



### **ADVERTISEMENT FOR VACANT POSITIONS**

Busia Water and Sewerage Services Company Limited (BUWASSCO) is a County public entity registered under the company's Act 2015 with the responsibility of providing water and sanitation services to the residents of Busia County as provided for under section 78 of the Water Act 2016.

To fulfill its Mandate BUWASSCO invites applications from suitable and qualified Kenyan citizens to fill the following positions:

**JOB TITLE: TECHNICAL MANAGER (1 POST)**

**DEPARTMENT: TECHNICAL**

**REPORT TO: MANAGING DIRECTOR**

#### **SUPERVISION**

Technical Coordinator

Quality Assurance Coordinator

#### **PURPOSE:**

To oversee the company technical operations for water and waste water, ensure that the technical assets of the Company are acquired, maintained and operated according to standard specifications stipulated by the Service Agreement between Lake Victoria North Water Works Development Agency and BUWASSCO Board.

#### **DUTIES:**

- Provide strategic and technical leadership in the technical division to ensure provision of high-quality services to customers
- Steer the development of departmental policies, procedures and actions plans in line with company mission and objectives
- Ensure that technical audits are carried out on time and remedial action taken
- Oversee preparation of comprehensive departmental reports and budgets, to Managing Director to facilitate decision-making
- Ensure development of departmental staff through training and motivation
- Ensure that all water and sewerage services infrastructure is operated and maintained to the required standards.
- Advise the Company on the acquisition of capital assets and on all technical matters
- Provide technical expertise and advise in the acquisition of contractors and consultants for major works
- Provide overall supervision of major works
- Participate in setting performance targets for technical staff in the Company

- Oversee the planning and co-ordination of quality, maintenance and engineering (capacity works) related issues
- Ensure good quality of water to customers

## **PERSON SPECIFICATIONS**

### **Academic Qualifications**

Bachelor's degree in civil, water or related engineering

### **Professional Qualifications**

- Eligible for registration as an Engineer
- A member of a professional Engineering Body

### **EXPERIENCE:**

- Minimum 5 years' experience (preferably in the water sector) with at least 3 years at senior managerial level
- Prior experience in managing a functional level in a large organisation/busy environment.

**JOB TITLE:           COMMERCIAL MANAGER (1 POST)**

**DEPARTMENT:       COMMERCE**

**REPORT TO:         MANAGING DIRECTOR**

### **SUPERVISION:**

Area Manager

ICT officer

### **PURPOSE:**

To ensure that all financial resources of the Company are acquired, disbursed, prudently invested, fully accounted for and reported efficiently and that the strategy for service delivery and revenue generation is put in place and effectively implemented. The position ensures that the company is financially sound.

### **DUTIES:**

- Formulate the company's financial strategy and ensure it is properly implemented
- Ensure sound corporate governance by identifying risks and developing and implementing proper controls in order to minimize those risks
- Spearhead formulation, implementation, maintenance and review of sound financial policies, systems and procedures to sustain the company
- Develop systems for the effective and efficient management of financial resources.
- Ensure timely and accurate accounting, reporting and analysis in order to aid management decision making
- Ensure efficient revenue collection, disbursements, accounting and reporting

- Advise the company on the financial viability of proposed investments
- Ensure financial reports are prepared and submitted in compliance with the company requirements
- Manage all finance relationships with external agencies
- Prepare budgets and periodic financial performance reports for presentation to the Board of Directors
- Organise, manage, motivate and develop staff in the finance function
- Oversee the protection of the company's assets
- Ensure provision of timely and high-quality client services that meets or exceed their expectations
- Develop and implement systems for positive customer relations management
- Manage and supervise commercial aspects of the Company's operations, particularly as they relate to revenue generation.
- Promote new ideas and business solutions that result in extended service to the existing and new clients
- Develop long-term business strategies and operating plans that reflect the longer-term goals and priorities.
- Ensure the provision of comprehensive commercial information systems, including up-to-date customer database, to achieve the overall Company revenue objectives.
- Ensuring timely, complete and accurate reading and billing of services and subsequent collection.
- Carrying out customer surveys and proposing improvements arising from feedback received
- Develop departmental policies and procedures and actions plans in line with overall company mission and objectives

## **PERSON SPECIFICATIONS**

### **Academic Qualifications**

Bachelor of Commerce/Business Administration accounting or finance

### **Professional Qualifications**

- CPA (K)
- Knowledge of accounting packages.

### **Experience:**

- Minimum 5 years' experience (preferably in the water sector) with at least 3 years at senior managerial level
- Prior experience in managing a functional level in a large organisation/busy environment.

**JOB TITLE:           PROCUREMENT OFFICER (1 POST)**

**DEPARTMENT:        PROCUREMENT**

**REPORT TO:          MANAGING DIRECTOR**

**SUPERVISION**

Procurement Assistant

**PURPOSE:**

Procure quality products and services commensurate with the value for the organization in order to maintain stock levels

**DUTIES:**

- Advice management on the best procurement practices
- Ensure smooth, speedy and efficient procurement of goods and services;
- Ensure adequate stocks control;
- Receive requisitions from user departments;
- Floatation of invitations;
- Lead in floatation of quotation and invitations of bidder;
- Secretary to the tender committee
- Ensure economy, efficiency and effectiveness in purchasing;
- Initiate review of procurement policies, regulations and standards;
- Undertakes marketing surveillance of relevant products;
- Reviews re-order levels and monitor the movement of stores;
- Establish a suppliers' register developed from the results of annual tenders;
- Ensure efficient procurement and distribution of stores, disposal of unserviceable and/or obsolete stores;
- Verification of LPO and LSO; and
- Any other lawful duties as may be assigned from time to time.

