



"Maji Safi Maisha Bora"
"Quality Water Healthy Livelihood"

KAKAMEGA COUNTY WATER AND SANITATION CO. LTD

DECLARATION OF VACANCIES (ADVERTISEMENT)

Pursuant to the Constitution of Kenya (2010) and the County Governments Act No. 17 of 2012, the County Government of Kakamega invites applications from suitably qualified persons to fill the following vacant position.

1. POSITION: MANAGING DIRECTOR (1 POST)-Scale-Grade 1

Terms of Service: Three (3) years contract renewable for a further one (1) term subject to satisfactory performance.

Job Purpose: The Managing Director is responsible for the efficient management of the affairs of the company. He is responsible for the day-to-day operations and administration of the company in consultation with the Board. He shall provide overall leadership to the company and guide its strategic direction so as to ensure effective achievement of set goals and objectives.

Reporting: This role reports to the Chairman of the Board.

Duties and Responsibilities:

Specific duties will entail:

- i. Provide leadership in the management, development, review and implementation of strategies, policies and procedures to ensure profitable operation;
- ii. Ensure compliance of financial management of resources through mobilization, budgeting and monitoring utilization of resources;
- iii. Lead the development and implementation of the strategic plan, annual work plan and periodic reports;
- iv. Foster corporate culture that promotes professionalism, good governance, ethical practices, creativity, innovation and good corporate citizenship;
- v. Formulate and periodically update the Company's Plan and Action Plan including projections of any necessary expansion and development of facilities and extension of business operations;

- vi. Direct and coordinate the Company's operations and overall administration to ensure various organs of the Company operate in conformity with overall operational plans and performance targets;
- vii. Promote Company's image and develop good working relationship with all stakeholders and partners in the Company's area of jurisdiction;
- viii. Advise the Board of Directors concerning objectives and policies relating to technical, financial and legal affairs of the Company; and
- ix. Submit regular reports to the Board of Directors on revenue performance and Human Resource functions of the company.

Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Be a Kenyan Citizen;
- ii. A post graduate qualification in Engineering, Business, Finance, Business Administration, Strategic Management or relevant field from a recognized institution;
- iii. Bachelor's degree in Civil Engineering, Water/Waste Water Engineering, Environmental Science, Business or any other relevant field from a recognized institution;
- iv. Have at least seven (7) years' experience in management;
- v. Be a member of a relevant professional body;
- vi. Meet the requirements of chapter six of the Constitution;
- vii. Knowledge of relevant legislations and policies relating to water sector, e.g. WASREB, WRA, WWDA and WSP;
- viii. Have demonstrated ability to manage water and sewerage utilities with sound innovations;
- ix. Familiar with Water Sector Management and donor funded projects and demonstrated good financial management skills.

HOW TO APPLY:

Written applications enclosing detailed curriculum vitae, Copies of academic and professional certificates and ID card clearly indicating the position applied for on the

Envelope should be submitted in a sealed envelope and addressed to:

**CHAIRMAN,
BOARD OF DIRECTORS,
KAKAMEGA COUNTY WATER AND SANITATION CO LTD,
P O BOX 1189,
KAKAMEGA.**

Or delivered by hand at the Office of the Managing Director, KACWASCO Office, Kakamega. To be received on or before 4th May 2023. Email applications to be sent to kacwasco@gmail.com

2. POSITION: COMMERCIAL AND FINANCE MANAGER (1 POST)-Scale-Grade 2

Terms of Service: Three (3) years contract renewable for a further one (1) term subject to satisfactory performance.

Job Purpose: The Commercial and Finance Manager is responsible for the commercial and finance function of the company to perform financial analysis as well as oversee the commercial function and reporting as needed as per the laid down procedures.

Reporting: This role reports to the Managing Director

Duties and Responsibilities:

Specific duties will entail:

- i. Oversee performance management in the Finance Section;
- ii. Oversee performance management and roles of the commercial section;
- iii. Develop department budget and work plan;
- iv. Prepare and submit monthly, quarterly and annual reports for the department;
- v. Prepare Board management papers for approval;
- vi. Identify procurement need of the department;
- vii. Prepare and review departmental policies and accounting manual in line with international financial standards and government regulations;
- viii. Budget preparation/cashflow management review to ensure sustainability and giving strategic advice to Board.
- ix. Manage reporting of financial statements/performance to board;
- x. Participate in strategic planning and implementation;
- xi. Establish and ensure application of sound financial polices (e.g. financial manual for the company), systems and procedures for the company in compliance with statutory regulations;
- xii. Conduct periodic review of actual performance against budget and explain any variances;
- xiii. Control expenditure for decision making; and
- xiv. Performing related work as may be required.

Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Be a Kenyan Citizen;
- ii. Bachelor's degree in Finance, Accounting, or any other Business-related field from a recognized institution;
- iii. Possession of a master's degree in finance is an added advantage
- iv. CPA (K), ACCA or relevant professional qualification;
- v. Member of a relevant professional body and in good standing;

- vi. At least 7 years' relevant work experience with at least 3 years in managerial or supervisory position; and
- vii. Meet the requirements of chapter six of the Constitution.

