



# KIRINYAGA COUNTY WATER & SANITATION PLC

P.O BOX 360-10300, KERUGOYA

Official Tel: 0746555368

Customer Care Line: 0715413591

Email [managingdirector@kicowasco.co.ke](mailto:managingdirector@kicowasco.co.ke)/[info@kicowasco.co.ke](mailto:info@kicowasco.co.ke)

Website [www.kicowasco.co.ke](http://www.kicowasco.co.ke)

## JOB ADVERTISEMENT

Kirinyaga County Water and Sanitation PLC (KICOWASCO), 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;

S.NO	VACANCY	REF NO	GRADE	NO OF POSTS
1.	Managing Director	MD/1/2024	KICOWASCO 1	1 position
2.	Technical Services Manager	TSM/1/2024	KICOWASCO 2	1 position
3.	Distribution and Sales Manager	DSM/1/2024	KICOWASCO 2	1 position

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 KICOWASCO.

### 1. MANAGING DIRECTOR, JOB GRADE 1

**JOB REFERENCE: MD/1/2024**

#### Job Purpose

The Managing Director is responsible for leading, directing, developing and managing the implementation of all aspects of the Kirinyaga County Water and Sanitation PLC's strategies and operations to ensure that the organization meets the consumers' and shareholder's needs and implementing board decisions in a result oriented and timely manner to achieve the company's goals, objectives and agreed performance targets.

#### Key Responsibilities/ Duties/Tasks

Reporting to the Board of Directors, the Managing Director will be responsible for;

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

- i. Ensuring effective implementation of the company strategic plan.
- ii. Ensuring safe custody and management of company's assets.
- iii. Providing strategic leadership and direction, including the management and development to the human resources of the company.
- iv. Ensuring proper management, operational efficiency and corporate reporting requirements of the

company.

- v. Ensuring compliance with Government policies and regulations
- vi. Effective day to day management and ensuring continuous development of the capacity of competence of the Company's staff.
- vii. Ensuring that there is effective communication between the management and the Board of Directors as well as between different levels of management.
- viii. Ensuring compliance with Service Provision Agreement (SPA)/License.
- ix. Any other responsibilities as may be necessary to achieve the company's objectives.

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

- i. Developing for approval of the board, strategic and business plans, including annual work-plans, budget and performance targets.
- ii. Planning and coordinating and implementing all activities of the company in the line with the policies and directives approved by the Board of Directors.
- iii. Promoting the company's image and developing a good working relationship with all stakeholders and partners.
- iv. Developing and maintaining a conducive working environment for attracting, retaining and motivating employees.
- v. Fostering a corporate culture that promotes best ethical practices and good corporate citizenship.
- vi. Attending company matters to enhance development and maintenance of organizational structures, appointments, welfare, training, industrial relations, separation and effective management of successions plans.
- vii. Anticipating technological and other important developments and/or potential risk and formulating relevant policies thereto for approval by the Board of Directors.
- viii. Acting as the secretary of the Board.
- ix. Acting as the principal of spokesperson of the company.
  - x. Liaison officer with all stakeholders.
  - xi. Any other role as may be assigned by the Board of Directors.

## **PERSONAL PROFILE**

- i. Bachelor's degree in civil or water Engineering, Finance, Commerce, Accounting Business Management, Administration or related field from a recognized university.
- ii. At least fifteen (15) years of relevant experience; six (6) of which must be at management level
- iii. Must have experience in operation of Water and Sanitation/Sewer Services.
- iv. Ability to lead and supervise Overall company operations.
- v. Competency in coaching and mentoring all staffs.
- vi. Proficiency in ICT with strong MS office and internet use
- vii. Demonstrate a highly degree of professional competency and managerial capacity in work performance and exhibited a thorough understanding of strategic plan, policies, programs and ability to translate them to efficiency operations.
- viii. Strong analytical and excellent communication skills
- ix. Good interpersonal relations skills

## **1. TECHNICAL SERVICES MANAGER, JOB**

### **GRADE 2**

**JOB REFERENCE: TSM/1/2024**

#### **Job Purpose**

The Manager is responsible for providing technical and managerial leadership in the utilization of resources in covering the engineering projects, production of water and sewerage and the development of long- and short-term strategies to ensure the business objectives of the company are achieved.

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

Reporting to the Managing Director, the Technical Services Manager will be responsible for;

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

- i. Heads management of all technical aspects of the company.
- ii. Ensure production of water in the required quantities, quality to required standards and in timely manner.
- iii. Ensure treatment of waste to the required quality and safe discharge of effluent to the required standards.
- iv. Ensure proper renewal of company's infrastructure to ensure that the water and sanitation services are effectively and efficiently delivered.
- v. Manage staff to high impact performance in the department.
- vi. Any other duties allocated by the Managing Director.

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

- i. Planning, designing and implementation of water and sanitation projects.
- ii. Oversee proper handover of new developed project for water and sanitation distribution department.
- iii. Reviewing and developing water production plans, strategies and establishing performance standards.
- iv. Reviewing and developing waste water treatment plans, strategies and establishing performance standards.
- v. Orienting water production and Sanitation personnel on required policies, procedures and strategies.
- vi. Developing long-term departmental strategies, policies and plans to facilitate achievement of overall company objectives.
- vii. Appraising technical department staffs as well as identifying their training and development needs.
- viii. Reduction of water wastage by ensuring accountability of all water produced.
- ix. Any other duties allocated by the Managing Director.

#### **PERSONAL PROFILE**

- i. Bachelor's degree in civil or water Engineering from a university recognized in Kenya.
- ii. At least ten (10) years of relevant experience; four (4) of which must be at management level

- iii. Must have experience in operation of Water and Sanitation/Sewere Services.
- iv. Ability to lead and supervise Technical services operations.
- v. Competency in coaching and mentoring technical services staffs.
- vi. Proficiency in ICT with strong MS office and internet use
- vii. Excellent planning and organizational skills
- viii. Strong analytical and excellent communication skills
- ix. Good interpersonal relations skills

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

**JOB REFERENCE: DSM/1/2024**

##### **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 advise 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 from a university recognized in Kenya.
- ii. At least ten (10) years of relevant experience; four (4) of which must be at management level
- iii. Must have experience in operation of Water and Sanitation/Sewer Services.
- iv. Ability to lead and supervise sales and distribution teams.
- v. Competency in coaching and mentoring sales and distribution staffs.
- vi. Proficiency in ICT with strong MS office and internet use
- vii. Excellent planning and organizational skills
- viii. Strong analytical and excellent communication skills
- ix. Good interpersonal relations skills

#### **TERMS OF EMPLOYMENT**

All appointments will be for a contract term of **3 YEARS** renewable subject to satisfactory performance.

#### **APPLICATION INSTRUCTIONS**

- i. Applicants should provide all the details requested for in the advertisement
- ii. 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 Board of Directors**  
**Kirinyaga County Water and Sanitation PLC**  
**P.O. Box 360-10300**

## **KERUGOYA, KENYA**

**OR**

Application can be sent to [info@kicowasco.co.ke](mailto:info@kicowasco.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 County Water and Sanitation PLC is an equal opportunity employer.**

**Closing Date: 10<sup>th</sup> July 2024.**