**PERSON SPECIFICATIONS**

**Academic Qualifications**

Bachelor's degree in procurement, supply Chain management or its equivalent.

**Professional Qualifications**

- Must be a registered member of Kenya Institute of Supplies Management (KISM) or any other recognised relevant professional body.
- Computer proficiency

**EXPERIENCE:**

At least 3 years working experience in a busy procurement environment

**JOB TITLE: ICT ASSISTANT (1 POST)**

**DEPARTMENT: ICT**

**REPORT TO: ICT- OFFICER**

**PURPOSE:**

Ensuring proper functioning of all systems in the Company by providing technical support for office software programmes

**DUTIES:**

- Deputize the ICT Officer as needed.
- Provide level I incident handling support.
- Take on new areas of responsibility in consultation with ICT Officer as may be advised.
- Troubleshoot Internet, network and Wi-Fi related issues as and when they occur.
- To handle daily IT related technical support issues, escalating more complex issues to the ICT Officer.
- Catalogue and deploy IT equipment and offer support and training for the same where necessary or as advised.
- Catalogue decommissioned IT equipment.
- To deploy and manage mobile devices and the distribution of the same
- To assist ICT Officer in support and maintenance of the company data
- Assist in preparation of internal and external publications e.g. Adverts, programs, certificates.
- Monitor ICT Stock resource levels and order the same with ICT Officer.
- In consultation with the ICT Officer update and upload content to the company's website.
- Assist ICT Officer in administration of company management system.
- Assist and train staff where necessary in use of the company systems.
- Provide technical support for office software programmes such as billing system and payroll systems.
- Ensure IT security of applications and other related applications are up to date
- Troubleshoot network and Wi-Fi related issues.
- Assist departments using ICT to run data backups and produce reports and updates
- Prepare necessary documentation/systems for training.
- Keep and maintain manual records where necessary
- Any other duties as may be assigned.

**PERSON SPECIFICATIONS**

**Academic Qualifications**

O Level

**Professional Qualifications**

Certificate in Information Technology (IT) or KNEC Module I and II

**EXPERIENCE:**

Minimum 3 years relevant experience

**JOB TITLE: INTERNAL AUDIT ASSISTANT (1 POST)**

**DEPARTMENT: INTERNAL AUDIT**

**REPORT TO: INTERNAL AUDITOR**

**PURPOSE:**

- To eradicate fraud & errors.
- To initiate evidence checks & balances.
- To ensure policies & recommendation as pertaining company's financial expenditure through audit reports.
- Assist internal audit to carry out Audit Plans

**DUTIES:**

- Review internal control systems and make necessary recommendations
- Prepare internal audit plans and ensure they are adhered to Systems review;
- Plan, organize and complete audits to evaluate the effectiveness of the Company's internal controls;
- Auditing of staff claims i.e. imprest forms, vouchers and annual leaves;
- Audit area offices;
- Assist with the development of the annual audit plan, including identification and assessment of the company's key risks;
- Develop proper audit programs to address the relevant risks;
- Direct and/or perform audit programs as determined necessary;
- Monitor and assess management's progress on past audit results and report related follow-up to Audit Committee reports;
- Present audit findings to Internal Audit;
- Draft audit reports for distribution to executive management and the Audit Committee; and
- Assist with the Company's compliance to audits, as necessary.

**PERSON SPECIFICATIONS**

**Academic Qualifications**

O Level

**Professional Qualifications**

- CPA part 2
- Report writing skills
- Proficiency in computer application

**EXPERIENCE:**

At least 3 years' work experience in which 1 year he or she must have worked in accounts or other financial related work

All applications should be submitted in a sealed envelope clearly indicating the position applied for and addressed to:

**THE MANAGING DIRECTOR**

**BUSIA WATER AND SEWERAGE SERVICES COMPANY LTD**

**P.O. Box 392 – 50400.**

**BUSIA**

Candidates are additionally advised to send their application in soft copy to [info@buwasco.co.ke](mailto:info@buwasco.co.ke)

[Cc hr@buwasco.co.ke](mailto:hr@buwasco.co.ke)

Important information:

- Candidates must attach a clear copy of National Identity card
- Candidates Must obtain and present clearance certificate from HELB, DCI KRA, CRB and EACC

The application with certified copies of academic and professional certificates, curriculum vitae and other testimonials should reach the company offices located at the Department of Water, Irrigation, Environment and Natural Resources Yard, BUSIA, BUWASSCO office Building on or before **31<sup>st</sup> December 2020 by 4:30pm.**

Only shortlisted candidates will be contacted.

Canvassing is prohibited and will lead to automatic disqualification.