

COUNTY GOVERNMENT OF MERU



MERU COUNTY URBAN WATER AND SANITATION SERVICES CORPORATION

Tel: 064-3132591 ,
0717527707,
E-mail: info@mewass.or.ke,

P. O. Box 859 60200 MERU
Website: www.mewass.or.ke

JOB ADVERTISEMENT

The Meru County Urban Water and Sanitation Services Corporation whose mandate is to provide and manage water and sanitation services in the Meru County urban areas wishes to recruit competent and qualified persons to fill the following positions:

1. TECHNICAL MANAGER

a) Job's Responsibility

Ensuring customers get quality and safe water and efficient utilization of resources through development of production methods, reduction of downtime of equipment and continuous improvement of water process.

b) Key Result Areas

- Reviewing and developing production plans and strategies and establishing performance standards
- Training production personnel new policies, procedures and strategies
- Identifying production capacity and market demand and formulating appropriate counter measures to improve the performance
- Monitoring the implementation of production plans and improvement programmes
- Planning for equipment and facilities required for production operations
- Directing, coordinating, controlling and managing the trust's operations and maintenance of infrastructure to ensure that water and sewerage services are focused to meet customer needs
- Developing a customer focus to provision of services by forming and maintaining good working relationship with customers and other partners
- Organizing for project design, implementation and effective management including major and minor construction works, either by using external consultant or in-house resources
- Developing long-term departmental strategies, policies and plans to facilitate achievement of overall trust objectives
- Managing risk assessments in relation to the safety and health of and, on the basis of these results, adopt preventive and protective measures to ensure that under all conditions of their intended use, all chemicals, machinery, equipment, tools and

process under the control of the employees are safe and without risk to health and comply with the requirements of legal safety and health provisions

- Managing, appraising staff and identifying their training and development needs
- Performing any other duties as may be assigned from time to time by the General Manager

c) Personal Attributes

- Excellent management and organization skills,
- Must have the ability to pay attention to detail,
- Excellent team player with high level of integrity

d) Performance Measures

- Increase effectiveness to market specific demands and ability to respond to volatility in customer demands
- Water Production efficiency and capacity utilization
- Systems process efficiency and cost cutting

e) Academic/Professional/Experience Required

- Bachelor of Science in civil and structural Engineering,
- 5 years experience in water sector
- A Member to the Engineers Board of Kenya

2. FINANCE MANAGER

a) Job's Responsibility

Ensure efficient and effective use of financial and other organizational resources.

b) Key Result Areas

- Manages and evaluates, and monitors employee development in the department to ensure achievement of department's objectives.
- Monitors the company's financial performance against set targets and seeks reasons for variances.
- Proper financial, accounting and policies and procedures are formulated and implemented as required from time to time.
- Monitors and ensures compliance with financial and accounting standards and regulations.
- Development and implementation of proper accounting, billing and customer management systems with proper internal control and checks.
- Monitors and ensures timely, complete and accurate billing of services provide by the trust.
- Timely collection of all revenue generated and billed as per policies and procedure.
- Preparation and presentation of financial reports to the board and other stakeholders as per the approved policy.

- Coordinating preparation of budgets and ensuring implementation and controls as per approved levels.
- Preparing timely and accurate reports and distributing to appropriate users.
- Formulation fixed assets policies and ensuring that policies of fixed assets with an up to date fixed asset register.
- Monitors and ensures accurate costing of products/services as per approved procedures.
- Manage risk assessments in relation to the safety and health of and, on the basis of these results, adopt preventive and protective measures to ensure that under all conditions of their intended use, all chemicals, machinery, equipment, tools and process under the control of the employees are safe and without risk to health and comply with the requirements of legal safety and health provisions.
- Performing any other duties as may be assigned from time to time by the General Manager

c) Personal Attributes

- Excellent analytical and organization skills
- Must have the ability to pay attention to detail
- Excellent communication and negotiation skills
- Excellent team player with high level of integrity

