



## **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](mailto:info@nzoiawater.or.ke)

Website: [www.nzoiawater.or.ke](http://www.nzoiawater.or.ke)

### **VACANCY ANNOUNCEMENT KOICA II**

Nzoia Water Services Company Limited is mandated to provide water and sanitation services in two counties – Bungoma and Trans-Nzoia. To strengthen our team, we are looking for competent individuals who are proactive and self-driven to fill the following posts available at KOICA II .

1. Water operator – 3No. (Ref: NZOWASCO/HO/MD/HR/44/05/1)

#### **Job Requirement**

- KCSE D+ Certificate.
- Certificate in Water Laboratory Technology, Water Resource Management or Water Engineering  
OR
- Three (3) years' experience in water treatment plant

#### **DUTIES AND RESPONSIBILITIES**

- i) Carry out mixing and dosing of chemicals
- ii) Maintain valves on the raw water main (air valves, scour valves etc)
- iii) Backwash filters on demand
- iv) Determine chemical dosage
- v) Washing and dislodging of coagulation basins
- vi) Clean chemical solution rooms, basins and the surrounding
- vii) Perform regular inspections of water supply facilities and equipment (pumps)
- viii) Comply with preventive maintenance procedures
- ix) Ensure Compliance to service levels and quality standards
- x) Maintain general cleanliness of the plant
- xi) Perform qualitative spot checks as per the given schedule
- xii) Produce daily production reports
- xiii) Adhere to the given work schedules as per production
- xiv) Implement Non Revenue Water reduction activities.
- xv) Maintain safety at the work place
- xvi) Keep records of;
  - Chemical consumption
  - Filter wash time
  - Chemical tests values
  - Monthly water production.

2. Artisan III – 4No. (Ref: NZOWASCO/HO/MD/HR/44/05/2)

#### **Job Requirements**

- KCPE certificate
- Government trade test III
- Motor cycle riding license is an added advantage



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### **DUTIES AND RESPONSIBILITIES**

- i) Installation of connections for new customers as per ISO Procedures
- ii) Identify all illegal water abstractions and report to the supervisor
- iii) Ensure timely requisition of required materials and tools
- iv) Ensure proper use of supplied materials and tools.
- v) Ensure proper workmanship as per O & M manual
- vi) Implement safety standards to ensure safety of staff and company facilities
- vii) Generate and hand over to the supervisor daily reports on O &M operations.
- viii) Adherence to schedules for water balance, line patrols and for servicing of valves and appurtenances.
- ix) Patrols on water supply lines and repair
- x) Ensure that water is balanced to all zones as per the approved service schedule.
- xi) Implement the schedule on crackdowns for illegal connections and report back to the supervisor.
- xii) Identify and repair leaks and bursts within the given timelines.
- xiii) Repairing/ Servicing of bulk water meters
- xiv) Deepening of shallow and replacement of dilapidated pipelines
- xv) Ensure that the daily works are monitored to comply with O & M manual.
- xvi) Abiding by the standby schedule for weekends and public holidays
- xvii) Prompt attendance to leaks and bursts as per the service charter.

3. Attendant II – Customer Care 1No. ( ref: NZOWASCO/HO/MD/HR/44/5/3)

#### Job requirements

- KCSE C Plain  
Or
- KCSE D+
- Certificate in a business related course
- Computer application packages

### **RESPONSIBILITIES**

- i) Recruiting of new customers
- ii) Record, document and file all customer complaints and compliment
- iii) Hold Customer sensitization meeting
- iv) Follow up on arrears
- v) Refer unresolved complaints
- vi) Updating of customer records
- vii) Prepare reconnections and disconnections list



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#### 4. Clerical Officer II – Meter reading 2No.(NZOWASCO/HO/MD/HR/44/5/4

##### Job requirement

- KCSE D+ Certificate.
- Diploma/Certificate in any business related field
- At least 2 years working experience
- Motor cycle riding shall be an added advantage

##### **RESPONSIBILITIES**

- Meter reading as per the designated zones
- Meter installation
- Install new connections
- Bills interpretation to customers
- Meter servicing
- Meter replacement
- Reporting illegal connection
- Meter Disconnection

Interested candidates should submit their application letters, CV, copies of academic and professionals certificates ,ID card and any relevant testimonials in **HARD COPY** indicating the position reference number on the envelop by 14<sup>th</sup> June 2024 to the ;-

The Managing Director  
Nzoia Water Services Company Limited  
P.O Box 1010 - 50205  
WEBUYE – KENYA

Shortlisted candidate shall be required to provide the following documents during the interview;-

- i) Original certificates
- ii) ID Card
- iii) Certificate of good conduct