



# **KIRINYAGA WATER & SANITATION COMPANY (KIRIWASCO)**

**P.O BOX 360-10300, KERUGOYA**

**Official TEL: 0746555368/ Customer Care Line: 0715413591**

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## **JOB ADVERTISEMENT**

Kirinyaga Water and Sanitation Company Limited (KIRIWASCO), a public water utility company fully owned by the County Government of Kirinyaga, mandated to provide cost effective and affordable quality water and sanitation services to the residents of Kirinyaga County, is seeking to recruit self-driven individuals for the positions of;

- 1) **Internal Audit Manager.**
- 2) **Human Resource and Administration Manager.**
- 3) **Finance and Resource Mobilization Manager.**
- 4) **Distribution and Sales Manager.**

The successful candidates will be part of corporate Management team responsible for establishing long-term goals, strategies, plans and policies that are aimed at improving performance, service delivery, attaining growth and improving operational efficiency of KIRIWASCO.

### **1. INTERNAL AUDIT MANAGER, JOB GRADE 3**

**JOB REFERENCE: KIRIWASCO/01/11/2021**

#### **Job Purpose**

The Internal Audit Department provides an independent, objective assurance and consulting/advising services to the Board and Management that is designed to add value through the systematic evaluation of the Company's processes and operations in order to assure the effectiveness and efficiency of compliance, internal control, risk management and governance processes.

#### **Key Responsibilities/ Duties/Tasks**

Reporting to the Managing Director, the Internal Audit Manager will be responsible for;

#### **I. Managerial/Supervisory Responsibilities/Tasks**

- i. Developing, reviewing and overseeing implementation of Internal Audit systems, techniques, procedures and guidelines;

- ii. Providing assurance of the effectiveness of the Company's internal control systems, risk management and governance processes.
- iii. Co-ordinating the development of an annual audit work plan based on a preliminary review of risk profiles of respective Divisions;
- iv. Developing and reviewing the Audit, Risk and Governance Board Committee charter and the Internal Audit charter;
- v. Overseeing preparation of annual Departmental budget and procurement plan.
- vi. Planning and coordinating execution of audits as per the approved internal audit work plan.
- vii. Serving as Secretary to the Audit, Risk & Governance Committee of the Board;
- viii. Guiding Management and the Audit, Risk & Governance Committee of the Board on the oversight role of Audit through regular audits & reports;
- ix. Providing leadership and direction to the Internal Audit Department staff;
- x. Carrying out Departmental staff performance appraisals and identification of training needs in the Department;
- xi. Mentoring, coaching and developing staff within the Department;

## **II. Operational Responsibilities / Tasks**

- i. Overseeing the carrying out of a risk based preliminary review of all areas of the Company to establish a risk-based work plan of action at the beginning of each financial year.
- ii. Ensuring that the Internal Audit systems, techniques, procedures and guidelines are prepared and approved;
- iii. Supervising the preparation of audit work programs to ensure that execution of audit assignments is well planned and managed;
- iv. Driving operational improvements throughout the Company to improve overall efficiencies and enhance internal controls;
- v. Monitoring the timely implementation of the Management actions recommended in the audit reports and reporting to the Audit, Risk & Governance Board Committee on actions taken by Management on audit findings;
- vi. Providing an independent view during implementation of new projects, processes and systems to ensure their quality and compliance with the Company's policies and procedures.
- vii. Monitoring development and implementation of laws and regulations governing the management of the Company and ensuring up to date advice;
- viii. Overseeing execution of routine and special audits or investigations as may be required from time to time and make appropriate recommendations;
- ix. In liaison with the Finance Department, coordinate external audit activities by the Office of the Auditor General to ensure adequate audit coverage and to follow up on implementation of their various audit recommendations.
- x. Other roles as may be assigned.

