



# GUSII WATER AND SANITATION COMPANY LIMITED

P.O. BOX 3880 – 40200

KISII.

Tel: 020-8029088 - E-Mail: info@gwasco.co.ke

"A COMPANY OF EXCELLENCE"

## VACANCIES

Gusii Water & Sanitation Company Limited (GWASCO) is seeking to fill the following positions with customer service oriented, qualified and experienced individuals who seek to be part of a result oriented team. These include:-

1. Operation and Maintenance Manager, Grade 3, (REF: GWASCO/HR/OMM/01/2021/01)/ 1 post
2. Laboratory Technician , Grade 5, (REF: GWASCO/HR/LT/01/2021/02) /2 posts
3. Water Supply Operator, Grade 5, (REF: GWASCO/HR/WSO/01/2021/03)/ 3 posts
4. Plant Mechanic, Grade 6, (REF: GWASCO/HR/PM/01/2021/04) / 2 Posts
5. Electrician , Grade 6, (REF: GWASCO/HR/EL/01/2021/05) / 2 posts
6. Area Manager, Grade 4, (REF: GWASCO/HR/AM/01/2021/06) /8 posts.
7. Engineering Assistant (Water/Sewerage), Grade 5(REF: GWASCO/HR/EA-WS /01/2021/07) /2 Posts.
8. Monitoring and Evaluation Officer, Grade 4, (REF: GWASCO/HR/MEO/01/2021/08)/ 1 post
9. Planning and Design Engineering Manager, Grade 3, (REF: GWASCO/HR/PDEM /01/2021/10) /1 Post.
10. Plant Supervisor, waste water treatment plant Grade 6, (REF: GWASCO/HR/PLWWTP /01/2021/11) /1 Post
11. GIS Assistant, Grade 5 (REF: GWASCO/HR/GIS/ 01//2021/12)/1 post.
12. Health and Safety Officer, Grade 4, ((REF: GWASCO/HR/HSO/01/2021/13)/1 post.
13. Records Management Officer Grade 5 (REF: GWASCO/HR/RMO/01/2021/14)/1 post.
14. System Administrator, Grade 6, ((REF: GWASCO/HR/SA/01/2021/09)/1 post.
15. Finance Manager, Grade 2, (REF: GWASCO/HR/FM/01/2021/15)/1 post.
16. Security Officer, Grade 4, (REF: GWASCO/HR/SO/01/2021/16)/ 1 Post.

### How to apply:-

If you believe you can clearly demonstrate your abilities to meet the relevant criteria for any of the roles above, please submit your application including a detailed CV, copies of relevant certificates, National Identification card and testimonials from your current or previous employer, clearly indicating your current and expected remuneration, email and telephone contacts of three (3) professional referees by **10<sup>th</sup> February, 2021** at 5:00pm.

Submit your application in a sealed envelope with the respective Job Reference Number clearly marked to:

**The Managing Director,  
Gusii Water & Sanitation Company Limited.  
P.O. Box 3880 -40200,  
KISII**

**OR**

**Email:** [info@gwasco.co.ke](mailto:info@gwasco.co.ke)

GWASCO is an equal opportunity employer and canvassing will lead to automatic disqualification. Female candidates and persons with disability are encouraged to apply.

For more details on GWASCO and the job descriptions for these roles, please log on to [www.gwasco.co.ke](http://www.gwasco.co.ke)

**Only shortlisted applicants will be contacted.**

**OPERATION AND MAINTENANCE MANAGER, GRADE 3, (REF: GWASCO/HR/OMM/01/2021/01) / 1 POST.**

<b>Job title</b>	Operation and Maintenance Manager
<b>Reports to</b>	The Technical Manager.

#### **Job purpose**

Reporting to the Technical Manager will co-ordinate, control and manage the Company's operations and maintain its infrastructure, in order to supply Water in the right quality and quantity, and Sanitation Services to the required standards.

#### **Duties and responsibilities**

With a strong focus on customer satisfaction, cost efficiency and operational excellence, as well as ensuring compliance to the legal provisions of water service providers, you will be expected to:-

- i) Assist in the development of departmental policies, plans, strategies and action plans that are aligned to the overall Company mission and objectives
- ii) Supervising the Area Managers to ensure that they are performing the duties optimally.
- iii) Ensure that at all times the water supply systems and sewerage plants are operated and maintained as per the company technical regulations
- iv) Preparing the standard monthly technical report for the water supply and sewerage operations to the Technical Manager.
- v) Provide high quality water to domestic, commercial and industrial customers
- vi) Ensure cost effective treatment and disposal of sewerage
- vii) Manage the maintenance and repairs, installation and replacement of plant, machinery and other equipment, maximizing return on capital investment.
- viii) Ensure that all repairs and maintenance works are done according to the approved standards of technique and to the right quality
- ix) Ensure that all consumers in the scheme are properly documented and their connections inspected periodically for correctness of billing and metering.
- x) Any other duty assigned by the Technical Manager.

