



KAPSABET NANDI WATER AND SANITATION COMPANY LTD,
P.O BOX 970 – 30300,
KAPSABET.
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Advert No: KNWSC/02/2024

23rd December, 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 Grade	No. of Posts
1.	Laboratory Technologist I	5	1

2. COMMERCIAL DEPARTMENT

S/No.	Designation / Cadres	Job Grade	No. of Posts
1.	Meter Reader I	3	1
2.	Customer Relations Clerk I	4	1
3.	Meter Reader III	1	1

3. FINANCE DEPARTMENT

S/No.	Designation / Cadres	Job Grade	No. of Posts
1.	Senior Accounts Clerk III	4	1

4. HUMAN RESOURCE & ADMINISTRATION DEPARTMENT

S/No.	Designation / Cadres	Job Grade	No. of Posts
1.	Senior Administrative Clerk	5	2
2.	Registry Clerk	4	1
3.	Driver I	3	1
4.	Cleaner	1	1
5.	Secretary II	4	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 27th December, 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.

DETAILED DESIGNATIONS AND JOB GROUPS

1. TECHNICAL DEPARTMENT

1. Lab Technologist I – Job Grade 5 (1 Post)

Duties and Responsibilities

- a) Analyze portable water samples on regular basis in order to ensure the final output meets the stipulated standards.
- b) Analyze wastewater samples on a regular basis in order to ensure the final output meets the stipulated standards.
- c) Record and maintain data of the results of the analysis and provide appropriate advice
- d) Determine of Laboratory working equipment and ensure that its readily available
- e) Maintain and operate laboratory equipment
- f) Ensure collection of samples and specimens and prepare media, as required.
- g) Plan, supervise evaluate and co-ordinate laboratory work.
- h) Identify the working tools and materials needed and ensure that they are readily available in the right quality and quantity.
- i) Keep laboratory records.
- j) Keep track of use of supplies in the laboratory to ensure that they are within the stipulated limits.
- k) Maintenance of Laboratory cultures.

Requirements for Appointment:

For appointment to this grade, a candidate must have:

- a) Bachelor's degree in Laboratory Technology, Analytical Chemistry, Microbiology or its equivalent;

2. COMMERCIAL DEPARTMENT

1. Meter Reader I – Job Grade 3 (1 Post)

Duties and Responsibilities

- a) To assign duties to meter readers
- b) To make sure meter reading exercise for the month is completed within the given time and
- c) respective bills are delivered in time.
- d) To ensure that all customers with meter are billed accurately every month.
- e) To ensure that NRW percentage is reduced.
- f) To ensure that all defective meters are replaced immediately.

Requirements for Appointment

- a) Diploma Water Engineering or its equivalent OR KCSE Certificate with proof of 5 years' experience as a meter reader

2. Customer Relations Clerk I Job Grade 4 (1 Post)

Duties and Responsibilities

- a) Maintain and keep proper consumer records
- b) Filing of consumer files and updating
- c) Maintain security of the records and the system.
- d) Open consumer accounts and files
- e) Maintains consumer files movement record
- f) Ensure that consumer's files are properly maintained and secured.
- g) Supervises registry staff.
- h) Make sure bills are checked.

Requirements for Appointment

- a) Kenya Certificate of Secondary Education (KCSE) Mean Grade C (Minus) or its equivalent qualification;
- b) A diploma in journalism & mass communication or its equivalent and a certificate in customer service will be an added advantage.

3. Meter Reader III Job Grade 1 (1 Post)

Duties and Responsibilities

- a) Meter reading.
- b) Delivery of Water Bills.
- c) Delivery of Reminder Notices.
- d) Monitor and manage the distribution of notices, reminder notices, registration notices and bills.
- e) Update and countercheck the disconnection list in relation to the number of noticed
- f) distributed.
- g) Take note and compile a list of customers to be reconnected and ensure that reconnections are
- h) done on the day of payment.
- i) Identification, reporting and disconnection of illegal connections.
- j) Distributing and collecting applications for new domestic connections.
- k) Updating the record of registered customers.

