Bomet Water & Sanitation Company Limited (BOMWASCO)
Kipchamba Street, Bomet Town, P.O. Box 588-20400 Bomet, Kenya.
Tel: 0714900501 Email: info@bomwasco.co.ke, bomwasco@gmail.com
Web: www.bometwater.co.ke

CAREER OPPORTUNITIES IN BOMWASCO

A. BACKGROUND

Bomet Water and Sanitation Company Ltd (BOMWASCO), was established in 2013, and fully owned by the County Government of Bomet seeks to recruit experienced, visionary, transformative, result oriented and customer focused individuals to fill the positions of :**Managing Director**, **Human Resource and Administrative Manager and Technical Manager.**

1. **JOB TITLE: MANAGING DIRECTOR**
2. **LOCATION:** Bomet County, Kenya.

EMPLOYER: Bomet Water & Sanitation Company Limited.

TERMS OF EMPLOYMENT: Contract (Three years' renewable based on performance).

B. MAIN PURPOSE OF JOB

Reporting to the Board of Directors, the Managing Director will be responsible for giving strategic guidance and direction consistent with the Company's Vision and Mission Statement, He/she will ensure that the Company achieves its short and long term objectives to the board to ensure that the Company achieves its financial vision, mission and long term objectives. He/She manages the company's resources, motivates workforce, cultivates strong relationships with all stakeholders and entrench a high performance Corporate culture.

C. KEY PERFORMANCE AREAS

- Provides leadership in the development and implementation of the Company's Strategic Plan and enhances profitability and shareholder value;
- Prepares and recommends to the Board of Directors for approval, the annual budget based on Corporate Strategic Plan and Annual Business Plan;
- Represents the Company at national and international stakeholder forum including government bodies, donors and the community;
- Responds to customers' concerns/issues and determines appropriate resolutions to maintain positive Company and customer relations;
- Implements the Strategic Plan;
- Carry out resource mobilization for the expansion of water and sanitation infrastructure;
- Enhances the Company's Corporate image;
- Promotes sound corporate governance and ethical standards;
- Gives strategic advice and presents results and findings to the Chairman and Board members;
- Manages resources, including the attracting, hiring, retention and motivation of high performing personnel;
- Takes active role in Water Service Providers Association (WASPA); Monitors the annual budget and ensures that revenue targets are met;
- Prepares and presents MDs reports during full board meeting.

D. SKILLS, KNOWLEDGE & OTHER JOB REQUIREMENTS

- Bachelor's Degree in Engineering (Civil/Water/), Commerce or from a recognized University;
- Master's Degree shall be an added advantage
- Must be a registered member of relevant professional body
- At least Ten (10) years progressive and relevant work experience, five (5) of which must be at senior management level in an organization serving a large and demanding public utility;

- Must be familiar with the reform programs in commercial and public settings and demonstrable through understanding of the national goals, policies and development objectives including the Kenya Vision 2030.

All applicants must comply with Chapter 6 of the Constitution of Kenya 2010 by submitting up to date clearance certificates from:-

1. Ethics and Anticorruption Commission(EACC)
2. Higher Education Loan Boards(HELB)
3. Credit Reference Bureau (CRB)
4. Directorate of Criminal Investigations(DCI)
5. Kenya Revenue Authority (KRA)

E. TERMS OF SERVICE

The successful candidate will be offered a Three (3) year renewable Contract based on satisfactory performance.

F. RENUMERATION

An attractive remuneration package commensurate with the responsibilities of the job and the experience of the individual will be negotiated with the best evaluated candidate.

G. HOW TO APPLY

Interested candidates can submit his/her application with detailed CV and photocopies of relevant testimonials, stating his/her current position, current and expected remuneration package, e-mail, contact and telephone number, two (2) colored passport size photo and names and contacts of three referees in a sealed envelope marked, **"Application for the post of MANAGING DIRECTOR"** to reach the undersigned latest **Friday, 23rd October, 2023**

The Secretary,
Board of Directors,
Bomet Water & Sanitation Company. Ltd
P.O Box 588– 20400 BOMET.
Tel: 0714900501
E-mail: info@bomwasco.co.ke or bomwasco@gmail.com

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BOMWASCO is an equal opportunity employer and Women, youth and persons with disabilities are encouraged to apply.

