

ABOUT THE COMPANY

Homabay County Water and Sanitation Company Limited (HOMAWASCO) is a Private Limited Company by shares incorporated on the 12th June, 2006 under the Companies Act Cap 486 of the Laws of Kenya. We are an agent of Lake Victoria South Water Works Development Agency (LVSWWDA), created as a result of the enactment of the Water Act 2002 which gave birth to the Water Sector Reforms in Kenya.

POSITION

Vacancy for the Position of Managing Director

JOB

- The Managing Director (MD) is responsible for the efficient management of the affairs of the company. He/she is responsible for the day-to-day operations and administration of the company in consultation with the Board.
- He/she shall provide overall leadership to the company and guide its strategic direction so as to ensure effective achievement of set goals and objectives.
- Reporting relationship: This MD reports to the HOMAWASCO Board of Management
- Supervisees: The position supervises the Core Management Team of HOMAWASCO.

DUTIES AND RESPONSIBILITIES

- Providing leadership in the formulation and implementation of the company's plans, policies and strategies to ensure profitable operation
- Advising the Board on the overall performance in regards to objectives, targets and policies as they affect operations of the company.
- Formulating and updating of the corporate plan including projections of any necessary expansion and development of water services facilities and extensions of the business operation
- Ensuring effective mobilization and utilization of resources
- Ensuring prudent management of Company assets
- Strategy development and implementation
- Ensure shareholder and other stakeholders' value increment through;
- Provision of leadership on the operations and ensure high level of integrity in the Company,
- Communication to the public on the issues of utility services,
- Coordinating and directing the company's operations and overall administration to ensure that the various departments and sections conform with overall operational plans and adhere to set performance targets

- Promoting and maintaining of good relations with the community and customers
- Develop and recommend to the Board of directors' long-term strategies, business plans, and annual operating budgets; and establishing of proper internal monitoring and control systems and procedures.
- Promoting good practice on human resources matters including organizational structures, appointments, welfare, training and development, industrial relations separation and effective succession management plans.
- Maintaining a conducive work environment for attracting, promoting, retaining and motivating employees.
- Participate in the deliberations of the committees of the Board.
- Co-ordinate and prepare business related proposals, Board Papers, reports and other submissions for consideration by the Board.
- Coordinate development & implementation of company budget and annual work plans for financial year and seeking approvals from the relevant committees and the Board.

QUALIFICATIONS, EXPERIENCE AND SKILL

- Be a Kenyan Citizen
- A Bachelor's degree in any of the following areas: Engineering, Education, Business related field, Commerce, Economics, Finance, Law, or relevant field.
- A Masters Degree in Engineering or Business related field is an added advantage.
- Registered with the relevant professional body and should be a member in good standing.
- Must have a minimum of ten (10) years working experience, five (5) of which must be in a senior management position.
- Must be versed with water sector reforms and operations in Kenya;
- A high level of business awareness and possess Resource Mobilization Skills
- Excellent Leadership, communication and organizational skills.
- In depth knowledge of market changes and forces that influence the company.
- Must be computer literate.
- Must fulfill the leadership and integrity criteria under Chapter 6 of the Constitution, 2010.

JOB APPLICATION PROCEDURE

Candidates who meet the above specifications and have the drive to join a highly motivated work team, should submit their applications and CV in a sealed envelope clearly marked "APPLICATION FOR THE POSITION OF MANAGING DIRECTOR including a reliable telephone and e-mail contact of self and at least three (3) referees, to reach the above address below on or before addressed to:

**The Chairman,
Board of Directors
Homabay County Water & Sanitation Company Ltd
P.O Box 4 HOMABAY.
E-mail Address:**

NOTE; **Homabay County Water & Sanitation Company Limited** is an equal opportunity employer, women and persons with disabilities are particularly encouraged to apply. Only shortlisted candidates will be contacted; and any form of canvassing will lead to automatic disqualification.

POSITION - TECHNICAL MANAGER

JOB

The Technical manager will Report to the Managing Director and will be responsible for planning, directing, coordinating, control and managing the Company's operations and maintenance in infrastructure in order to supply water and sewerage services to the required standards and in compliance with the Company's policy while cost saving and surpassing targets.