**Job specification: requirements for Appointment (academic/professional qualification/ experience)**

- i) Bachelor’s Degree in Water Engineering is preferred.
- ii) 5 years engineering work experience, preferably in the Water and Sanitation sector or related field with at least 3 years at management Level.
- iii) Demonstrated Project Management experience and of managing external consultants, partners and donors
- iv) Registered Engineer with Engineers Board of Kenya(EB K)
- v) Proven people management experience; managing a large work force will be a definite advantage
- vi) Meets the requirements of Chapter Six of the Constitution.

**Terms of service**

Three Years Contract

**Direct reports**

Area Managers on Commercial Services matters

**LABORATORY TECHNICIAN, GRADE 5, (REF: GWASCO/HR/LT/01/2021/02) /2 POSTS.**

<b>Job title</b>	Laboratory Technician
<b>Reports to</b>	Technical Manager.

**Job purpose**

Reporting to the Technical Manager, supervises, assigns, reviews and participates in the work of staff responsible for providing laboratory services in support of water treatment & sewer operations; ensures work quality and adherence to established policies and procedures; provide training on proper laboratory test procedures and sample collection processes; and performs the more technical and complex tasks relative to assigned area of responsibility

**Duties and responsibilities**

The duties and responsibilities entail:

- i) Responsible for performing chemical, biological and physical tests in water/sewerage
- ii) Establish schedules and methods for providing laboratory analysis and quality assurance; identify resource needs; allocate resources accordingly
- iii) Ensure compliance to policies and procedure
- iv) Ensure safety standards are met
- v) Prepare relevant reports
- vi) Provide laboratory training
- vii) Participate in budget preparation
- viii) Stay abreast of new trends and innovations in the field of water analysis
- ix) Any other duties assigned by the Technical Manager

**Job specification: requirements for Appointment (academic/professional qualification/ experience)**

- i) **Level of Education:** Diploma in Laboratory Technology or Equivalent
- ii) **Professional/Additional Qualifications:** On the Job Training
- iii) **Experience:** Two (2-3) Years.
- iv) Meets the requirements of Chapter Six of the Constitution.

**Terms of Service**

Three Years Contract

**Direct reports**

Laboratory Assistant

**WATER SUPPLY OPERATOR, GRADE 5, (REF: GWASCO/HR/WSO/01/2021/03)/ 3 posts**

<b>Job title</b>	Water Supply Operator
<b>Reports to</b>	Area Manager

## Job purpose

Reporting to the Area Manager, the Water Supply Operator is responsible for the water treatment and distribution in the supply area. The Water Supply Operator also ensures that water distribution/Sewerage infrastructure maintenance program is implemented effectively and on time.

## Duties and responsibilities

- i) Overall supervision of staff in the section
- ii) Ensure maintenance and repair of distribution network
- iii) Preparation of estimates for new connections and minor extensions
- iv) Monitoring and supervision of extension of the distribution network undertaken by private developer
- v) Ensuring that there is always adequate spare pipes and fittings for maintenance
- vi) Monitoring of water levels in reservoirs to ensure adequate supply to consumers
- vii) Participation in planning of distribution network
- viii) Maintenance of proper records, analysis of work data regularly
- ix) Participate in budget preparation
- x) Perform any other duties as may be assigned

## Qualifications

- i) **Level of Education:** Diploma in Water Technology or Equivalent
- ii) **Professional/Additional Qualifications:**
  - Supervision Skills
  - Communication and Interpersonal Relations Skills

- Report Writing Skills

iii) **Experience:** Three (3) Years

iv) Meets the requirements of Chapter Six of the Constitution.

### Terms of Service

Three Years Contract

### Direct reports

Water Chemicals Assistant, Pump Maintenance Assistant

**ELECTRICIAN, GRADE 6, (REF: GWASCO/HR/EL/01/2021/05) / 2 POSTS.**

Job title	Electrician
Reports to	Electromechanical Officer.

### Job purpose

The position of electrician consists of installing, maintaining, and repairing electrical wiring, equipment, and fixtures. It also consists of ensuring that work is in accordance with relevant codes, and installing or servicing of electrical control systems.

### Duties and responsibilities

- i) Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools;
- ii) Connect wires to circuit breakers, transformers, or other components;
- iii) Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem;
- iv) Direct and train workers to install, maintain, or repair electrical wiring, equipment, and fixtures;
- v) Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes;
- vi) Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes;
- vii) Repair or replace wiring, equipment, and fixtures, using hand tools and power tools;

- viii) Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system;
- ix) Use a variety of tools and equipment such as power construction equipment, measuring devices, power tools, and testing equipment including oscilloscopes, ammeters, and test lamps.
- x) Perform any other duties as may be assigned

**Job specification: requirements for Appointment (academic/professional qualification/experience)**

- i) Diploma in Electrical Engineering
- ii) Troubleshooting skills
- iii) Ability to determine causes of operating errors and decide what to do about it, and to repair machines or systems using the needed tools.
- iv) Meets the requirements of Chapter Six of the Constitution.