1. **JOB TITLE: Human Resource and Administration Manager**
2. **LOCATION:** Bomet County, Kenya.

EMPLOYER: Bomet Water & Sanitation Company Limited.

TERMS OF EMPLOYMENT: Contract (Three years' renewable based on performance).

Job purpose

Responsible for developing, implementing and effectively managing Human capital and Administration policies, strategies, systems and processes and ensures these are aligned to the corporate strategic objectives and increase productivity and enhance organizational effectiveness.

Coordinate the implementation of administrative support services such as visitor reception, mail delivery, document/information management, occupational safety and maintenance of office facilities.

Reporting relationship

This role reports to the Managing Director.

Supervisory Role

Human Resource Officer, Human Resource Assistant, Administrative office, Administrative Assistant, Office Assistant, Drivers, Security Officers, ground's men/women, Registry Assistant

Job Specification.

- **i.** The HRAM will report to the Managing Director. The duties and responsibility of the officer will entail:
- **ii.** Provide professional leadership in the development and implementation of human capital and administration plans and budgets, outlining activities to be undertaken, resource requirements, key performance measures and indicators as well as expected outcomes.
- **iii.** Ensure Performance management by operationalizing performance contracts and staff appraisal system.
- **iv.** Oversee the management of change process within the company, team building and positive work attitude.
- **v.** Payroll Management
- **vi.** Provision of guidance and counselling services to the employees
- **vii.** Ensure timely Preparation of Departmental Work plan, Budget and reports
- **viii.** Coordinate compilation and submission of relevant Departmental performance reports for the attention of the Managing Director in collaboration with the executive Secretary.
- **ix.** Automation of HR function to enhance efficiency and effectiveness
- **x.** Develop and implement performance rewards and motivation system
- **xi.** Developing and updating sound human resources policies based on the Labour laws, create awareness of the policies and ensure safe custody, implement human resource policies and procedures aimed at enhancing workplace relations and ensuring that employees are treated fairly, uniformly and equitably.
- **xii.** Conduct workforce analysis, determine optimum staff requirements and design organizational structures that maximize synergies across functions to support the implementation of the approved strategic plans.
- **xiii.** Develop job descriptions and competency profiles in liaison with other departments to facilitate human capital planning, staff recruitment and selection, performance management, training and development, job evaluation and pay structure design as well as career planning.

xiv. Develop and implement the performance management system and ensure that individual and team performance is continuously monitored and measured against targets aligned to the strategic direction by clearly defining performance measures and indicators, expected timeframe as well as resource requirements.

xv. Assess training needs and carry out baseline attitude surveys in order to design and implement relevant training programme aimed at building staff capacity.

xvi. Resolve employee grievances and disciplinary cases, recommending appropriate action to solve problems and assist employees in finding satisfactory solutions to personal problems through counselling services.

xvii. Ensuring timely and economic provision of administrative services such as adequate office supplies, transport, insurance and maintenance of plant & equipment.

xviii. Manage the recruitment and selection policies and process in consultation with the Managing Director in order to ensure that BOMWASCO has qualified human capital with the required competencies necessary for implementation of functional strategic management plans.

xix. Develop and coordinate the implementation of staff induction and on-the-job orientation programme aimed at providing new staff with relevant information about the technical and social aspects of their work.

xx. Ensure that the terms and conditions of service and remuneration are revised periodically in conformity with the prevailing Labour market and WASREB guidance as need arises to promote staff morale and enhance sense of belonging amongst staff.

xxi. Oversee the implementation of an effective human resource management information system for monitoring, tracking and evaluating employee activities including staff training, performance management, medical, pension and welfare programme

xxii. Oversee proper maintenance, storage and security of personnel records to ensure integrity of data and information related to human capital development programmes as well as administrative support services.

xxiii. Oversee the administration of employee medical and insurance packages including workers compensation through the appropriate benefit schemes such as NHIF, NSSF, and other employee welfare programmes.