d) Performance Measures

- Business performance as reflected in the turnover, profitability and return on capital employed
- Growth in business and improvement in performance indicators
- Time and accurate financial statements
- Achievement of budget within process area and monitoring compliance with budget
- Timely statutory returns
- Timely collection of debts
- Adequate financial controls and effective implementation of the controls
- Clear assessment and evaluation of insurance costs

e) Academic/Professional/Experience Required

- Business related Degree (Accounting/Finance Option)
- Certified Public Accountant (CPAK) with over 5 years experience in public sector
- Membership to the professional body (ICPAK) with good standing
- Must be computer literate and conversant with financial computer applications

3. HUMAN RESOURCE AND ADMINISTRATION MANAGER

a) Job's Responsibility

To contribute to the formulation of human resources strategy, provide leadership and guidance in the implementation of human resources policy and plans which can make can make considerable impact on the business.

b) Key Result Areas

- Provides strategic leadership in the development of the company's human resources strategy and objectives including man power planning.
- Sets and monitors human resources management policies, systems and procedures and their standard application within the company.
- Agrees and monitors application of human resources budget.
- Provides guidance to management and junior staff on all matters related to negotiations, industrial and labour relations; and terms and conditions of employment.
- Co-ordinates the selection; induction; placement; development; training; performance management and remuneration of staff at all levels.
- Proactively supports managers in the design and implementation of customer oriented schemes to enhance the satisfaction of both internal and external customers.
- Manage all administration matters to ensure employee welfare is efficiently and effectively handled.
- Manage risk assessments in relation to the safety and health of and, on the basis of these results, adopt preventive and protective measures to ensure that under all conditions of their intended use, all chemicals, machinery, equipment, tools and process under the control of the employees are safe and without risk to health and comply with the requirements of legal safety and health provisions.
- Performing any other duties as may be assigned from time to time by the General Manager.

c) Personal Attributes

- Excellent communication and negotiation skills,
- Computer literate and knowledge of Human resources Information systems
- Excellent team player with high level of integrity
- Proactive forward thinker and innovative

d) Performance Measures

- Formulation of policies and procedures for efficient management
- Fulfillment of statutory obligations in respect to industrial relations
- Training on performance and cost effectiveness in the organization
- Availability of trained personnel to provide for succession
- Analysis of the business plans to provide realistic anticipation of human resource requirements

e) Academic/Professional/Experience Required

- Degree in Social Sciences, with a Diploma in Human Resources
- A minimum of 5 years experience in Human Resource and Administration preferably in public sector institution
- Membership to the Institute of Human Resource Management of Kenya
- Knowledge of Kenya Labour Law

The successful candidate(s) will be placed on a three year renewable contract subject to satisfactory performance.

Remuneration will be based on the Corporation's salary structure in accordance to the Salaries and Remuneration Commission structure.

Other requirements that a successful candidate will be required to possess are:

- Certificate of good conduct from Directorate of Criminal Investigation
- Clearance Certificate by Higher Education Loans Board
- Certificate of tax compliance from the Kenya Revenue Authority
- Clearance from the Ethics and Anti-Corruption Commission
- Clearance Certificate by Credit Reference Bureau

The Meru County Urban Water and Sanitation Services Corporation is an equal opportunity employer and respect diversity.

Youth, Women and people living with Disability are encouraged to apply.

How to apply

Interested persons who meet the requirements can send their applications together with the detailed CV, copies of academic & professional certificates, testimonials and Identity card, e-mail and telephone contact quoting the job title/reference directly to the address specified below on or before **25th October, 2019** at **4:00 pm**.

**The Chief Executive Officer
Meru County Urban Water and Sanitation Services Corporation
P.O. BOX 859-60200
MERU**

All applications should reach the Chief Executive Officer on or before the **25th October 2019** at 4.00 pm

Canvassing will lead to automatic disqualification.

Only successful candidates will be contacted.