KIAMBERE-MWINGI WATER & SANITATION COMPANY
KIMWASCO Water is Life
P.O. Box 656-90400, Mwingi. Tel: 0717032223, 0782541997
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VACANCIES ADVERTISEMENT

KIMWASCO is a Water Service Provider (WSP) established under the Water Act 20216, The County Government Act 2012 and regulated by Water Services Board (WASREB) The core mandate of the company is to provide water and sanitation services to larger Mwingi region in Kitui County

KIMWASCO invites applications from suitably qualified, competent and results-oriented candidates to fill the following vacant positions:

1. **FINANCE MANAGER – JOB GROUP '2'**

Terms of Service: Five (5) years contract renewable subject to satisfactory performance.

No. of Positions: 1

Key Responsibilities

The Finance Manager will be responsible to the Managing Director for the overall management of the Finance and Commercial functions. Key duties will include:

- Developing and implementing departmental plans, budgets and strategies.
- Ensuring implementation of Finance-related targets in the Company's Strategic Plan.
- Overseeing effective financial management, including budgeting, accounting, reporting, cost control, debtors and creditors management.
- Ensuring timely preparation of financial statements, management reports and statutory returns.
- Overseeing development and implementation of short-, medium- and long-term business plans.
- Developing and implementing strategies to minimize financial risks and ensure value for money in procurement.
- Managing the Company's commercial function and customer relationships.
- Coordinating financing and partnership arrangements with development partners.
- Ensuring compliance with relevant financial laws, regulations and Company policies.
- Providing leadership, supervision and capacity building to Finance Department staff.
- Ensuring effective use of appropriate financial management information systems.

Requirements for Appointment

Applicants must have:

- Served as a Principal Accountant for at least three (3) years; **or** at least nine (9) years' relevant experience, five (5) of which should have been at senior management level.
- A Bachelor's degree in Commerce (Accounting/Finance), Business Administration (Accounting) or an equivalent qualification from a recognized institution.
- CPA(K), ACCA or equivalent professional qualification.
- A Master's degree in Finance, Accounting, Business Administration, Commerce or a related field is an added advantage.
- Membership of a relevant professional body.
- Computer proficiency and demonstrated competence in financial management and administration.
- A Management/Leadership course of at least six (6) weeks will be an added advantage.
- Demonstrated high professional competence, leadership and administrative capability.

2. ACCOUNTANT I – JOB GROUP '6'

Terms of Service: Permanent & Pensionable

No. of Positions: 2

Key Responsibilities

The successful candidates will be responsible for:

- Verifying payment vouchers and supporting documents.
- Maintaining cashbooks, ledgers, vote books and other accounting records.
- Processing payments and preparing financial reports and statements.
- Managing cash, cheques and cheque books in accordance with established procedures.
- Undertaking cash and liquidity analysis and maintaining proper records.
- Ensuring budgetary controls and timely filing of statutory returns, including PAYE, VAT and withholding tax.
- Performing reconciliations and other accounting duties as assigned.

Requirements for Appointment

Applicants must have:

- Served as an Accountant II, Job Group '7', for at least three (3) years.
- CPA Part II **or** a Bachelor's degree in Commerce (Accounting/Finance), Business Administration (Accounting) or an equivalent qualification from a recognized institution.
- Certificate in Computer Applications.
- Proficiency in accounting packages.
- Demonstrated merit, competence and ability in work performance.

3. ACCOUNTS ASSISTANT – JOB GROUP '8'

Terms of Service: Permanent & Pensionable

No. of Positions: 1

Key Responsibilities

The successful candidate will assist in:

- Preparing payment vouchers and accounting documents.
- Capturing and maintaining accounting data and records.
- Filing accounting documents and preparing simple financial reports.
- Preparing invoices and maintaining cashbooks, ledgers and registers.
- Posting invoices, payments, accruals and other accounting transactions into the accounting system.
- Maintaining accounts receivable records and undertaking reconciliations.
- Preparing supporting schedules for revenue accounts.
- Writing cheques and posting payments and receipts into cashbooks.

Requirements for Appointment

Applicants must have:

- CPA Part I; **or**
- Diploma in Commerce (Accounting/Finance), Business Administration (Accounting), ATC or an equivalent qualification from a recognized institution.
- Certificate in Computer Proficiency.

4. CHIEF INFORMATION AND TECHNOLOGY OFFICER – JOB GROUP '4'

Terms of Service: Permanent & Pensionable

No. of Positions: 1

Key Responsibilities

The successful candidate will be responsible for:

- Formulating and implementing ICT strategies, policies and standards.
- Reviewing, upgrading and documenting ICT systems and processes.
- Managing secure and efficient ICT infrastructure and integrated systems.
- Providing technical advice to Management on ICT systems and infrastructure.
- Coordinating ICT projects, including planning, specifications, implementation and evaluation.
- Ensuring systems security, data backup, business continuity and disaster recovery.
- Training users on ICT systems and ensuring optimal utilization of ICT resources.
- Overseeing development and maintenance of the Company's website and ICT governance systems.
- Supervising, developing and appraising ICT staff.
- Preparing ICT work plans, budgets, reports and Board papers.

