage implementation of the same;
- ❖ 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;
- ❖ Ensuring the Company's training and development plans are prepared in time and appropriate training initiatives are developed in line with the training calendar;
- ❖ Ensuring the staff leave utilization is effectively managed, accurately tracked and appropriate recommendations made
- ❖ Overseeing administrative services such as office services, registry and company premises and renovations;

- ❖ Organizing Corporate Management Team (CMT) and general staff meeting and take minutes; and
- ❖ Ensure legal compliance throughout human resource management
- ❖ 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
- b) Must be a member of Institute of Human Resources Management
- c) Must have CHRP-K
- d) At least 5 years work experience in a relevant field, at least four of which at senior managerial level;
- e) Be proficient in computer; and
- f) Have a demonstrated merit and shown ability as reflected in work performance and results.

(4) WATER TECHNICIAN – TWO POSTS

There are two positions available at Githunguri Water Company Limited.

Reporting to Technical Manager, and the position holder will ensure the effective operations and maintenance of the water systems is sustained.

4.1 Key Performance Areas

- ❖ Planning, design, monitoring, evaluation and coordinating implementation of all interventions related to water service provision, catchment protection and improving environmental sanitation.
- ❖ Effective and efficient management of Water and Sanitation projects/programs.
- ❖ Water treatment and water quality control.
- ❖ Operation and maintenance of Water supply and distribution systems.
- ❖ Ensuring that Non-revenue water is brought to acceptable levels.
- ❖ Installation of new water infrastructure.
- ❖ Staff supervision and appraisal.
- ❖ Undertaking such other responsibilities as may be assigned from time to time.

4.2 Skills, Knowledge and other Job Requirements

- ❖ Diploma in Water or Civil engineering from recognized institution;
- ❖ Minimum 5 years' experience in successful operations and maintenance of water supply and sewerage infrastructure and having demonstrated high standard of professional competent and administrative ability;
- ❖ Must have excellent understanding of the Kenyan water sector reforms;
- ❖ Knowledge of GIS system will be an added advantage.
- ❖ Be proficient in computer; and

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

(5)COMMERCIAL MANAGER - ONE POST

There is one position available at Karuri Water Company Limited.

Reporting to the Managing Director, The Commercial Manager will be responsible for billing and revenue generation strategies to continuously increase connectivity, and projected revenue.

The Commercial Manager will be responsible for the efficient management and supervision of all commercial aspects of KAWSCO to ensure business objectives are achieved.

5.1 Qualifications

- ❖ Bachelor of Commerce, Finance, Accounting or Equivalent
- ❖ Background in revenue generation with demonstrated success
- ❖ Excellent working knowledge of a computerized billing software.
- ❖ Knowledge of smart meter reading.
- ❖ 5 years' experience, 2 of which must be in a commercial institution/water company departmental Head

5.2 Key result area

- ❖ Ability to prepare proposals to increase connectivity and billing strategies.
- ❖ Must be able to prepare revenue forecast and interpret financial reports.
- ❖ Managing and supervising commercial aspects of the company operations particularly as they relate to revenue generation.
- ❖ Developing long term strategies and operating plans that reflect the long term goals and priorities.
- ❖ Ensuring the provision of comprehensive commercial information systems, including up to date customer database to achieve the overall company revenue objectives.
- ❖ Ensuring timely, complete and accurate reading and billing of services and subsequent revenue collection through use of innovative technologies.
- ❖ Carrying out customer survey and proposing improvement arising from feedback received.
- ❖ Establishing and maintaining systems for positive customer relations.
- ❖ Ensure credit control and collection of outstanding water debts.
- ❖ Ensure water tariffs are reviewed as appropriate.
- ❖ Ensure customer complaints are tracked and effectively addressed.