



KAPSABET NANDI WATER AND SANITATION COMPANY LTD,
P.O BOX 970 – 30300,
KAPSABET.
TEL: +254 716006 464

Email: info@kanawasco.co.ke; kapsabetwater@yahoo.com

Advert No: KNWSC/01/2024

15th July, 2024

DECLARATION OF VACANCIES IN THE COMPANY

Kapsabet Nandi Water & Sanitation Co. Ltd invites applications from suitably qualified, motivated and pro-active staff / volunteers to fill the following vacant positions on a 3-year contract terms renewable once in the following sections;

1. TECHNICAL DEPARTMENT

S/No.	Designation / Cadres	Job Group	No. of Posts
1.	Water Technician I	5	1
2.	Laboratory Technologist I	5	1
3.	Artisan II	2	2
4.	Maintenance Officer III	5	1

2. COMMERCIAL DEPARTMENT

S/No.	Designation / Cadres	Job Group	No. of Posts
1.	Senior Customer Relations Clerk	5	1
2.	Customer Services Officer II	6	1
3.	Meter Reader I	3	2

3. FINANCE DEPARTMENT

S/No.	Designation / Cadres	Job Group	No. of Posts
1.	Senior Accounts Clerk II	5	1

4. HUMAN RESOURCE & ADMINISTRATION DEPARTMENT

S/No.	Designation / Cadres	Job Group	No. of Posts
1.	Senior Administrative Clerk	5	1
2.	Driver I	3	1
3.	Cleaner	1	1

Full details of the job description and requirements for appointment can be accessed through Company website www.kanawasco.co.ke .

Interested and suitable staff / volunteers who meet the requirements for the positions should submit hard copies of their application(s) with detailed CV, Copies of Academic and professional certificates, testimonials and National Identity Card to the Managing Director's Office, Kapsabet **on or before 5.00 pm. on 31st July, 2024.**

Applications clearly indicating the position one is applying for in the envelop should be addressed to:

The Managing Director,
Kapsabet Nandi Water & Sanitation Company Ltd,
Po Box 970 – 30300,
KAPSABET.



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1. TECHNICAL DEPARTMENT

1. Water Technician I (1 Post)

Department: Technical

Job summary: To ensure effective supervision of operations and maintenance of water distribution network and control of water losses.

Job Grade 5

Requirements for appointment:

For appointment to this grade, a candidate must have:

- i) Diploma in Civil/Water Engineering with 3 years experience.

Key Tasks

- (i) Overall supervision of staff in the unit.
- (ii) Ensure maintenance and repair of distribution network.
- (iii) Preparation of estimates for new connections and minor extensions.
- (iv) Monitoring and supervision of extension of the distribution network undertaken by private developer.
- (v) Ensuring that there is always adequate spare pipes and fittings for maintenance
- (vi) Monitoring of water levels in reservoirs to ensure adequate supply to consumers.
- (vii) Participation in planning of distribution network.
- (viii) Maintenance of proper records, analysis of work data regularly.
- (ix) Participate in budget preparation.

2. Laboratory Technologist I (1 Post)

Department: Technical

Job summary: Analysis of portable water and wastewater samples for quality

Job Grade 5

Requirements for appointment:

For appointment to this grade, a candidate must have:

- i) Higher Diploma in Science Laboratory Technology or its equivalent with 3 years experience.
- ii) A Bachelors degree in Science Laboratory Technology or its equivalent will be an added advantage.

Key Tasks

- (i) Analyze portable water samples on regular basis in order to ensure the final output meets the stipulated standards.
- (ii) Analyze wastewater samples on a regular basis in order to ensure the final output meets the stipulated standards.
- (iii) Record and maintain data of the results of the analysis and provide appropriate advice
- (iv) Determine of Laboratory working equipment and ensure that its readily available
- (v) Maintain and operate laboratory equipment
- (vi) Ensure collection of samples and specimens and prepare media, as required.
- (vii) Plan, supervise evaluate and co-ordinate laboratory work.
- (viii) Identify the working tools and materials needed and ensure that they are readily available in the right quality and quantity.
- (ix) Keep laboratory records.
- (x) Keep track of use of supplies in the laboratory to ensure that they are within the stipulated limits.
- (xi) Maintenance of Laboratory cultures.

3. Artisan II (2 Posts)

Department: Technical

Job summary: To ensure effective operations and maintenance of dams, Water T. Plants and conservation of catchments.

