



DETAILED INFORMATION FOR JOB APPLICANTS

REF. NO. KIMWASCO/PERS/O2/2023-2024

Kiambere-Mwingi Water & Sanitation Company Ltd is a water service provider mandated with the responsibility of providing water & sanitation services on behalf of the County Government of Kitui to Mwingi region of Kitui County.

The company is inviting applications from suitably qualified people to fill the following vacancies:

1. FINANCE & ADMINISTRATION MANAGER:

Will be responsible to the Managing Director for the overall management of the Financial, Administration and HR functions.

TERMS OF EMPLOYMENT: THREE-YEAR CONTRACT RENEWABLE BASED ON PERFORMANCE

JOB GROUP 2; SALARY SCALE: 123x4,000 – 127,870x4,000 – 131,870x4,000 – 135,870x4,000 – 139,870x4,000 – 143,870x4,000 – 147,870x4,000 – 151,870x4,000 – 155,870x4,000 – 159,870x4,000 – 163,870x4,000 – 167,870x4,000 – 171,870.

(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. Ensuring effective communication with customers and providers of goods and services;
- x. Ensuring proper interpretation and implementation of finance laws, regulations and policies;

- xi. Ensuring effective management of company's commercial & administrative functions;
- xii. Ensuring effective management of HR 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
- vi) Demonstrate a high degree of professional and administrative competence

Note: An additional HR qualification will have an added advantage.

2. CHIEF INTERNAL AUDITOR

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

TERMS OF EMPLOYMENT: PERMANENT & PENSIONABLE

JOB GROUP 4; SALARY SCALE: 49,000x3,100 – 52,100x3,100 – 55,200x3,100 – 58,300x3,100 – 61,400x3,100 – 64,500x3,100 – 67,600x3,100 – 90,000x3,100 – 83,100x3,100 – 86,200.

(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
- v. 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
- x. Compliance with chapter 6 of the Constitution of Kenya 2010.

Mode Application

Interested & eligible candidates are requested to send applications & CVs in plain sealed envelope marked with **Ref. No. KIMWASCO/PERS/02/ 2023-2024** and **the position being applied for** 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/02/2023-2024**. The application should be received on or before **19th March 2024 at 12.00 Noon.**