



NYAMIRA WATER AND SANITATION COMPANY LTD

P.O. Box 255 -40500, **NYAMIRA**, Tel: 0787080455, Email: info@nyawasco.co.ke

Website: <http://www.nyawasco.co.ke>

ADVERTISEMENT FOR VACANT POSITIONS

Nyamira Water and Sanitation Company (NYAWASCO) Ltd, is a public utility company fully owned by Nyamira County and with the mandate to provide water and sanitation services in the county. The Company is committed to enhancing its operational efficiency and customer satisfaction. In pursuit of fulfilling its mandate and supporting continued growth, NYAWASCO is seeking to recruit highly qualified, experienced and performance-driven professionals to join the company. The company is seeking to recruit a self-driven individual for the position of Managing Director, Commercial and Finance Manager, and Technical Services Manager.

I. POSITION: MANAGING DIRECTOR (1 POST)-SCALE-GRADE I

Terms of Service: Three (3) years contract renewable for a further one (1) term subject to satisfactory performance.

Job Purpose: The Managing Director is responsible for the efficient management of the affairs of the company. He is responsible for the day-to-day operations and administration of the company in consultation with the Board. He shall provide overall leadership to the company and guide its strategic direction so as to ensure effective achievement of set goals and objectives.

Reporting: This role reports to the Chairman of the Board.

DUTIES AND RESPONSIBILITIES:

Specific duties will entail:

- i. Provide leadership in the management, development, review and implementation of strategies, policies and procedures to ensure profitable operation;
- ii. Ensure compliance of financial management of resources through mobilization, budgeting and monitoring utilization of resources;
- iii. Lead the development and implementation of the strategic plan, annual work plan and periodic reports;
- iv. Foster corporate culture that promotes professionalism, good governance, ethical practices, creativity, innovation and good corporate citizenship;
- v. Formulate and periodically update the Company's Plan and Action Plan including projections of any necessary expansion and development of facilities and extension of business operations;
- vi. Direct and coordinate the Company's operations and overall administration to ensure various organs of the Company operate in conformity with overall operational plans and performance targets;
- vii. Promote Company's image and develop good working relationship with all stakeholders and partners in the Company's area of jurisdiction;
- viii. Advise the Board of Directors concerning objectives and policies relating to technical, financial and legal affairs of the Company; and
- ix. Submit regular reports to the Board of Directors on revenue performance and Human Resource functions of the company.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must:

- i. Be a Kenyan Citizen;

- ii. A post graduate qualification in Engineering, Business, Finance, Business Administration, Strategic Management or relevant field from a recognized institution;
- iii. Bachelor's degree in Civil Engineering, Water/Waste Water Engineering, Environmental Science, Business or any other relevant field from a recognized institution;
- iv. Have a minimum 10 years' relevant experience, with 5+ years in senior management or leadership within the water/utility sector.
 - v. Be a member of a relevant professional body and in good standing;
 - vi. Meet the requirements of chapter six of the Constitution;
 - vii. Knowledge of relevant legislations and policies relating to water sector, e.g. WASREB, WRA, WWDA and WSP;
 - viii. Have demonstrated ability to manage water and sewerage utilities with sound innovations;
 - ix. Familiar with Water Sector Management and donor funded projects and demonstrated good financial management skills.
 - x. Must satisfy the requirements of chapter six of the constitution of Kenya on Leadership and integrity through provision of; -
 - (a) Current certificate of good conduct from Directorate of Criminal Investigation Department
 - (b) Current Tax compliance certificate from Kenya Revenue Authority
 - (c) A clean and current report from an approved credit reference Bureau (CRB)
 - (d) Clearance from the Ethics and Anti-Corruption Commission (EACC)
 - (e) Clearance Certificate from Higher Education Loans Board (HELB)

2. POSITION: COMMERCIAL AND FINANCE MANAGER (1 POST)-SCALE-GRADE 2.

Terms of Service: Three (3) years contract renewable for a further one (1) term subject to satisfactory performance.

Job Purpose: The Commercial and Finance Manager (CFM) is responsible for the commercial and finance function of the company to perform financial analysis as well as oversee the commercial function and reporting as needed as per the laid down procedures.

Reporting: This role reports to the Managing Director

DUTIES AND RESPONSIBILITIES

Specific duties will entail:

- i. Oversee performance management in the Finance Section;
- ii. Oversee performance management and roles of the commercial section;
- iii. Develop department budget and work plan;
- iv. Prepare and submit monthly, quarterly and annual reports for the department;
- v. Prepare Board management papers for approval;
- vi. Identify procurement need of the department;
- vii. Prepare and review departmental policies and accounting manual in line with international financial standards and government regulations;
- viii. Budget preparation/cashflow management review to ensure sustainability and giving strategic advice to Board.
- ix. Manage reporting of financial statements/performance to board;
- x. Participate in strategic planning and implementation;
- xi. Establish and ensure application of sound financial polices (e.g. financial manual for the company), systems and procedures for the company in compliance with statutory regulations;
- xii. Conduct periodic review of actual performance against budget and explain any variances;
- xiii. Control expenditure for decision making; and
- xiv. Performing related work as may be required.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must:

- i. Be a Kenyan Citizen;

- ii. Bachelor's degree in Finance, Accounting, or any other Business-related field from a recognized institution;
- iii. Possession of a master's degree in finance is an added advantage
- iv. CPA (K), ACCA or equivalent, is mandatory;
- v. A master's degree (MBA/Finance) is an added advantage;
- vi. Member of a relevant professional body and in good standing;
- vii. A minimum of 10 years' relevant work experience in financial management, in utilities, public sector, infrastructure, or water services with at least 5 years in managerial or supervisory responsibility;
- viii. Experience in budgeting, financial reporting, audits, and donor-funded project accounting will be an added advantage; and
- ix. Must satisfy the requirements of chapter six of the constitution of Kenya on Leadership and integrity through provision of; -
 - (a) Current certificate of good conduct from Directorate of Criminal Investigation Department
 - (b) Current Tax compliance certificate from Kenya Revenue Authority
 - (c) A clean and current report from an approved credit reference Bureau (CRB)
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3. POSITION: TECHNICAL SERVICES MANAGER (1 POST)-SCALE-GRADE 2.