## **PERSONAL PROFILE**

- i. Bachelor's' degree in Commerce or Business Administration /Management (Finance or Accounting option)

- ii. Certified Public Accountant of Kenya CPA(K) or Certified Chartered Accountant (ACCA).
- iii. Membership with the Institute of Certified Public Accountants of Kenya (ICPAK) in Good Standing
- iv. Work experience of not less than eight (8) years, with three (3) years in a management position.
- v. Strong leadership and problem-solving skills
- vi. Confidentiality
- vii. Professionalism
- viii. Proficiency in ICT with strong MS office and internet use
- ix. Excellent planning and organizational skills

## **2. HUMAN RESOURCE AND ADMINISTRATION MANAGER, JOB GRADE 3**

**JOB REFERENCE: KIRIWASCO/02 /11/2021**

### **Job purpose**

Management of the Human Resources and Administration function which includes formulation, periodic review and implementation of HR policies and the building of a committed, competent and productive workforce as well as planning, coordination and management of all Administrative procedures and systems

### **Key Responsibilities/ Duties / Tasks**

Reporting to the Managing Director, the Human Resource and Administration Manager will be responsible for;

#### **I. Managerial/Supervisory Responsibilities**

- i. Ensuring that all employment practices, compensation, employee benefits, and human resources programs are within established standards, procedures, guidelines, and policies of the company and local labour laws.
- ii. Leading the development and periodic review and update of Human Resources and Administrative policies, planning and management processes and procedures in line with changes in the regulatory and labour environment
- iii. Maintaining contact with the labour industry, other organizations and government departments to keep abreast and updated on developments that are relevant to the human resources and Administrative processes
- iv. Developing work plans for the department, supervise implementation and evaluate performance to achieve the Company's strategic plan, and ensure adherence to the performance contracting requirements;
- v. Appraising, supervising, mentoring and coaching of all staff within the Human Resource and Administration department to ensure business continuity.
- vi. Providing leadership and direction to the Human Resource and Administration Department staff;

#### **II. Operational Responsibilities / Tasks**

- i. Coordinating the performance and reward management process to ensure that it is effective and linked to the staff development programmes
- ii. Coordinating staff training and development programmes. This includes training needs analysis, evaluation of training, feedback to management, and coordination of special programmes within the organization
- iii. Responsible for the development and implementation of the recruitment and selection process
- iv. Responsible for maintaining a compensation and benefits package that is fair, equitable and competitive within the ministry's philosophy on compensation and ability to pay
- v. Ensuring maintenance of personnel records, payroll administration, processing of staff benefits and management of the retirement benefits/pension scheme and staff exit among any other administrative support roles that may arise
- vi. Ensuring maintenance of good employee and industrial relations through well-managed staff welfare schemes, a healthy and safe working environment, effective handling of staff disciplinary and grievance procedures, and effective communication processes
- vii. Coordinating employee related legal and HR issues and advise management on appropriate course of action
- viii. Preparing and controlling Human Resource budgets
- ix. Coordinating security matters of the company
- x. Fleet and logistics management
- xi. Ensuring effective maintenance and cleaning of offices premises and maintenance of building to the required standards
- xii. Perform any other duties & responsibilities that may be assigned.

## **PERSONAL PROFILE**

- i. Bachelors Degree in Human Resource Management or related field from a recognized institution **OR** Bachelor's Degree in Social Science with a Post - Graduate Diploma in Human Resource Management/ Certified Human Resource Professional (CHRP).
- ii. Membership to Institute of Human Resource Management (IHRM) with a current year Practicing Certificate.
- iii. Work experience of not less than eight (8) years, with three (3) years in a management position.
- iv. Knowledge of Kenyan Labour Laws
- v. Proficiency in Human Resource Management based computer applications
- vi. Knowledge and understanding of human resource issues related to gender, equality and diversity
- vii. Proficiency in ICT with strong MS office and internet use
- viii. Excellent planning and organizational skills
- ix. Strong leadership and problem-solving skills

