



**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/02/2025

14th November, 2025

INTERNAL JOB ADVERTISEMENT

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 in the following sections;

1. TECHNICAL DEPARTMENT

S/No.	Designation / Cadres	Job Grade	Terms	No. of Posts
1.	Technician I (Mechanical)	5	Permanent	1
2.	Water Technician III	5	Permanent	2
3.	Senior Artisan (Water)	4	Permanent	1
4.	Senior Artisan (Electrical)	4	Permanent	1
5.	Artisan I (Water)	3	Permanent	1
6.	Operator I (Sewerage)	3	Permanent	4
7.	Artisan II (Water)	2	Permanent	3
8.	Artisan III (Water)	1	Permanent	5
9.	Operator III (Water)	1	Permanent	1

2. COMMERCIAL DEPARTMENT

S/No.	Designation / Cadres	Job Grade	Terms	No. of Posts
1.	Revenue Officer III	5	Permanent	3
2.	Senior Customer Relations Clerk	5	Permanent	1
3.	Customer Relations Clerk I	4	Permanent	1
4.	Bills Control Clerk II	3	Permanent	1
5.	Bills Control Clerk III	2	Permanent	1

3. FINANCE DEPARTMENT

S/No.	Designation / Cadres	Job Grade	Terms	No. of Posts
1.	Senior Accounts Clerk I	5	Permanent	2
2.	Supply Chain Management Officer III	5	Permanent	2
3.	Senior Accounts Clerk II	4	Permanent	1

4. HUMAN RESOURCE & ADMINISTRATION DEPARTMENT

S/No.	Designation / Cadres	Job Grade	Terms	No. of Posts
1.	ICT Technician I	5	Permanent	2
2.	Secretary II (Office Administrative Assistant)	4	Permanent	1
3.	Clerical Officer II	3	Permanent	2
4.	Driver II	3	Permanent	1
5.	Driver III	2	Permanent	2
6.	Cleaner	2	Permanent	1
7.	Messenger	1	Permanent	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 28th November, 2025.**

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. Technician I (Mechanical) – Job Grade 5 (1 Post)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- a) Provide timely economic and reliable maintenance services, identity maintenance requirement and an effective planned maintenance schedule drawn up; ensure that causes of breakdowns are identified and corrective action is initiated.
- b) Identify and provide necessary tools and equipment.
- c) Assist in preparation and maintenance of schedules reports.
- d) Maintain records of spares used.
- e) Promote safety practices at the work place.
- f) Assist in Supervision and training the staff in the section.
- g) Perform any other duties as assigned

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) For direct appointment to this grade a candidate must have a Diploma Automotive Engineering or its equivalent, with 3 years' experience.

OR

- b) Must have served in job grade 4 with 5 years' experience.

2. Water Technician III – Job Grade 5 (2 Posts)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- a) Carry out review meetings and on the job training to motivate staff to perform in accordance with the standards of safety competence laid down by the company
- b) Supervise staff in the section
- c) Safeguard all the assets and equipment against loss and damage.
- d) Prepare the budget proposals and control costs and expenditure
- e) Maintain proper work records
- f) Ensure that quality water is produced and distributed to customers in the right quantity and on time.
- g) Prepare maintenance schedules for the section.

- h) Prepare the annual budget for the section and control expenditure.
- i) Ensure the water dams are well kept and maintained.
- j) Ensure customer complaints are attended to on time.
- k) Supervise construction of new plants structures and/or repairs thereof and provide the necessary engineering expertise.
- l) Set standards of performance for the various operations in the water section of the company and monitor their achievement.
- m) Prepare periodic technical report of the section,
- n) Maintain sufficient and useful technical data and information for the management and decision making.
- o) Perform any another duty as may be assigned.

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) For direct appointment to this grade a candidate must have a Bachelor's Degree in (Civil/Water Engineering) or its equivalent with 3 years' experience **OR** Higher National Diploma with 3 years' experience.

OR

- b) Must have served in job grade 4 with 5 years' experience

3. Senior Artisan (Water) – Job Grade 4 (1 Post)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- a) Ensure maintenance and repair of distribution network.
- b) Preparation of estimates for new connections and minor extensions.
- c) Monitoring and supervision of extension of the distribution network undertaken by private developer.
- d) Ensuring that there is always adequate spare pipes and fittings for maintenance
- e) Monitoring of water levels in reservoirs to ensure adequate supply to consumers.
- f) Participation in planning of distribution network.
- g) Maintenance of proper records, analysis of work data regularly.
- h) Participate in budget preparation.
- i) Perform any other duties as may be assigned.