DUTIES AND RESPONSIBILITIES

- a) Coordinating within the department the implementation of the Company's policies, strategies and action plans that are in keeping with overall mission and objectives of the Company;
- b) Coordinate all technical matters relating to corporate planning, design and implementation of water and sewerage services;
- c) Coordinating the rehabilitation, augmentation and extension works on the water supply and sewerage infrastructure;
- d) Ensuring the production and supply of quality and safe water to customers in an effective and efficient manner and in compliance with relevant laws and policies;
- e) Ensuring proper collection, treatment and disposal of sewerage in accordance with relevant laws and policies;
- f) Developing a departmental teams aligned to the Company's core values, including customer focus to provision of services;
- g) Managing Company's assets through effective maintenance and repairs, installation and replacement as well as undertaking technical audits;
- h) Preparing comprehensive departmental reports including engineering budgets to facilitate decision-making;
- i) Responsible for developing the departmental staff through supervision, appraising and identifying their training and development needs;
- j) Ensuring the design and construction standards are adhered to and maintained;
- k) Undertaking any other duties assigned by the Management.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- a) A Bachelor's Degree in Civil or Water Engineering from recognized institution; with a Minimum of six (6) years' experience in Engineering work preferably in the water and sanitation sector or related field with at least three (3) years at management level.

- b) A Master's degree will be an added advantage
- c) Must be registered by Engineer's Registration Board(ERB) and/or Institution of Engineers of Kenya(IEK);
- d) Must have excellent understanding of the Kenyan water sector reforms.
- e) Will have demonstrated project management skills and hands on experience of managing external consultants, partners and donors
- f) Knowledge of GIS system will be an added advantage.
- g) Be proficient in computer; and
- h) Have a demonstrated merit and shown ability as reflected in work performance and results.
- i) Must fulfill the leadership and integrity criteria under Chapter 6 of the Constitution, 2010.

JOB APPLICATION PROCEDURE

Candidates who meet the above specifications and have the drive to join a highly motivated work team, should submit their applications and CV in a sealed envelope clearly marked "APPLICATION FOR THE POSITION OF TECHNICAL MANAGER including a reliable telephone and e-mail contact of self and at least three (3) referees, to reach the above address below on or before addressed to:

**The Chairman,
Board of Directors
Homabay County Water & Sanitation Company Ltd
P.O Box 4 HOMABAY.
E-mail Address:**

POSITION - SUPPLY CHAIN/ PROCUREMENT MANAGER

THE JOB

The Procurement Manager duty amongst others is to ensure timely procurement of quality goods and services commensurate with the value for the company in accordance with the existing laws and regulations.

DUTIES AND RESPONSIBILITIES

- a) Coordinate preparation of annual procurement plans for approval
- b) Prepare quarterly and annual procurement report to the Managing Director.
- c) Ensure goods are procured at the most competitive and economic prices.
- d) Ensure timely advertisements of annual tenders and registration of supplies
- e) Providing technical guidance to the procurement committees.
- f) Oversee timely delivery of goods and services as requisitioned.
- g) Liaise with other departments on sourcing of required goods, services and equipment.
- h) Receive procurement requests from users and process as per approved policy.
- i) Receive tender document and prepare reports for the relevant Committee for discussions and approval.
- j) Ensure proper disposal of obsolete items according to Public Procurement and Disposal Act.
- k) Develop and implement effective stock control systems
- l) Ensure sound management of stores and monitor levels of items to maintain minimum reorder levels.
- m) Maintain an updated list of qualified and approved suppliers, contractors and consultants.
- n) Ensure proper control of stores and inventories.
- o) Maintain accurate records on procurement.
- p) Ensure compliance with Public Procurement and Disposal Act 2015 and Public Procurement and Assets Regulations, 2020 and any other and circulars/directives that may be made by the government from time to time on procurement issues.
- q) Any other duties as may be assigned from time to time by the Board of Directors.

QUALIFICATION

- a) A Bachelor's Degree in Procurement and Supplies Chains Management Procurement and Logistics, Commerce, Business Administration (Supplies Management Option), Economics or other relevant and equivalent qualifications from a recognized institution

- b) At least six (6) years' experience of which three (3) must be in a senior management position.
- c) A Master's degree will be an added advantage.
- d) Must be a member of the Kenya Institute Supplies Management (KISM) in good standing
- e) Experience in working with International Donor Agencies will be an added advantage.
- f) In-depth understanding of the various procurement Acts.
- g) Should possess excellent interpersonal, negotiations and communication skills.

JOB APPLICATION PROCEDURE

Candidates who meet the above specifications and have the drive to join a highly motivated work team, should submit their applications and CV in a sealed envelope clearly marked "APPLICATION FOR THE POSITION OF SUPPLY CHAIN/PROCUREMENT MANAGER including a reliable telephone and e-mail contact of self and at least three (3) referees, to reach the above address below on or before addressed to:

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Homabay County Water & Sanitation Company Ltd
P.O Box 4 HOMABAY.
E-mail Address:**