Job Grade 2

Requirements for appointment:

For appointment to this grade, a candidate must have:

- i) KCSE D+ or Certificate in Civil / Water Engineering or its equivalent with 3 years experience.

Key Tasks

- (i) Supervise the operation and maintenance of dams, Water T. Plants and conservation of catchments.
- (ii) Ensure that staff are motivated and that they perform in accordance with the standards of safety and competence laid down by the company
- (iii) Periodically check on the working tools stock and advice for procurement of any tools needed for any particular task.
- (iv) Determine the type and amount of water treatment chemicals and other materials needed and ensure that are readily available.
- (v) Monitoring of water levels in reservoirs to ensure adequate supply to consumers
- (vi) Maintenance of proper records, analysis of work data and reports regularly

4. Maintenance Officer III (1 Post)

Department: Technical

Job summary: Maintenance and installation of all electrical/mechanical equipment and civil works.

Job Grade 5

Requirements for appointment:

For appointment to this grade, a candidate must have:

- i) Bachelors Degree in Electrical / Mechanical / Electro-mechanical Engineering or its equivalent;

OR

- ii) Higher National Diploma Electrical / Mechanical / Electro-mechanical Engineering or its equivalent with 3 years experience.

Key Tasks

- i) Provide timely economic and reliable maintenance services, identify maintenance requirement and an effective planned maintenance schedule drawn up; ensure that causes of breakdowns are identified and corrective action is initiated.
- ii) Identify and provide necessary tools and equipment.
- iii) Assist in preparation and maintenance of schedules reports
- iv) Maintain records of spares used
- v) Promote safety practices at the work place
- vi) Assist in Supervision and training the staff in the section.

2. COMMERCIAL DEPARTMENT

1. Senior Customer Relations Clerk (1 Post)

Department: Commercial

Job Summary: To ensure that all customers are served and processes are carried out in timely and accurate manner in order to foster warm relationships with customers and the general public.

Job Grade 5

Requirements for appointment:

For appointment to this grade, a candidate must have:

- i) Diploma in Public Relations, Social Work or its equivalent with 3 years experience.

Key Tasks

- i) Maintain an up-to date inventory of meters and daily register of meter movement is maintained.
- ii) Maintain the system that ensures prompt response to customer queries, information and correspondences.
- iii) Create a communication system that transcends the company and customers and the public to evolve in a conducive working atmosphere.
- iv) Keep and record all payments information from customers is complied
- v) Provide good customer care.
- vi) Coordinate in Bill preparation and dispatched to customers and any information top be sent to customers is sent quickly in courteous manner.
- vii) Participate in budget proposals.

2. Customer Services Officer II (1 Post)

Department: Commercial

Job summary: To serve as an interface between the company and the customers, ensuring that all customer service processes are carried out in timely and accurate manner in order to foster warm relationships with customers and the general public.

Job Grade 6

Requirements for appointment:

For appointment to this grade, a candidate must have:

- i) Bachelors Degree in Social Sciences or its equivalent.

OR

- ii) Higher National Diploma in Social Sciences or its equivalent with 3 years experience.

Key Tasks

- (i) Ensure an up-to date inventory of meters and daily register of meter movement is maintained.
- (ii) Develop, jointly with the commercial and finance manager approved customer goals and priorities of KANAWASCO.
- (iii) Put in place a system that ensures prompt response to customer queries, information and correspondences. Create a communication system that transcends the company and customers and the public to evolve in a conducive working atmosphere.
- (iv) Ensure all payments information from customers is complied.
- (v) Enhance good customer care.
- (vi) Organize events in order to educate the prospective consumer and public on the services provided by KANAWASCO and respond to their queries.
- (vii) Ensure that all bills are timely prepared, dispatched to customers and any information to be sent to customers is sent quickly in courteous manner.
- (viii) Prepare budget proposals.

3. Meter Reader I (2 Posts)

Department: Commercial

Job Summary: Take meter readings

Job Group: 3

Requirements for appointment:

For appointment to this grade, a candidate must have:

- (i) KCSE D + **OR** KCE Division III certificate with relevant professional qualification with 3 years experience.

Key Tasks:

- (ii) To assign duties to meter readers
- (iii) To make sure meter reading exercise for the month is completed within the given time and respective bills are delivered in time.
- (iv) To ensure that all customers with meter are billed accurately every month.
- (v) To ensure that UFW percentage is reduced.
- (vi) To ensure that all defective meters are replaced immediately.