### **3. FINANCE AND RESOURCE MOBILIZATION MANAGER JOB GRADE 2**

**JOB REFERENCE: KIRIWASCO/03/11/2021**

#### **Job purpose**

Provision of leadership and strategic direction for the development of a sound Financial Framework for the Organization, implementation of the Board Financial Policy and management of overall company assets. In addition, initiate partnerships with development partners, both in public and private sectors, customers, and stakeholders for sustainable business growth, stable revenue from sale of goods and services, mobilization of resources to support the Company's mandate and to carry out customer relationship management

#### **Key Responsibilities/ Duties/Tasks**

Reporting to the Managing Director, the Finance and Resource Mobilization Manager will be responsible for;

#### **I. Managerial/Supervisory Responsibilities**

- i. Formulation and implementation of sound financial and accounting policies, systems and procedures in accordance with international accounting standards and board guidelines.
- ii. Effectively manage the company's cash flow to meet its financial obligations within forecast and budget
- iii. Coordinating the external audits and responding to audit management report.
- iv. Initiating, developing and maintaining sound and mutual relationships and network with relevant stakeholders
- v. Providing sound leadership and supervision to staff in the department while ensuring proper books of account are maintained and comply with the accepted international standards
- vi. Ensuring the company's compliance in relation to tax and other statutory regulations
- vii. Ensuring achievement of the overall financial goals of the Company
- viii. Leading the revenue growth diversification of the company and monitor the company's performance including revenue growth patterns and productivity
- ix. Leading the development of a sound budgeting and budgetary control framework for the company
- x. Monitoring the company's budgetary performance highlighting key variances for management action
- xi. Developing and implementing the Company's Resource Mobilization strategies;
- xii. Implementing Resource Mobilization policies in liaison with other relevant departments;

#### **II. Operational Responsibilities/Tasks**

- i. Design and facilitate resource mobilization to support the Company's business;
- ii. Manage Resource Mobilization budget to ensure the funds are properly expended to meet the departmental objectives in an accountable manner;
- iii. Accurate and timely generation of Financial Reports and preparation of special reports as required by management, stakeholders and regulatory authorities
- iv. Coordinate external Audit Preparation and respond on issues raised to management
- v. Approve all bill adjustments and act as the signatory to all bank accounts
- vi. Management of financial risk and the revenue collection process

- vii. Ensure timely preparation budget and compliance with approved budgets and timely reporting of the department's performance as well as cash flow management
- viii. Monitor and measure the performance results to track the milestones achieved against set targets and gauge the effectiveness of strategies deployed;
- ix. Prepare and submit quarterly reports as evidence of performance result

## **PERSONAL PROFILE**

- i. Bachelors degree in Commerce or Business Administration / Management (Finance or Accounting option)
- ii. Certified Public Accountant of Kenya CPA(K) or Certified Chartered Accountant (ACCA).
- iii. Membership with the Institute of Certified Public Accountants of Kenya (ICPAK) in Good Standing
- iv. At least ten(10) years of experience in utility management or service industry, four (4) of which should have been in a management position
- v. Proficiency in ICT with strong MS office and internet use
- vi. Excellent planning and organizational skills
- vii. Strong analytical and excellent communication skills
- viii. Good interpersonal relations skills
- ix. Strong leadership and problem-solving skills

## **4. DISTRIBUTION AND SALES MANAGER, JOB GRADE 2**

**JOB REFERENCE: KIRIWASCO/04/11/2021**

### **Job purpose**

The manager is responsible for all the activities of the water utility regarding distribution and sales of water and Sanitation services.

