



KAPSABET NANDI WATER & SANITATION CO. LTD

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VACANCY FOR THE POSITION OF CHIEF EXECUTIVE OFFICER (CEO) / MANAGING DIRECTOR

Job Ref: CEO/MD/KANAWASCO/1/2025

ABOUT THE COMPANY

The Kapsabet Nandi Water and Sewerage Company Limited (KANAWASCO) is a limited liability incorporated under the Companies Act, 2015 as a Water Service Provider (WSP) Company wholly owned by the County Government of Nandi. The Company's mandate is to provide efficient and economical water and sanitation services within its area of jurisdiction.

The Company's Board of Directors is seeking to recruit a motivated, dynamic, exceptional, qualified, experienced, self-driven professional and results-oriented visionary leader with a strong commitment to KANAWASCO's mandate with good professional and ethical standing to fill the position of CEO / MD. The successful candidate will execute the mandate of the Company.

JOB PURPOSE

The CEO / MD is responsible to the Board of Directors for the implementation of the Board's strategic goals and the management of its resources including giving direction and leadership for the achievement of its mission. In addition, the CEO / MD is responsible for the day-to-day operations and administration of the Company. The CEO / MD is the principal Company spokesperson, executes and communicates the Board's strategies and decisions.

GRADING STRUCTURE

The career guideline establishes one (1) grade of CEO / MD who will be designated and graded as shown below:

| Ref No. | Designation | Grade |
|-------------------------|------------------------------|-------|
| CEO/MD/KANAWASCO/1/2025 | Chief Executive Officer / MD | 1 |

ELIGIBILITY CRITERIA

To be eligible for appointment persons shall meet the following minimum qualification:

- Be a Kenyan citizen;
- Bachelor's Degree in Civil/Water Engineering, Environmental Science, Business Administration, Economics or any other related field from a recognized university;

- iii) Master's Degree in Civil/Water/Engineering, Environmental Science, Business Administration, Economics or any other relevant field from a recognized university is an added advantage;
- iv) Professional qualification and membership in good standing to a professional body, where applicable;
- v) Leadership / Management Course is an added advantage;
- vi) At least ten (10) years' work experience with at least 5 years' experience in senior management will be an added advantage;
- vii) Have knowledge and experience in policy formulation, management and procedures of the Government is an advantage.

JOB DESCRIPTION

The duties and responsibilities of the officer will entail: -

1. Accounting Officer of the Board;
2. Enforce decisions of the Board;
3. In consultation with the Board, be responsible for the direction of the affairs and transactions of the Board, the exercise, discharge and performance of its objectives, functions and duties;
4. Lead in the formulation, implementation and evaluation of the Company's strategic plans, annual operation plans, short-term and long-term plans to drive achievement of the Company's vision, mission and strategic objectives;
5. Provide strategic leadership in resource mobilization and effective management of the Company's resources to operationalize the plans, drive sustainability of the Company and implementation of planned projects;
6. Lead in the development of the Company's Budget to ensure financial sustainability for the Company and support in the funding of various projects being undertaken;
7. Lead in the preparation and implementation of the Company's procurement plan through coordination of the various departments to ensure compliance with the Public Procurement and Asset Disposal Act, 2015, and other applicable laws;
8. Translate the strategic objectives, annual plans, short-term and long-term plans of the Company into actionable initiatives and effectively cascading them to the departmental heads;
9. Oversee the implementation, accountability and execution of the plans to fulfill the mandate of the Company;
10. As the Accounting Officer of the Agency, undertake prudent financial management and investment mandates to ensure sound policies and practices are adopted for optimal resource utilization and return on investments;
11. Ensure a conducive work environment and establishment of systems for attracting and retaining a talented and dynamic workforce through the development of a robust performance driven culture that inspires people and lead staff towards high

- levels of performance for the achievement of desired productivity goals and Company's objectives including putting in place a succession management plan;
12. Develop and implement a wide risk mitigation measure by proactively monitoring risks to ensure compliance of the Company to the set standards and regulations;
 13. Develop and implement business continuity plan by proactively assessing the economic, social and political environment and their impact to the Company operations, medium and long-term aspirations and promptly seize business opportunities;
 14. Direct overall operation of the Company by leading the development, implementation, monitoring and enforcement of strategic policies, standards and internal control systems for continued growth and compliance with applicable laws and regulations;
 15. Lead implementation of innovative strategies to deliver consistent improvement in service delivery to stakeholders, develop and maintain positive and productive relationships with a wide range of internal and external stakeholders, and respond to any reports from inspecting and regulatory agencies to protect the overall reputation of the Company;
 16. Provide regular, thorough and prompt communication to the Board on technical, financial, human capital and administrative matters regarding the Company's activities, operations, trends and changes to support informed decision making;
 17. Execute the Company Budget and ensure compliance with the Public Financial Management Act, 2012 and other directions issued by the County Government and National Treasury from time to time;
 18. Monitor the implementation of the Audit findings to ensure no exposure to risks and mitigate against financial leakages;
 19. Custodian of water and sewerage assets and infrastructure through prudent maintenance of the Company's asset register and books of finances as required by Board, county government and the National Treasury and Planning;
 20. Oversee the planning, implementation and maintenance of the Company's capital projects to ensure achievement of the Company's mission of accelerating access to water and sanitation services through coordinating and collaboration with the various stakeholders and shareholder;
 21. Oversee the day-to-day operations of the Company with the aim of ensuring implementation of the Company's mandate, strategies, policies and procedures
 22. Create linkages with other Agencies and partners to contribute to the achievement of Company mandate, County Government water agenda and SDG 6: Clean Water and Sanitation for all;
 23. Foster a corporate culture that promote ethical practices and encourage individual integrity and social responsibility;
 24. Develop plans in collaboration with key senior management officers to promote a culture of ethical business throughout the Company and establish standards and

