



## EXCITING CAREER OPPORTUNITIES

Kericho Water and Sanitation Company Limited (KEWASCO) is a clustered Company and fully owned by the County Government of Kericho. It is mandated to provide water and sanitation services within the licensed areas of Kericho County.

The company wishes to recruit for the following positions;

### 1. TECHNICAL SERVICES MANAGER

Reporting to the Managing Director, he/she will be responsible for coordination, control and management of the Company's infrastructure in order to supply water and sanitation services to the required standards and in compliance with company's policy while meeting costs and optimal targets.

#### Main Duties and Responsibilities

- 1) Develop departmental policies, plans, strategies and action plans that are in line with overall company's missions and objectives.
- 2) Provide portable water to domestic, commercial and industrial customers ensuring that all such operations are carried out in effective and efficient manner and in compliance with the legal as well as Company Provisions.
- 3) Ensure the sewerage treatment and disposal plant functions effectively and efficiently in accordance with legal and company provisions and at minimum costs.
- 4) Develop a customer focus to the provisions of services by forming and maintaining good working relationship with customers.
- 5) Manages the company assets such as plant, machinery and other equipment through effective maintenance and repairs and installation and replacement, as well as technical audits so as to maximize return on capital investment.
- 6) Prepare and submits comprehensive Department reports including Engineering Budgets, to the Managing Director to facilitate decision making.
- 7) Develop strategies to manage Non-Revenue Water (NRW) to acceptable level. 8) Carries out any other duties as may be assigned by the Managing Director.

#### Minimum Academic Qualifications, Experience and Skills

- 1) Bachelor's Degree in Civil Engineering, Water Engineering, Agricultural Engineering or related fields supported by at least six (6) years hands on experience in Engineering work preferably in the water and sanitation sector or related field with at least three (3) years at senior management level.
- 2) Must be a registered Engineer with ERB.
- 3) Should have demonstrated project management skills and hands on experience of managing external consultants, partners and donors.
- 4) Master's degree holders in engineering related fields will have an added advantage.
- 5) Knowledge and experience in the use of GIS will be an added advantage.

### 2. INFORMATION COMMUNICATION TECHNOLOGY MANAGER

Reporting to the Managing Director, he/she will be responsible for development and maintenance of information systems and programs to support strategic goals and operations of the company, as well as planning and integrating growth of ICT functions and services.

### **Main Duties and Responsibilities**

- 1) Manage information technology and computer systems.
- 2) Plan, organize, control and evaluate IT and electronic data operations.
- 3) Design, develop, implement and coordinate systems, policies and procedures.
- 4) Ensure security of data, network access and backup systems.
- 5) Act in alignment with user needs and system functionality to contribute to organizational policy.
- 6) Identify problematic areas and implement strategic solutions in time.
- 7) Audit systems and assess their outcomes.
- 8) Preserve assets, information security and control structures.
- 9) Handle annual budget and ensure cost effectiveness.
- 10) Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance.

### **Minimum Academic Qualifications, Experience and Skills**

1. Degree in Computer Science, Information Science/Technology, Business Information Technology or its equivalent qualification from a recognized institution.
2. Demonstrated professional ability, initiative, and competence in organizing and directing work.
3. Member of a relevant professional body.
4. At least five (5) years' experience in Information Communication Technology field with a minimum of three (3) years in senior position.
5. Master's degree in any of the following disciplines: - Computer Science, Information Technology, Business Information Technology, or its equivalent qualification from recognized institution will be an added advantage.

### **3. HUMAN RESOURCES & ADMINISTRATION MANAGER**

Reporting to the Managing Director, he/she is responsible for development of policies, overall management and coordination of Human Resource and Administration functions, such as employment, compensation, labor relations, benefits, training, and employee services while ensuring all staff have a conducive working environment for personal and career growth.

### **Main duties and Responsibilities**

- Provide leadership to the day-to-day operations of the department, while maintaining focus on the company's strategic goals.
  - Liaise with departmental heads in identifying the organization's training and development needs.
  - Develop and review HR policies and procedures, terms and conditions of employment.
  - Manage the disciplinary and grievances processes in accordance with Human Resource policy Procedures Manual and in compliance with the legal requirements.
  - Provide advisory and manage recruitment process, oversee the placement, contracting and induction of new staff.
  - Manage the Company's remuneration including payroll administration, Staff Medical Insurance Scheme and ensure conformity to all statutory requirement.
  - Maintain harmonious industrial relations with the Staff Union; lead the Collective Bargaining Agreement (CBA) negotiations and manage implementation of the same.
  - Implement and/or support 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 Functional Heads.
  - Ensure that the Company's training and development plans are prepared in time and appropriate training initiatives are developed in line with the training calendar; Company's training and development plans are prepared in time and appropriate.
  - Follow up with Heads of Departments to ensure performance contracting, appraisals are done within stipulated time.
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### **Minimum Academic Qualifications, Experience and Skills**

1. Bachelor's Degree in Human Resource Management or in Business Administration, Arts (Human Resource Management Option) or its equivalent from a recognized institution.
2. Must be a member of Chartered Institute of Human Resource Management (K) with a current Practicing Certificate.
3. Other Specialist Training or Certification.
4. At least 5 years experience in Human Resource and Administration with a minimum of three (3) years in senior position.
5. Should demonstrate leadership through influence and effective conflict resolution; effective team player, change agent with good leadership and people-management skills.
6. Should possess strong communication/inter-personal skills.
7. Should possess knowledge of Employment Act/Labor laws.
8. Master's degree holders in related fields will have an added advantage.

### **Terms of Service**

1. Technical services, Information Communication Technology and Human Resource and Administration Manager Positions are on a 5-Year renewable Contract based on satisfactory performance.
2. Interested candidates must;
  - Have demonstrated thorough understanding of the National Goals, Policies and Development Objectives including the Kenya Vision 2030.
  - Have leadership and management capacity and knowledge of Financial Management and Strategic people management.

Shortlisted candidates will be required to submit clearance certificates from; a)

Ethics and Anti-Corruption commission (EACC);

b) Higher Education Loans Board (HELB);

c) Credit Reference Bureau (CRB);

d) Criminal Investigation Department (CID);

e) Kenya Revenue Authority (KRA).

### **HOW TO APPLY**

Interested candidates can submit their applications via email [applications@kewasco.co.ke](mailto:applications@kewasco.co.ke), post or hand delivered with detailed CV and photocopies of relevant academic and professional certificates and relevant testimonials, stating his/her current position, current and expected remuneration package, email, contact and telephone number, names and contacts of three referees to;

**The Managing Director**  
**Kericho Water and Sanitation Company Limited**  
**P.O Box 1379 – 20200**  
**KERICHO**  
**Tel: 0797 220 294**

Applications should be received on or before **Thursday, 7<sup>th</sup> November, 2024 by 5.00pm.**

**NB: Only short-listed applicants will be contacted.** \_\_\_\_\_

**Women and Persons with Disabilities (PWDs) are encouraged to apply.**