



NZOIA WATER SERVICES COMPANY LIMITED

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA
Phone: +254 0202060536
Fax:
Email: info@nzoiawater.or.ke
Website: www.nzoiawater.or.ke

JOB OPPORTUNITIES

Nzoia Water Services Company Ltd is a limited liability company established under the Companies Act Cap 486 of the Laws of Kenya to serve two (2) Counties of Bungoma and Trans-Nzoia. The core objective of the water and sewerage services provision a commercial activity that generates sufficient revenue to sustain its operations and meet other key objectives of the Government in water supply, seeks to fill the following positions with individuals who are customer service oriented, qualified and experienced, seeking to be part of a result oriented team in the Water Services Industry.

NZOWASCO/1/012/2018 – MANAGING DIRECTOR.

A successful candidate will be reporting to the chairman – Board of Directors, and be responsible for development and execution of the overall business strategy and translation of Board and shareholders mandate to the business. S/he will promote sound corporate governance principles, manage the company's resources and establish a change to high performance culture.

Qualifications, Experience and Skills

- A Bachelors Degree in Civil/Water Engineering, Environmental Sciences, Business related field or Equivalent.
- Post-Graduate qualification will be an added advantage.
- Masters Degree in any relevant field will be an added advantage.
- Membership of a professional body.
- Management Training will be an added advantage.
- At least ten (10) years post qualification experience, Five (5) of which should be in senior management level in a busy organization.
- Proficiency in computer operations skills and techno savvy.

Duties and Responsibilities

- Implementing the strategic plan of the company in the most effective and efficient means possible
- Creating an enabling environment for the company and a functioning governing Board.
- Ensuring good harmony and working relationship between –management and Board of Directors.
- Implementation of Board of Directors resolutions.
- To consistently identify sources of revenue for the company.
- Maintaining good relationship between the company and external parties.
- Ensure management carry out their duties diligently and trickle the same in their chain of command.
- Ensure compliance with statutory provisions and other requirements such as Service Provision Agreement, Licenses, KRA, and Pension scheme among others.
- Management of the company resources efficiently and effectively to achieve set objectives.
- Ensure day today running of the operations of the company.
- Develop and implement business plans for future running of the company.
- Have demonstrated thorough understanding of the National Goals, Policies and Development Objectives including the Kenya vision 2030.

NZOWASCO /2/012/2018 – HEAD OF INTERNAL AUDIT AND RISK MANAGEMENT

A successful candidate will functionally report to the Audit Committee and Risk Management Committee of the Board and administratively to the Managing Director, assure the integrity of the company assets, quality of management decisions and mitigate fraud and risk by putting in place of appropriate systems and internal controls.

- Bachelors Degree in Accounting, Finance, or Business Administration (accounting option) or a business related degree from a reputable University.
- Masters Degree in Accounting, Finance or Business Administration will be an added advantage.
- Be a member of Institute of Certified Public Accountants of Kenya (ICPAK)
- A certified Internal Systems Auditor (CISA) will be an added advantage.
- At least ten (10) years post- qualification experience, Five (5) of which should be in Audit at a senior level in a busy organization.
- Experience of auditing ERP systems and conversant with Water Billing Systems will be an added advantage.
- Proven people management experience, strong communication, interpersonal and leadership skills.
- Proficiency in computer operations skills and techno savvy.

Duties and Responsibilities

A successful candidate will perform the following duties and responsibilities:-

- Develop and continuously review an internal audit manual and enforce compliance with standards acceptable to the external auditors.
- Develop and implement internal audit, strategies and operating plans that reflect the longer-term corporate goals and priorities established by the company.
- Work closely with external auditors, agreeing on the time frames for the annual statutory audit, pre-audit activities, and on the implementation of audit recommendations.
- Regularly carry out detailed risk assessment and internal audits on computer and other operating systems to ensure reliability and integrity of financial and operating information, advising the Board and Management on appropriate action.
- Carry out special investigations on apparent breaches of internal controls, fraud, etc. and making recommendations to eliminate identified weaknesses.
- Discuss internal and external audit recommendations with the Corporate Management Team (CMT), incorporate into the audit plan and follow up on implementation.
- Ensure that all fixed and current assets are accounted for on a regular basis through regular checks, including physical accounts.
- Manage departmental staff performance, development, training and motivation for effectiveness.
- Have demonstrated thorough understanding of the National Goals, Policies and Development Objectives including the Kenya vision 2030.

NZOWASCO /3/012/2018 – HEAD OF HUMAN RESOURCE MANAGEMENT

A successful candidate will report to the Managing Director and be responsible for coordinating and providing guidance on overall Human Resource and Administration management, ensuring that the company has in place appropriate, skilled and well motivated workforce and administrative support that can deliver the Company's mandate.

Qualifications, Experience and Skills

- Bachelors Degree in Human Resource Management or its equivalent.

- Must be a registered member of the Institute of Human Resource Management (HRM) or any relevant professional body.
- Ten (10) years post- qualification experience, Five (5) of which as a Head of HR in a reputable utility Company.
- Masters degree will be an added advantage.
- Good knowledge of Kenyan Labour laws and Common Human Resource Practices.
- Excellent interpersonal and communication (both verbal and written) skills, high level of integrity, ability to multi-task, attention to detail, analytical and organizational skills.
- Proficiency in computer operations skills and techno savvy.

Duties and Responsibilities

- Oversee the overall functions of Human Resource and Administration duties.
- Ensure personnel policies and procedures are developed and implemented.
- Carry out day to day operations of the Human Resource Office.
- Oversee and advise on recruitment matters, promotion, remuneration, staff training and development.
- Ensuring career planning and succession planning, and staff motivation programs.
- Coordination of staff welfare and industrial relations including union matters, staff discipline, pension and other benefits.
- Supporting the performance management process by continuously updating job descriptions and coordinating the appraisal process as well as implementation of the post appraisal activities.
- Filing and maintenance of accurate employee's records including leave administration, staff correspondence and employee's contracts.
- Ensuring monthly remittance of statutory and other payroll deductions.
- Managing and coordinating all the company's transport and logistics.

NB: IN ALL POSITIONS, APPLICANTS MUST PROVIDE CLEARANCE CERTIFICATES FROM EACC, DCI, CRB, KRA AND HELB DURING INTERVIEW SESSIONS. NZOWASCO IS AN EQUAL OPPORTUNITY EMPLOYER.

TERMS OF REFERENCE

All the above positions shall be on a three (3) years contract renewable at the Board of Directors discretion subject to satisfactory performance.

Application Process

Interested and qualified persons are requested to make their applications as follows;

- Submit their applications in person to the executive Secretary for the Managing Director's office at the Head Quarter Webuye offices behind Masinde Muliro Campus for registration to address shown below clearly stating the reference number on the envelope by close of business on 18th January, 2019 at 4.30 pm.
- Applications should include CVs indicating how they meet qualification requirement, day time contact, current and expected salary, names and contacts of three referees. Certified Copies of all relevant certificates/testimonials and copy of national ID/passport must be attached.
- Nzoia Water Services Company Limited avails equal opportunities to all Kenyans. Any form of canvassing shall lead to automatic disqualification. **Only shortlisted candidates shall be contacted.**
- completed applications should be addressed to:

**The Chairman Board of Directors
Nzoia Water Services Company Limited
P.O Box 1010-50205, Webuye, Kenya.**