Requirements for Appointment

Applicants must have:

- A Bachelor's degree in Information Technology, Computer Science, Information Systems, Business Information Technology, Business Administration, Commerce, Management Science or another relevant field from a recognized university, together with demonstrated professional competence in ICT management. Candidates whose first degree is not ICT-related should additionally possess a recognized ICT diploma or equivalent relevant qualification.
- A postgraduate qualification in ICT, Information Systems, Information Security, Business Administration, Technology Management or a related discipline shall be an added advantage, subject to the approved scheme of service.
- A minimum of ten (10) years of relevant professional experience, including at least three (3) years in a supervisory, senior technical, ICT administration or comparable management position.
- Demonstrated practical experience in the management and administration of ICT infrastructure, computer networks, enterprise information systems, databases and information security.
- Demonstrated experience in systems analysis, software development, application implementation, systems integration or business process automation.

- Demonstrated competence in ICT strategic planning, governance, budgeting, procurement planning, project implementation, technical advisory services and performance monitoring.
- Knowledge and practical experience in cybersecurity, information security management, data backup, business continuity and disaster recovery.
- Experience in the management of enterprise applications, including ERP systems, and the application of ICT solutions to improve organizational performance and service delivery.
- Relevant professional training or certification in networking, systems administration, cybersecurity, software development, data analytics, project management or another relevant ICT specialization.
- Membership of a relevant professional body, where applicable.
- Demonstrated leadership, supervisory, communication, problem-solving, analytical and administrative capabilities.
- A management or leadership development course of appropriate duration from a recognized institution shall be an added advantage, unless otherwise prescribed as mandatory under the applicable scheme of service.
- Experience in the water and sanitation sector, public utilities, or public institutions operating complex ICT and operational systems shall be an added advantage.
- A Master's degree in Information Science, ICT or a related field will be an added advantage.
- Membership of a relevant professional body.

5. PLUMBER III – JOB GROUP '10'

Terms of Service: Permanent & Pensionable

No. of Positions: 15

Key Responsibilities

The successful candidates will be responsible for:

- Repairing and maintaining water pipelines, meters and fittings.
- Installing water pipelines and fittings and undertaking new water connections.
- Reading, servicing, connecting and disconnecting customer meters.
- Monitoring water distribution and addressing water supply issues within assigned zones.
- Identifying and addressing Non-Revenue Water (NRW) issues.
- Attending to customer complaints and service requests.
- Visiting sites and preparing Bills of Quantities (BoQs) for new connections.
- Supporting billing and revenue collection within assigned zones.
- Activating dormant connections and performing other related duties as assigned.

Requirements for Appointment

Applicants must have:

- KCSE certificate.
- Government Trade Test Certificate Grade II in Plumbing from a recognized institution and at least three (3) years' relevant experience; **or** Certificate in Water Engineering or an equivalent relevant qualification.
- Certificate of Good Conduct.
- A valid motorcycle driving license will be an added advantage.

6. SUPPLY CHAIN MANAGEMENT ASSISTANT II, JOB GROUP '7'

(a) Duties and Responsibilities

Duties and responsibilities will entail: -

i. Preparing and maintaining stores records;
ii. Keeping custody of and updating inventory records;
iii. Overseeing receiving of stores;
iv. Complying with Procurement Act;
v. Preparing requisitions for stocks replenishment;
vi. Receiving and processing suppliers' invoices for payment;
vii. Participating in stock taking and reconciliation of records;
viii. Participating in inspection and acceptance of goods and services;
ix. Participating in tender opening;
x. Checking and verifying issue notes and invoices;
xi. Maintaining catalogue for items identified for disposal;
xii. Monitoring the movement of stores;
xiii. Securing items identified for disposal;
xiv. Preparing of periodic stores returns.

(b) Requirements for Appointment

For appointment to this grade, an officer must have: -

i. Served in the grade of Supply Chain Management Assistant III for a minimum period of three (3) years;
ii. Diploma in Purchasing and Supplies or Chartered Institute of Purchasing and Supplies (CIPS) Final or its equivalent from a recognized institution; and
iii. Shown merit and ability as reflected in work performance and results.
iv. Certificate in Computer applications skills from a recognized institution.

How to Apply

Written applications enclosing current Curriculum Vitae, Copies of academic, professional certificates and other testimonials and National Identity (ID) card should be submitted in a sealed envelope addressed to:

The Managing Director
Kiambere Mwingi Water and Sanitation Company
P.O. Box 656-90400, Mwingi

Applications can be submitted via email address:
info@kimwasco.co.ke/kimwasco@gmail.com
Or delivered by hand at the reception desk of Kiambere Mwingi Water and Sanitation Company Offices located in Mwingi Town, along Mwingi Kyuso road, past DCC office near Suluhu SACCO building to be received on or before Friday 13th November 2026 at 5:00pm.

Important information

(i) Only short-listed candidates will be contacted.
(ii) Short-listed candidates will be required to produce their original National Identity cards, Certificates and Testimonials at the interview.
(iii) Kiambere Mwingi Water and Sanitation Company is an equal opportunity employer and youth, women and people living with disabilities are encouraged to apply.
(iv) Canvassing in any form will lead to automatic disqualification.