



DETAILED INFORMATION FOR JOB APPLICANTS

I. FINANCE MANAGER

Will be responsible to the Managing Director for the overall management of the Financial and Commercial functions.

(a) Duties and Responsibilities

- i. Developing and implementing departmental plans, budgets and strategies;
- ii. Monitoring and evaluating implementation of the overall company strategic plan;
- iii. Ensuring effective and efficient management of the company's finances including management of costs, expenses, creditors & debtors;
- iv. Overseeing timely budget preparation, implementation, accounting and reporting including timely preparation of financial statements and management reports;
- v. Overseeing Development and implementation of short, medium and long-term company business plans;
- vi. Ensuring development and implementation of Enterprise Risk Management system
- vii. Ensuring realization of value for money in procurement of goods and services;
- viii. Managing customer relationships and identifying new opportunities for business growth;
- ix. Managing staff under Finance department, including undertaking capacity building (performance assessment, TNA, training and coaching);
- x. Ensuring effective communication with customers and providers of goods and services;
- xi. Ensuring proper interpretation and implementation of finance laws, regulations and policies;
- xii. Ensuring effective management of company's commercial functions;
- xiii. Coordinating the design of financing / partnership agreements with development partners;
- xiv. Ensuring compliance with all statutory obligations.

(b) Minimum Requirements

- i)** Nine (9) years work experience in a reputable organization, five (5) of which must have been at a senior management level
- ii)** Bachelor's degree or equivalent qualification in Commerce (Accounting or Finance option) or Business Administration (Accounting option)
- iii)** Certified Public Accountant of Kenya (CPAK) or equivalent qualification
- iv)** Master's degree or equivalent qualification in any of the following fields: - Finance, Accounting, Business Administration, Commerce
- v)** Valid membership to ICPAK

Other requirements

- i) Certificate in computer application skills
- ii) Demonstrate a high degree of professional and administrative competence

2. HUMAN RESOURCE & ADMINISTRATION MANAGER

Will be responsible to the Managing Director for the overall management of the human resources and administrative functions.

(a) Duties and Responsibilities;

- i. Developing and implementing departmental plans, budgets and strategies
- ii. Coordinating the formulation, review, harmonization and implementation of human resources and administrative policies, guidelines and regulations;
- iii. Building capacity for human resources and administrative functions for effective operations;
- iv. Ensuring institutionalization of performance management including performance appraisal system;
- v. Interpreting and implementing human resources laws & regulations;
- vi. Coordinating employee relations, remunerations, welfare and succession planning;

(b) Minimum requirements

- i. Five (5) years work experience in a reputable organization, five (5) of which must have been at a senior management level
- ii. Bachelor's degree or equivalent qualification in any of the following fields: Human Resource Management, Human resource Development or Human Resource Planning
- iii. Valid membership to a relevant professional body

Other requirements

- i) Certificate in computer application skills
- ii) Demonstrate a high degree of professional and administrative competence

3. CHIEF SUPPLY CHAIN MANAGEMENT OFFICER

Will be responsible to the Finance Manager for the overall management of the supply chain functions.

(a) Duties and Responsibilities

- i. Planning and coordinating Supply Chain Management activities
- ii. Ensuring compliance with Public Procurement & Asset Disposal Act 2015 and other relevant laws
- iii. Ensuring implementation of existing Supply Chain Management policies, guidelines and procedures
- iv. Monitoring implementation of asset acquisition and disposal plans;
- v. Maintaining an up-to-date database for KIMWASCO's assets;

- vi. Coordinating preparation and management of inventory control register
- vii. Coordinating periodic stock taking, control, audit and consolidating periodic returns
- viii. Preparation and remittance of periodic reports to the public procurement oversight authority.
- ix. Providing secretariat services to the procurement and Disposal Committees;
- x. Issuing of the professional opinion

(b) Minimum Requirements

- i) Five (5) years work experience in reputable organizations
- ii) Bachelor's degree or equivalent qualification in any of the following disciplines: - Procurement and Supply Chain Management, Purchasing and Supplies Management, Procurement and Contract Management
- iii) Valid membership to KISM

Other requirements

- i) Certificate in computer application skills
- ii) Demonstrate a high degree of professional and administrative competence

4. CHIEF INTERNAL AUDITOR

Will be responsible to the Board Audit Committee functionally and to the Managing Director administratively

(a) Duties and Responsibilities

- i. Developing and reviewing operational and management systems, policies and guidelines;
- ii. Developing and overseeing implementation of risk assessment framework;
- iii. Developing and reviewing audit techniques and procedures;
- iv. Developing and reviewing internal controls;
- v. Developing audit plans, setting targets and budgets;
- vi. Compiling periodic management audit reports to Board Audit Committee;
- vii. Developing and monitoring performance targets for the audit department personnel;
- viii. Assist in preparing for external audits and responding to external audit reports
- ix. Undertaking value for money audit
- x. Ensuring compliance with the relevant laws and regulations

(b) Minimum Requirements;

- i. Three (3) years work experience in a reputable organization;
- ii. Bachelor of Commerce degree or equivalent qualification in Accounting or Finance Option
- iii. Certified Public Accountants (CPAK) or equivalent qualification
- iv. Valid membership to ICPAK

Other requirements

- i) Certificate in computer application skills
- ii) Demonstrate a high degree of professional and administrative competence

5. CHIEF WATER & SEWERAGE ENGINEER

Will be responsible to the Technical Manager for the water & sewerage functions.

(a) Duties and Responsibilities;

- i. Planning & designing of water & sanitation infrastructure
- ii. Data collection, analysis and compilation of technical reports
- iii. Co-coordinating operation and maintenance of water & sanitation infrastructure
- iv. Overseeing water distribution, sewerage services and pollution control
- v. Supervision of construction of water & sanitation works
- vi. Preparation of takeover reports and payment certificates
- vii. Managing Non-Revenue Water (NRW)
- viii. Managing departmental/sectional staff
- ix. Coordinating preparation of WARIS and M& E reports
- x. Coordinating Development of project proposals for funding

Minimum Requirements;

- i. Three (3) years work experience in a reputable organization
- ii. Bachelor's Degree or equivalent qualification in Civil, Water or Mechanical Engineering
- iii. Valid membership to the Engineers Board of Kenya (EBK) or to the Kenya Engineering Technology Registration Board (KETRB)
- iv. Competence in the use of AutoCAD

Other requirements

- i) Certificate in computer application skills
- ii) Demonstrate a high degree of professional and administrative competence

Application Requirements

- i. Application letter
- ii. Curriculum vitae
- iii. Names, telephone numbers and email addresses of three referees
- iv. Certified copies of academic and professional certificates, testimonial and National ID card.
- v. Valid Tax Compliance Certificate from Kenya Revenue Authority
- vi. Valid Clearance Certificate from Higher Education Loans Board
- vii. Valid Certificate of Good Conduct from the Directorate of Criminal Investigation (Not more than 6 months old)
- viii. Current clearance certificate from the Ethics and Anti-Corruption Commission
- ix. Current Clearance certificate from the Credit Reference Bureau

Mode Application

Submit application complete with accompanying documents to: -

The Managing Director

Kiambere Mwingi Water and Sanitation Company

P.o Box 656-90400

MWINGI.

The response should be submitted in a plain sealed envelope clearly marked with the reference number **KIMWASCO/PERS/01/2023-2024**. The application should be received on or before **14th February 2024 at 12.00 Noon.**