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) For direct appointment to this grade a candidate must have a Diploma in Civil/Water Engineering or its equivalent.

OR

- b) Must have served in job grade 3 with 3 years' experience.

4. Senior Artisan (Electrical) – Job Grade 4 (1 Post)**Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- a) Ensure the availability of power supply to all stations.
- b) Carry out all installations.
- c) Carry out electrical repairs
- d) Ensure that materials specifications are adhered to during procurement.
- e) Maintain service and repair all electrical equipment.
- f) Carry out electrical replacements on the electrical panels.
- g) Maintain motors and equipment as per schedule
- h) Observe safety rules and procedures
- i) Perform any other duties as may be assigned

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) For direct appointment to this grade a candidate must have a Diploma in Electrical Installation or Trade Test 1, 2, 3 or its equivalent with 3 years' experience.

OR

- b) Must have served in job grade 3 with 5 years' experience.

5. Artisan I – Job Grade 3 (1 Post)**Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- a) Ensure maintenance and repair of distribution network.
- b) Preparation of estimates for new connections and minor extensions.
- c) Monitoring and supervision of extension of the distribution network undertaken by private developer.

- d) Ensuring that there is always adequate spare pipes and fittings for maintenance
- e) Monitoring of water levels in reservoirs to ensure adequate supply to consumers.
- f) Participation in planning of distribution network.
- g) Maintenance of proper records, analysis of work data regularly.
- h) Participate in budget preparation.
- i) Perform any other duties as may be assigned

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) For direct appointment to this grade a candidate must have a Certificate in Civil/Water Engineering/ Technology with 3 years' experience.

OR

- b) Must have served in job grade 2 with 3 years' experience.

6. Operator I (Sewerage) – Job Grade 3 (4 Posts)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- a) Operate and maintain Sewage Treatment Plant- Screen maintenance, degritting of channels, rodding of filters, maintenance of all the ponds.
- b) Monitor and record flow rates, electrical performances
- c) Preparation of reports and record keeping
- d) Carry out minor repairs and maintenance of machinery and systems
- e) Identify the tools required
- f) Report any fault at the plant to the Sewerage Manager.
- g) Any other duties assigned.

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) For direct appointment to this grade a candidate must have a KCSE D+ or Water/Wastewater Technology or Trade Test 1, 2, 3 **OR** KCPE Certificate or its equivalent with 3 years' experience.

OR

- b) Must have served in job grade 2 with 3 years' experience.

7. Artisan II (Water) – Job Grade 2 (3 Posts)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- a) Ensure maintenance and repair of distribution network.
- b) Preparation of estimates for new connections and minor extensions.
- c) Monitoring and supervision of extension of the distribution network undertaken by private developer.
- d) Ensuring that there is always adequate spare pipes and fittings for maintenance
- e) Monitoring of water levels in reservoirs to ensure adequate supply to consumers.
- f) Participation in planning of distribution network.
- g) Maintenance of proper records, analysis of work data regularly.
- h) Participate in budget preparation.
- i) Perform any other duties as may be assigned

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) For direct appointment to this grade a candidate must have a Certificate in Civil/Water Engineering/ Technology or its equivalent.

OR

- b) Must have served in job grade 1 with 3 years' experience

8. Artisan III (Water) – Job Grade 1 (5 Posts)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- a) Ensure maintenance and repair of distribution network.
- b) Preparation of estimates for new connections and minor extensions.
- c) Monitoring and supervision of extension of the distribution network undertaken by private developer.
- d) Ensuring that there is always adequate spare pipes and fittings for maintenance
- e) Monitoring of water levels in reservoirs to ensure adequate supply to consumers.
- f) Participation in planning of distribution network.
- g) Maintenance of proper records, analysis of work data regularly.
- h) Participate in budget preparation.
- i) Perform any other duties as may be assigned

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) For direct appointment to this grade a candidate must have a KCSE C- or its equivalent