xxiv. Oversee and coordinate the functions of the administration section and provides guidance on related matters such as cost-effective mail delivery systems, data/information management, office security, vehicle maintenance, communication facilities and front office reception services. xxiv. Prepare and submit relevant reports as and when required xxv. To provide leadership, guidance and inspiration to the team to ensure high level of staff engagement. xxvi. Administer and coordinate Staff welfare issues.

xxv. Any other duties as may be assigned from time to time by the Managing Director or the Board

Person Specification

For appointment to this position, the person must have;

i. Bachelors' degree in HRM, Business Administration/Management, Social Sciences from a recognized university;

ii. Membership to a professional body IHRM

iii. CHRP (K) or Higher National Diploma

iv. Ten (10) years relevant experience, Five (5) years at Senior Management level

v. Master's Degree shall be an added advantage

vi. Understanding of Labour laws.

vii. Computer Knowledge and understanding of ERP system

viii. Report Writing Skills Demonstrated high performance and leadership in previous roles

ix. Meet the requirements of Chapter Six (6) of the Constitution

Key Competence and Skills

i. High level of integrity and maturity including team working / building skills
ii. Effective interpersonal and communication skills
iii. Public Relations Skills
iv. Ability to work under pressure and multitask
v. Ability to drive change and innovations
vi. Professional in good standing
vii. Planning Skills
viii. Negotiations and conflict resolution Skills
ix. Sound judgement

Terms and Condition of Service:

The Position of Human Resource and Administration Manager will be on Three (3) years renewable Contract based on satisfactory performance.

RENUMERATION

An attractive remuneration package commensurate with the responsibilities of the job and the experience of the individual will be negotiated with the best evaluated candidate.

G. HOW TO APPLY

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Board of Directors,
Bomet Water & Sanitation Company. Ltd
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CHAIRMAN: ENG. JOHN K. CHERUIYOT.
MEMBERS: MR. DANIEL SIGEI, MR. WILLIAM BETT, MRS. DIANA SANG & MRS DAISY RONO.

3. **JOB TITLE: Technical Manager**
4. **LOCATION:** Bomet County, Kenya.

EMPLOYER: Bomet Water & Sanitation Company Limited.

TERMS OF EMPLOYMENT: Contract (Three years' renewable based on performance).

Job Purpose

Reporting to Managing Director, he/she will be responsible for coordination, control and management of the Company's infrastructure in order to supply water and sanitation services to the required standards and in compliance with company's policy while meeting costs and profit targets.

Main Duties& Responsibilities

i. Develop departmental policies, plans, strategies and action plans that are in keeping with overall company missions and objectives.
ii. Provide high quality water to domestic, commercial and industrial customers ensuring that all such operations are carried out in effective and efficient manner and in compliance with the legal as well as Company Provisions
iii. Ensure the sewerage treatment and disposal plant functions effectively and efficiently in accordance with legal and company provisions and at minimum costs
iv. Develop a customer focus to the provisions of services by forming and maintaining good working relationship with customers.
v. Manages the company assets such as plant, machinery and other equipment through effective maintenance and repairs and installation and replacement, as well as technical audits so as to maximize return on capital investment.
vi. Prepare and submits comprehensive Department reports including Engineering Budgets , to the managing Director to facilitate decision making
vii. Carries out any other duties as may be assigned by the Managing Director.

QUALIFICATIONS, EXPERINCES AND SKILLS

i. Bachelor's Degree in Civil Engineering, Water Engineering, or related fields supported by at least six (6) years hands on experience in Engineering work preferably in the water and sanitation sector or related field with at least three (3) years at senior management level.
ii. Must be a registerable with EBK or IEK
iii. Master's Degree shall be an added advantage
iv. Will have demonstrated project management skills and hands on experience of managing external consultants, partners and donors
v. Knowledge and experience in the use of GIS will be an added advantage
vi. Be at least 30 years of age.

Terms of Service

The positions are on a 3-Year Renewable Contract based on satisfactory performance.

Interested candidates must:

- Have demonstrated thorough understanding of the National Goals, Policies and Development Objectives including the Kenya Vision 2030;
- Have leadership and management capacity including knowledge of Financial Management and Strategic persons management; and

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