- oversight structures that are reasonably designed to promote ethical and integrity in conduct of the Company mandate;
25. Develop and prepare technical, informational, and administrative regular, ad-hoc and statutory reports and make presentations to the Board, shareholder, Donors, County Assembly and senate Committee as applicable;
 26. Lead the establishment and development of strategic partnerships and alliances by identifying and strengthening beneficial networks and partnerships with the citizenry, Government Institutions, Development Partners and Private Sector players to spearhead resource mobilization for project implementation and sustainability;
 27. Develop and set SMART goals on various deliverables including but not limited to resource mobilization strategies to increase the customer base from the current 6,000 to 20,000 by end of next financial year 2027/2028;
 28. Execute Performance Contract for the Company on behalf of the Board by cascading the various deliverables to all the departments and monitoring the implementation of the same;
 29. Lead the research, development and adoption to technology by identifying sources of desirable technology both locally, nationally and international and facilitating its transfer to the Company to support uptake of best practices;
 30. Constitute and appoint project implementation teams and provide guidance, both technical and administrative, to ensure the Company remains on track in the implementation of its activities and initiatives;
 31. Promote the highest standards of ethics across the Company, based on the principles of professionalism, competence and chapter six of the constitution of Kenya through regular town hall sessions and capacity-building;
 32. Lead in the resource mobilization for the Company's training and capacity building programs to develop new skills and continuously upgrading and upskilling staff technical competencies;
 33. Coach, mentor, motivate and guide human capital by continuous engagement and training to ensure improved performance standards;
 34. Provide regular, thorough and prompt communication on technical, financial, human capital and administrative matters to the board; shareholder and other relevant stakeholders.

KEY COMPETENCIES AND SKILLS

- i) Strong analytical, planning and leadership skills;
- ii) Strategic and innovative thinking;
- iii) Ability to mobilize resources;
- iv) Strong interpersonal skills;
- v) Proficiency in IT applications;
- vi) Ability to prepare and present briefs under pressure and meet tight deadlines;
- vii) Negotiation and conflict resolution skills;

- viii) Possess good oral and written communication skills including report writing;
- ix) Demonstrate a high degree of professionalism and competence;

TERMS OF SERVICE

KANAWASCO offers a competitive remuneration package in accordance with its Terms, Conditions of Service and in line with Salaries & Remunerations Commissions and the guidelines issued by the Public Service Commission guidelines from time to time.

The Chief Executive Officer / MD will serve on a contract term of Five (5) years renewable subject to satisfactory performance and in accordance with the Water Act (Services) Regulations 2024.

HOW TO APPLY

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

Interested and suitable candidates who meet the requirements for the position should submit applications **ONLY** via the email vacancy@kanawasco.co.ke clearly indicated as **"APPLICATION FOR POSITION OF CEO / MD"**. The email should contain a cover letter, copy of the National ID, copies of academic and professional certificates, testimonials and updated Curriculum Vitae indicating current position, qualifications, working experience, names of at least 3 professional referees, active email address and day time telephone number **on or before 5.00 pm. on 3rd June, 2025.**

Any clarifications regarding the vacancy should be addressed to info@kanawasco.co.ke or via day time telephone number 0716006464.

The subject of the email shall read **CEO/MD/KANAWASCO/01/2025**. The applications must be sent so as to be received on or before 5.00 pm (East African Time) on 3rd June, 2025.

NOTES

1. No physical applications will be allowed. All applications must be submitted via email.
2. Only shortlisted candidates will be contacted for interviews.
3. In addition to the above requirements, successful candidates will be required to avail the following documents at the point of interview invite:
 - a. Certificate of Good Conduct/ Police Clearance from the Directorate of Criminal Investigations;
 - b. Clearance Certificate from the Higher Education Loans Board;
 - c. Tax Compliance Certificate from the Kenya Revenue Authority;
 - d. Clearance from the Ethics and Anti-Corruption Commission; and
 - e. Report from an Approved Credit Reference Bureau.

4. It is an offence to include incorrect or misleading information in the applications as per the provisions of the Public Officers Ethics Act, 2003.

The Company is an equal opportunity employer and encourages all qualified persons including Youth, Women and Persons with Disability and persons from minority groups to apply.

Any form of canvassing will lead to automatic disqualification.

**The Chairperson,
Board of Directors,
Kapsabet Nandi Water & Sanitation Company Ltd,
P. O Box 970 – 30300,
KAPSABET**