9. Operator III (Water) – Job Grade 1 (1 Post)**Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- a) Carry out basic chemical tests on the water so as to ensure that the quality of water is maintained
- b) Ensure that the correct chemical dosage levels in the treatment works are maintained.
- c) Read and record water meters and electrical consumption meters
- d) Record the quantity of chemicals delivered and used daily.
- e) Control the flow of water in and out of the system
- f) Ensure coagulation basins and the dosing areas are cleaned
- g) Backwash and maintain filters on time
- h) Keep records of daily operations
- i) Inspect and report any problem to the water Technician
- j) Ensure that the chemical dosers are maintained and operated properly.
- k) Motivate, training and supervise the staff in the section
- l) Ensure proper control of the outlet valves.
- m) Perform any other duties assigned

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) For direct appointment to this grade a candidate must have a **KCSE D+** or its equivalent.

2. COMMERCIAL DEPARTMENT

1. Revenue Officer III – Job Grade 5 (3 Posts)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- a) Ensures water supply disconnection for non-payments and reconnections on payment
- b) Prepare disconnection orders for final accounts
- c) Follow – up on non-delivered bills and defaulters
- d) Receive and act on reports of illegal connections
- e) Attend to customer complaints on meters and water application details
- f) Prepare and maintain reports
- g) Perform any other duties as assigned

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) For direct appointment to this grade a candidate must have a Higher National Diploma in Water Engineering or its equivalent with 3 years' experience
OR
- b) Bachelor's degree in Accounting, Finance, Strategic Management, Actuarial Science or any other related field.
OR
- c) Must have served in job grade 4 with Diploma and 3 years' experience.

2. Senior Customer Relations Clerk – Job Grade 5 (1 Post)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- a) Maintain an up-to date inventory of meters and daily register of meter movement is maintained.
- b) Maintain the system that ensures prompt response to customer queries, information and correspondences.
- c) Create a communication system that transcends the company and customers and the public to evolve in a conducive working atmosphere.
- d) Keep and record all payments information from customers is complied
- e) Provide good customer care.
- f) Coordinate in Bill preparation and dispatched to customers and any information to be sent to customers is sent quickly in courteous manner.

- g) Participate in budget proposals.
- h) Perform any other duties as assigned

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) Higher Diploma in Public Relations or related field with 3 years' experience **OR** Bachelor's degree in Sociology, Social Work, Anthropology or related field.
- b) Must have served in job grade 4 with Diploma and 3 years' experience.

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

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- a) Maintain an up-to date inventory of meters and daily register of meter movement is maintained.
- b) Maintain the system that ensures prompt response to customer queries, information and correspondences.
- c) Create a communication system that transcends the company and customers and the public to evolve in a conducive working atmosphere.
- d) Keep and record all payments information from customers is complied
- e) Provide good customer care.
- f) Coordinate in Bill preparation and dispatched to customers and any information to be sent to customers is sent quickly in courteous manner.
- g) Participate in budget proposals.
- h) Perform any other duties as assigned

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) For direct appointment to this grade a candidate must have a Diploma in Public Relations, Journalism, Mass Communication or related field. A certificate in customer service will be an added advantage.
OR
- b) Must have served in job grade 3 with Diploma and 3 years' experience.

4. Bills Control Clerk III – Job Grade 2 (1 Post)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- 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.
- i) Perform any other duties as assigned.

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) For direct appointment to this grade a candidate must have a Certificate in relevant field with 3 years' experience.

OR

- b) Must have served in job grade 2 with 3 years' experience.

3. FINANCE DEPARTMENT

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

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- 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.
- l) Perform other duties as may be assigned

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) A candidate must have a Higher National Diploma or CPA I or equivalent with 3 years' experience. A Bachelors degree in Finance, Commerce, Accounting or related field will be an added advantage.

OR

- b) Serving Officers in Grade 4 with CPA I or equivalent with 5 years working experience.

2. Supply Chain Management Officer III – Job Grade 5 (2 Posts)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- a) Maintain efficient procurement and distribution and distribution of stores, disposal of unserviceable and or obsolete stores
- b) Initiates review of procurement policies, regulations and standards.
- c) Reviews re-order levels and monitor the movement of relevant products.
- d) Undertakes marketing surveillance of relevant products
- e) Establishes linkages with suppliers.
- f) Prepare budget proposals.
- g) Perform any other duties as assigned.