3. POSITION: HUMAN RESOURCE MANAGER (1 POST)- Scale -Grade 3

Terms of Service: Permanent and Pensionable

Job Purpose: Human Resource Manager is responsible for the HR and Administration function of the company to ensure that the human resources and administration matters are effectively run to facilitate smooth operations of the company.

Reporting: This role reports to the Managing Director

Duties and Responsibilities:

Specific duties will entail:

- i. Review and recommend for approval updated human resource policies and procedures in compliance with the applicable legislative framework and best practice;
- ii. Manage the recruitment and selection process to ensure that the company is adequately resourced with the right caliber of staff;
- iii. Supervise the monthly processing of the organizations payroll and ensure timely remittance of related statutory deductions in line with approved budgets;
- iv. Manage the employee and industrial relations for the company to ensure employee and industrial harmony in the work place;
- v. Manage the staff disciplinary process and act as Secretary to the disciplinary committee in line with the Company's disciplinary policy;
- vi. Coordinate timely implementation of all HR projects to ensure that project objectives are fully met;
- vii. Supervise the effective operation of HR administration function such as terms and conditions of service;
- viii. Approve monthly payroll for appropriate action by Finance;
- ix. Manage staff compliments, complaints and enquires;
- x. Oversee employee grievance handling and disciplinary matters in the company as per policy;
- xi. Identify training needs for the company staff and prepare training plan for implementation in line with the Company budget;
- xii. Implementation of the retirement benefit and medical, GPA and Group life schemes in line with the company policy; and
- xiii. Ensure the department is adequately resourced by professional and competent staff including completing performance appraisals, personal development and succession plans effectively and foster a culture in which staff feel supported so as to deliver exceptional results.

Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Be a Kenyan Citizen;
- ii. Bachelor's degree in Human Resource Management or any other related field from a recognized institution;
- iii. Certified Human Resource Practitioner (CHRP)/Higher Diploma in Human Resource Management or equivalent professional qualification;
- iv. Member of IHRM and in good standing;
- v. At least 7 years' relevant work experience with at least 3 years' managerial experience; and
- vi. Meet the requirements of chapter six of the Constitution.

4. POSITION: CHIEF ACCOUNTANT (1 POST) Scale -Grade 3

Reporting to the Commercial and Finance Manager, the successful candidate will be responsible for provision of financial and business advice and information to support strategic business decision-making

Terms of Service: Permanent and Pensionable

Job Purpose: The Chief Accountant is responsible for the finance function of the company to perform financial analysis and reporting as needed as per the laid down procedures.

Reporting: This role reports to the Commercial and Finance Manager

Key Responsibilities

1. Preparing periodic financial statements, including profit and loss accounts, budgets, cash flows, variance analysis and providing relevant commentaries.
2. Providing technical and administrative support and advice to the senior management team in developing and administering strategic frameworks that will enable the company achieve its goals and objectives.
3. Participating in short, medium and long-term business planning activities including providing technical support and guidance to the senior management team as required.
4. Preparing monthly management accounts to advise the management on performance and inform decision making.
5. Monitoring and evaluating financial information systems to improve efficiency in operations in the organisation.
6. Participating in the co-ordination of the preparation and analysis of quarterly forecasts, annual budgets and strategic plans.
7. Supervising, coordinating and mentoring the Section Team

8. Leading and participating in CAPEX/ infrastructure planning activities and monitoring their implementation so as to ensure that EWASCO's financial resources are secure, effectively utilized and that its policies and procedures are adhered to.
9. Assigning income and costs to projects, services and products and conduct value for money appraisals and advising management on appropriate strategies to maximize revenues.
10. Supporting timely submission of forecasts and actual variance analysis to assist in analyzing the financial status of the organisation.
11. Developing ad-hoc analysis to assist in critical business decision support, including new business opportunity identification and modelling.
12. Advising management on the financial implications and consequences of alternative business decisions.
13. Undertaking continuous professional development to keep up with current engineering and operating trends.
14. Undertaking any other duties as may be assigned

Requirements for Appointment

1. Bachelor's degree in Finance or Accounting
2. Professional qualification in either CPA (K) or ACCA
3. Member of ICPAK with good standing
4. At least 5 years' relevant working experience
5. At least 7 years working experience with 3 years in a managerial position
6. Excellent Communication skills
7. Proficiency in ICT with strong MS office and internet ability
8. Planning and organizational skills and interpersonal relations
9. Analytical skills
10. Communication skills
11. Strong leadership skills
12. Problem solving skills

PLEASE NOTE:

Note 1:

1. Shortlisted candidates will be required to produce clearance certificates from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:
 - Kenya Revenue Authority
 - Higher Education Loans Board
 - Ethics and Anti-Corruption Commission
 - Criminal Investigation Department
 - Credit Reference Bureau
2. The County Government of Kakamega is an equal opportunity employer.
3. Persons living with Disabilities are encouraged to apply.
4. Only shortlisted and successful candidates will be contacted.
5. Canvassing will lead to automatic disqualification

HOW TO APPLY:

Written applications enclosing detailed curriculum vitae, Copies of academic and professional certificates and ID card clearly indicating the position applied for on the

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MANAGING DIRECTOR

KAKAMEGA COUNTY WATER AND SANITATION CO LTD

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KAKAMEGA

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