Terms of Service: Three (3) years contract renewable for a further one (1) term subject to satisfactory performance.

Job Purpose: The role of the Technical Services Manager (TSM) shall be to provide strategic leadership for water production, distribution, and sanitation infrastructure, ensuring safe, reliable, and compliant services. H/She shall oversee technical operations - including water quality control, maintenance, and water loss reduction (non-revenue water), attain highest standards of operational efficiency and adheres to best practice and other Engineering standards. The desired person shall ensure NYAWASCO technical services meet sector benchmarks and regulatory requirements.

Reporting: This role reports to the Managing Director

DUTIES AND RESPONSIBILITIES

Specific duties will entail:

- i. Responsible for ensuring that departmental objectives, plans and activities are aligned to the Corporate Objectives, Vision and Mission.
- ii. Responsible for Development of Departmental Business Planning.
- iii. Responsible for ensuring all Water and Sewer projects are well planned and well executed within budget and planned timelines.
- iv. In coordination with the Head of Department, Human Resource and Administration, ensures that the division has adequate, competent motivated and highly performing staff.
- v. In Consultation with Head of Divisions; Commercial & Finance Manager, for coordinated Departmental budget preparation.
- vi. Responsible for ensuring that projects and operations are within approved budgets
- vii. Responsible for ensuring that projects and operations are financially sustainable in the long run
- viii. Responsible for development of a sound framework for development, management and maintenance of a water distribution system in the Company' area of operation.
- ix. Responsible for development of a sound framework for development, management and maintenance of a sewer system in the Company' area of operation
- x. Responsible for developing a sound framework for managing all water produced and fed into the system to minimize wastage and losses and ensure as much of all the water produced and fed into the distribution system is accounted for.
- xi. Responsible for ensuring that all materials, parts chemicals etc used in operations meets required safety and quality standards so as not to compromise staff, customer or public health and safety.

- xii. Responsible for ensuring all technical operations and projects are carried out in accordance with approved budgets.
- xiii. Responsible for ensuring Preservation of water catchment areas.
- xiv. Responsible for ensuring that the company technical teams have adequate and proper tools and systems to ensure high level of performance in all operations. Ensure that tools of work meet required standards of performance and safety.
- xv. Accountable for ensuring Departmental staff understand and buy into the Company's Mission, Vision, and Strategic objectives and that staff fully understand the Departmental Business Plan
- xvi. In Consultation with the Head of Division, Human Resource and Administration responsible for ensuring a team of well-disciplined and well performing Departmental team of staff
- xvii. In Consultation with the Head of Division, Human Resource and Administration responsible for ensuring that staff in the division have the relevant skills, competence and attitude through implementation of sound Departmental Training Plan

DUTIES AND RESPONSIBILITIES

Specific duties will entail:

- i. Bachelors' degree in Civil Engineering; Water Engineering; or Agricultural Engineering. A post graduate degree in a relevant field, will be an added advantage
- ii. Registered with Engineers Registration Board/IEK and in good standing
- iii. **Ten (10) years' experience** in Water and Wastewater Engineering field; three (5) of which must be at senior management level
- iv. Professional/Technical Skills; has high level understanding of all technical dimensions of Technical Services (Water related Engineering Functions of fresh and waste water harvesting, treatment, distributing and disposal)
- v. Understands technological development in Technical Services and is able to leverage emerging technology including ICT, Engineering and other emerging innovations to improve operational efficiency, cost management and customer satisfaction.
- vi. Understands all laws, regulations and standards affecting water harvesting treatment and distribution and able to put in place sound compliance framework.
- vii. Excellent planning and organizational skills
- viii. ix. Strong leadership and problem-solving skills
- ix. Must satisfy the requirements of chapter six of the constitution of Kenya on Leadership and integrity through provision of; -
 - a) Current certificate of good conduct from Directorate of Criminal Investigation Department
 - b) Current Tax compliance certificate from Kenya Revenue Authority
 - c) A clean and current report from an approved credit reference Bureau (CRB)
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METHOD OF APPLICATION

Application should be sent to:

Chairman,
Board of Directors,
Nyamira Water and Sanitation Co Ltd,
P O BOX 255 - 40500,
Nyamira.

Applicants to attach their application letter, detailed curriculum Vitae, copies of their academic certificates, National ID and testimonials all certified true copies of the original from a Resident Magistrate or Commissioner of Oath.

The Application can be sent via e-mail (boardchairperson@nyawasco.co.ke & cc. nyawascochair@gmail.com), Registered Courier service providers or deposited at the company's offices at Nyamira in a marked box "NYAWASCO Applications".

NB: Only shortlisted candidates will be contacted.
Canvassing will lead to automatic disqualification