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) For direct appointment to this grade a candidate must have a Higher National Diploma in Supplies Management with 3 years' experience. A Bachelor's degree in Supply Chain Management will be an added advantage.
- b) Must have served in job grade 4 with Diploma in relevant field with 3 years' experience.

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

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- 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.
- l) Perform other duties as may be assigned

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) A candidate must have a Diploma in Accounting or CPA I or its equivalent.
- OR**
- b) Serving Officers in Grade 3 with CPA II or equivalent with 3 years working experience.

4. HUMAN RESOURCE & ADMINISTRATION DEPARTMENT

1. ICT Technician I – Job Grade 5 (2 Posts)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- a) Process data for use by the CMT and other managers and/or the Board of Directors.
- b) Provide technical support to the ICT users.
- c) Check computers for fraud and viruses.
- d) Identify and clean any virus traced.
- e) In liaison with payroll officer ensure that the payroll is produced promptly at the end of each month.
- f) Ensure that the computer network is well maintained and managed.
- g) Maintain system back-up.
- h) Maintain utmost confidentiality and security of passwords.
- i) Ensure that the system documentation and operations manuals are available and maintained.
- j) Formulate budget for the unit.
- k) Ensure implementation of maintenance schedules for the computers.
- l) Perform any other duties as may be assigned

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) For direct appointment to this grade a candidate must have a Higher National Diploma in IT/ICT or its equivalent with 3 years' experience. A Bachelor's degree in IT/ICT, Media Studies or related field will be an added advantage.

OR

- b) Must have served in job grade 4 with 5 years' experience.

2. Secretary II (Office Administrative Assistant) – Job Grade 4 (1 Post)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- 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

For appointment to this grade, an officer must have:

- a) For direct appointment to this grade a candidate must have a Diploma in Secretarial studies & certificate in computer studies with 3 years.

OR

- b) Must have served in job grade 3 with 3 years' experience.

3. Clerical Officer II – Job Grade 3 (2 Posts)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- a) Ensure and Maintain Personnel records
- b) Ensure proper filing and keeping of Personnel files and updating
- c) Maintain security of the records and the system.
- d) Maintains Personnel files movement record.
- e) Ensure that personnel files and records are safeguarded.
- f) Supervises junior clerks.
- g) Perform any other duties as assigned

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) For direct appointment to this grade a candidate must have a Diploma in Records Management, Human Resource Management, Social Work or its equivalent

OR

- b) Must have served in job grade 3 with KCSE Certificate and 3 years' experience.

4. Driver II – Job Grade 3 (1 Post)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- 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.
- h) Perform any other duties as may be assigned

Requirements for Appointment:

For appointment to this grade, an officer must have:

For direct appointment to this grade a candidate must have;

- a) Kenya Certificate of Secondary Education mean grade 'D' Plus or equivalent qualifications from recognized institutions;
- b) A valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;

OR

- c) Passed Suitability Test for drivers Grade II;
- d) A valid certificate of Good Conduct from the Kenya Police;
- e) Possession of a First Aid Certificate course from a recognized institution is an added advantage
- f) Must have at least three years' experience

OR

- a) Must have served in job grade 2 with 3 years' experience

5. Driver III – Job Grade 2 (2 Posts)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- 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.
- h) Perform any other duties as may be assigned

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) For direct appointment to this grade a candidate must have a KCSE D+ or equivalent **OR**
Occupational Trade test II for drivers with pass
- b) Valid Driver's License with 3 years' experience.

6. Cleaner – Job Grade 2 (1 Post)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

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

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) For direct appointment to this grade a candidate must have a KCSE D+ or equivalent
OR
- b) KCPE Certificate with 3 years' experience.

7. Messenger – Job Grade 1 (1 Post)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- a) Collect and deliver mail, parcels and confidential parcels within and outside the office premises.
- b) Perform authorized office errand such as making small purchases on behalf of the office.

- c) Direct customers to relevant officers.
- d) Clean offices.
- e) Prepare and serve tea, and clean the kitchen and kitchenware.
- f) Perform any other duties as may be assigned

Requirements for Appointment:

For appointment to this grade, an officer must have:

- a) For direct appointment to this grade a candidate must have KCSE D+ or equivalent professional qualifications,