Requirements for Appointment

- a) KCSE mean grade D and 2 years' experience as a meter reader.
- b) Certificate in Water Technology / Engineering or its equivalent will be an added advantage

3. FINANCE DEPARTMENT

1. Senior Accounts Clerk III – Job Grade 4 (1 Post)

Duties and Responsibilities

- a) Posting of the general ledger and the fixed assets.
- b) Ensure that proper books of accounts are prepared, kept and maintained
- c) Ensure timely availability of cost information and recommendations for profit improvement, identifying potential areas from examination of variance statements, analyzing potential for improvement
- d) Maintaining the inventory of fixed assets and liabilities
- e) Ensure all books on purchases of the Company are properly kept and maintained.
- f) Ensure jointly with Internal auditor that sufficient control have been implemented to prevent all frauds and other related malpractices.
- g) Maintain all ledgers and ensure their accuracy.
- h) 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.
- i) Ensure the financial policies and the guideline of the Company are understood and adhered to.
- j) Ensure that the assets of the Company are properly accounted for and secured.
- k) Ensure that the staff is properly supervised and participate in appraisal and counseling of staff for optimum productivity and performance.

Requirements for Appointment

- a) Diploma in Accounting or its equivalent with 3 years' experience. CPA II will be an added advantage

4. HUMAN RESOURCE & ADMINISTRATION DEPARTMENT

1. Senior Administrative Clerk – Job Grade 5 (2 Posts)

Duties and Responsibilities

- a) Prepare budget proposals for environmental conservation in the Company.
- b) Coordinate partnerships with development agencies on environmental conservation.
- c) Coordinate the conservation interventions by development partners such as the Women in Water and Natural Resources (W/WANC) & the River Yala Water Fund.
- d) Supervise forest restoration programmes on the water catchments within the Company's upstream catchments.
- e) Collecting grassroots information on environment, natural resources programs, and service delivery and conveying it for policy formulation.
- f) Compiling reports as required regularly.

Requirements for Appointment

- a. Bachelor's degree in any of the following field; Environmental Engineering, Environmental Studies, Environmental Science; Biochemistry, Actuarial Science, Community Development or any other relevant field from a recognized institution;
- b. Must be computer literate.

2. Registry Clerk – Job Grade 4 (1 Post)

Duties and Responsibilities

- a) Ensure and Maintain consumer records
- b) Ensure proper filing and keeping of Consumer files and updating
- c) Maintain security of the records and the system.
- d) Open consumer accounts and files
- e) Maintains consumer files movement record
- f) Ensure that consumer's files are properly maintained and secured.
- g) Supervises registry staff.

Requirements for Appointment

- a) Diploma in Records Management

3. Driver I – Job Grade 3 (1 Post)

Duties and Responsibilities

- a) Drives company vehicles as assigned
- b) Maintains general cleanliness of the vehicle and performs minor maintenance services
- c) Report any defects to supervisor
- d) Make and update daily vehicles reports
- e) Maintain daily log of official trips and fuel consumption
- f) Ensure that vehicle is regularly serviced.
- g) Ensure that the vehicle has the necessary approval for all its movement.

Requirements for Appointment

- a) KCSE + Valid Driving License with 3 years' experience

4. Cleaner – Job Grade 1 (1 Post)

Duties and Responsibilities

- a) Cleaning offices and surrounding environment
- b) Maintain grounds
- c) Maintain tools equipment
- d) Preparation of tea

Requirements for Appointment

- a) KCSE Certificate

5. Secretary II – Job Grade 4 (1 Post)

Duties and Responsibilities

- a) Organize respective offices.
- b) Carry out word processing duties for respective offices.
- c) Maintain proper organized office, clean, and that supply and control of stationery and office materials are in place.
- d) Maintain and provide appointment and reception services.
- e) Taking dictation, transcription notes, typing and preparing reports/ letters
- f) Maintain availability of office correspondence and filling all correspondences at all time.
- g) Attending to all incoming and outgoing messages
- h) Maintaining sound filling system in the office
- i) Operating photocopies machine
- j) Receiving and attending to visitors' enquiries
- k) Ensuring safety and confidentiality of the office

Requirements for Appointment

- a) Diploma in Secretarial with 3 years' experience