3. FINANCE DEPARTMENT

1. Senior Accounts Clerk II (1 Post)

Department: Finance

Job summary Perform the internal financial operations under the guidance of the Senior Accounts Clerk I.

Job Grade 5

Requirements for appointment:

For appointment to this grade, a candidate must have:

- i) CPA I or KATC Final or equivalent with 3 years experience.
- ii) A Bachelors degree in finance / accounting or its equivalent will be an added advantage.

Key Tasks

- (i) Posting of the general ledger and the fixed assets.
- (ii) Ensure that proper books of accounts are prepared, kept and maintained
- (iii) Ensure timely availability of cost information and recommendations for profit improvement, identifying potential areas from examination of variance statements, analyzing potential for improvement
- (iv) Maintaining the inventory of fixed assets and liabilities
- (v) Ensure all books on purchases of the Company are properly kept and maintained.
- (vi) Ensure jointly with Internal auditor that sufficient control have been implemented to prevent all frauds and other related malpractices.
- (vii) Maintain all ledgers and ensure their accuracy.
- (viii) Ensure the accuracy of the coding used in the accounts produced, check and clear payroll on monthly basis; check and clear payments raised for cash and cheque payments.
- (ix) Ensure the financial policies and the guideline of the Company are understood and adhered to.
- (x) Ensure that the assets of the Company are properly accounted for and secured.
- (xi) Ensure that the staff is properly supervised and participate in appraisal and counseling of staff for optimum productivity and performance.

4. HUMAN RESOURCE & ADMINISTRATION DEPARTMENT

1. Senior Administrative Clerk (1 Post)

Department: Human Resource & Administration

Job summary Perform Administrative duties

Job Grade 5

Requirements for appointment:

For appointment to this grade, a candidate must have:

- i) KCSE C or KCE Division II certificate or relevant Diploma in Human Resource management or its equivalent with 3 years experience.
- ii) A Bachelors degree in Human Resource Management, Business / Strategic Management or its equivalent will be an added advantage.

Key Tasks

- (i) Perform matters of training and staff development
- (ii) perform matters relating to man power planning
- (iii) Ensure completion and filing of leave application and updating of leave register.
- (iv) Follow up of medical scheme and related issues
- (v) Update salary and allowances
- (vi) Ensuring that all offices are well maintained and staffed
- (vii) Prepare materials required for administrative
- (viii) Maintain and update staff records
- (ix) Oversee the cleanliness of offices and facilities.

2. Driver I (1 Post)

Department: Human Resource & Administration

Job summary Drives company vehicles

Job Grade 3

Requirements for appointment:

For appointment to this grade, a candidate must have:

- i) KCSE D+ or KCE Division III certificate or equivalent or Occupational Trade test II for drivers with pass or Valid Driver's License with 3 years experience.

Key Tasks

- (i) Drives company vehicles as assigned

- (ii) Maintains general cleanliness of the vehicle and performs minor maintenance services
- (iii) Report any defects to supervisor
- (iv) Make and update daily vehicles reports
- (v) Maintain daily log of official trips and fuel consumption
- (vi) Ensure that vehicle is regularly serviced.
- (vii) Ensure that the vehicle has the necessary approval for all its movement.

3. Cleaner (1 Post)

Department: Human Resource and Administration

Job summary: Perform general cleaning at Company premises

Job Grade 1

Requirements for appointment:

For appointment to this grade, a candidate must have:

- i) KCSE D+ OR KCE Division IV certificate or Equivalent **OR** KCPE Certificate with 5 years experience.

Key Tasks

- (i) Cleaning offices and surrounding environment
- (ii) Maintain grounds
- (iii) Maintain tools equipment

How to Apply:

Interested staff / volunteers who meet the above minimum criteria are requested to submit hardcopy applications enclosing a curriculum vitae (CV) and copies of relevant academic and professional certificates. The CV must at the minimum provide contacts of two (2) referees familiar with the applicant's professional and work record.

Applications to be hand delivered to the following address: -

**The Managing Director,
Kapsabet Nandi Water & Sanitation Co. Ltd,
P.O Box 970 – 30300,
KAPSABET.**

Applications must be received by **5.00 pm on 31st July 2024.**

Canvassing in any manner shall lead to automatic disqualification. Only shortlisted candidates will be contacted. The KANAWASCO is an equal opportunity employer and all qualified staff / volunteers including persons living with disability, women, youth and the marginalized communities are encouraged to apply.