### **Responsibilities/Duties/Tasks**

Reporting to the Managing Director, the Manager distribution and sales will be responsible for;

#### **I. Managerial/Supervisory Responsibilities**

- i. Overseeing the performance of all activities within the distribution and sales department in order to ensure compliance with the relevant laws and regulations
- ii. Responsible for ensuring that departmental objectives, plans and activities are aligned to the Corporate Objectives, Vision and Mission
- iii. Responsible for developing a sound business plan that covers sales, revenue, and expense controls.
- iv. Responsible for development of a sound framework for development, management and maintenance of a water distribution system in the Company' area to minimize non-revenue water
- v. Identifying market niches suitable for targeted growth and development of the Company's products and service portfolio;

- vi. Appraising, supervising, mentoring and coaching of all staff within the distribution and sales department to ensure business continuity.
- vii. Develop plans (long and short term) geared toward improvement of water and sewer distribution network and extensions.
- viii. Shall be directly responsible for management of any project within the water and sewer distribution network
- ix. Growing water and sewerage services coverage distribution width and depth within the allocated area of jurisdiction
- x. Plan and implement viable network extensions, renewals and rationalizations to increase the customer base and improve on service reliability.

## **II. Operational Responsibilities/Tasks**

- i. Ensure that good water quality in the distribution network is maintained by routine flushing of mains and adoption of good water mains and service line repair practices.
- ii. Analyze network performance (e.g. network pressures, frequency of leaks and bursts Vs areas / particular pipes) and advice Management on suitable remedial measures.
- iii. Conducting product research and development according to market trends and customer demand.
- iv. Regularly conducting water distribution infrastructure checks and recommending any necessary infrastructure development, maintenance or replacements
- v. Developing/adopting and implementing various pro-poor interventions aimed at increasing access to water service for the urban poor in the low-income areas.
- vi. Carry out network balancing through continuous reservoir level monitoring; and pressure and flow measurements to enhance supply reliability.
- vii. Ensure sound occupational health and safety practices are maintained for all activities in the section
- viii. Shall physically update network maps and ensure that the soft copy maps are up to date.
- ix. Ensure proper customer meter installation and effective meter reading.

## **PERSONAL PROFILE**

- i. Bachelor's degree in civil or water Engineering or equivalent with relevant commercial management knowledge.
- ii. At least ten (10) years of relevant experience; four (4) of which must be at management level
- iii. Ability to lead and supervise sales and distribution teams.
- iv. Competency in coaching and mentoring sales and distribution staffs.
- v. Proficiency in ICT with strong MS office and internet use
- vi. Excellent planning and organizational skills
- vii. Strong analytical and excellent communication skills
- viii. Good interpersonal relations skills

## **TERMS OF EMPLOYMENT**

The appointment will be for a contract term of **3 YEARS** renewable subject to satisfactory performance

## APPLICATION INSTRUCTIONS

Application packages in sealed envelopes, to include a cover letter, CV and copies of certificates and testimonials including the current and expected salary should be sent by post or courier to: -

The Managing Director  
Kirinyaga Water and Sanitation Company LTD  
P.O. Box 360-10300  
Kerugoya, Kenya

OR

Application can be sent to [info@kiriwasco.co.ke](mailto:info@kiriwasco.co.ke) or [managingdirector@kiriwasco.co.ke](mailto:managingdirector@kiriwasco.co.ke) before the expiry of the closing date and time with the Job Reference as the email subject.

### *Note:*

- *Shortlisted candidates MUST satisfy the requirements of chapter six of the Constitution of Kenya on Leadership and integrity and will be required to provide the following valid documents in the day of the interview:*
  - (i) *Current certificate of good conduct from Directorate of Criminal Investigation Department (DCI)*
  - (ii) *Current Tax compliance certificate from Kenya Revenue Authority (KRA)*
  - (iii) *A clean and current report from an approved credit reference Bureau (CRB).*
  - (iv) *Clearance from the Ethics and Anti-Corruption Commission (EACC).*
  - (v) *Clearance Certificate from Higher Education Loans Board (HELB).*
- *The Vacancy number should be clearly marked on the left top corner of the outer envelope of the application package*
- *Only shortlisted candidates will be contacted*
- *Canvassing in any way will lead to automatic disqualification*

**Kirinyaga Water and Sanitation Company Limited is an equal opportunity employer.**

**CLOSING DATE: 29<sup>th</sup> November 2021 at 17:00 Hours**