**Direct reports**

None

**Terms of Service**

Three Years Contract

**AREA MANAGER, GRADE 4, (REF: GWASCO/HR/NRW/01/2019/07) /8 POSTS.**

<b>Job title</b>	Area Manager
<b>Reports to</b>	Operations & Maintenance Manager

**Job purpose**

Plan, organize, administer, coordinate and direct the activities of GWASCO water supply area.

## Duties and responsibilities

- i) Ensure that consumers are billed correctly as per the actual water consumed and that the bill are delivered to consumers in time
- ii) Ensure that all the consumer meters are read on a monthly basis, presented on greed time, water bills are paid for promptly and none paying customers are disconnected as per company regulations
- iii) Ensure that all the assets, equipment and materials in the scheme are properly kept, used, maintained and asset inventory kept
- iv) Ensure that at all times the water supply system is operated and maintained as per the national regulations.
- v) Ensure that the water laboratories at the treatment works are conducting all the quality tests as per the standard regulations and are recording the data for results as required
- vi) Ensure that all new consumers are properly documented, approved by the head office before connection to the system is done
- vii) Preparing the standard monthly report for the water supply and sewerage operations for the water supply scheme for forwarding to the Technical Manager
- viii) Ensure that all consumers in the scheme are properly documented and their connections inspected periodically for correctness of billing and monthly meter reading
- ix) Act on audit reports and prepare a report to HQ on the remedies
- x) Ensure that all cases of fraud, wrong billing, guessed meter reading, illegal flat rate billing, etc are reported to HQ and dealt with promptly.
- xi) Coordinating all the Area/Scheme activities to ensure that water is supplied in the right quality and quantity.
- xii) Perform any other duties as may be assigned

## Job specification: requirements for Appointment (academic/professional qualification/ experience)

- i. **Level of Education:** Higher Diploma in Engineering (Water, Civil, Mechanical, Environmental) or Equivalent
- ii. **Professional/Additional Qualifications:**
  - Management and Supervision Skills
  - Water Sector Undertaking Skills
  - Customer Care/Handling Skills
  - Communication and Inter-personal Relations Skills
  - Community Service and Public Relations Skills



- Report Writing Skills
- iii. **Experience:** Five (5) Years
- iv. Meets the requirements of Chapter Six of the Constitution.

### Direct reports

Water Supply Operators, Meter Readers & Customer Care Assistants (Supply Areas)

### Terms of service

Three Years Contract.

**ENGINEERING ASSISTANT (WATER/SEWERAGE), GRADE 5, (REF: GWASCO/HR/EA-WS /01/2021/02) /2 POST.**

<b>Job title</b>	Engineering Assistant - Water
<b>Reports to</b>	Technical Manager

### Job purpose

Reporting to the Technical Manager the Engineering Assistant will be in-charge of planning and design for sewerage and water supply and provides expert advice to HOD.

### Duties and responsibilities

The duties and responsibilities entail:

- i. Assist & provide expert advice to HOD, Planning, Design, Management, Monitoring and Evaluation of the effectiveness of the Water & Sewerage Treatment System, Solid & Liquid Waste Management System.
- ii. Policy and technical advice on proposals engagement through various programs of assistance & preparation of tender documents.
- iii. Collaboration with relevant national agencies, regional organizations, donors, multilateral development banks, civil society organizations and other non-state actors in relation to capacity building and knowledge sharing in support of implementation of their sewerage, Liquid & Solid Waste Management initiatives.

- iv. Identify, initiate, conduct and/or coordinate research into emerging challenges and policy issues pertaining to water & Sewage Treatment System design.
- v. Provide training to GWASCO Engineers & other staff on planning & design.
- vi. Performing related work as may be required.

**Job specification: requirements for Appointment (academic/professional qualification/ experience)**

- i. Diploma in Civil Engineering, Water Engineering is preferred.
- ii. 5 years engineering work experience, preferably in the Water and Sanitation sector or related field with at least 3 years Management Level.
- iii. Demonstrated Project Management experience and of managing external consultants, partners and donors
- iv. Registered Engineer with Engineers Registration Board(ERB)
- v. Proven people management experience; managing a large work force will be a definite advantage
- vi. Meets the requirements of Chapter Six of the Constitution.

**Direct reports**

None

**Terms of service**

Three Years Contract.

**MONITORING AND EVALUATION OFFICER, GRADE 4, (REF: GWASCO/HR/MEO/01/2021/09)/ I POST.**

<b>Job title</b>	Monitoring and Evaluation Officer
<b>Reports to</b>	Technical Manager

**Job purpose**

Based in Kisii and with regular travels to the field, the M&E Officer will be charged with the role of assisting in all matters regarding Strategic Planning, Projects, Monitoring and Evaluation, Capacity building, Technical representation, responses to company performance, benchmarking and networking at different levels.

## Duties and responsibilities

The duties and responsibilities entail

- i. Defining, assessing, facilitating and developing M&E functions GWASCO.
- ii. Prepare a detailed work plan for the development and implementation of a Monitoring and Evaluation (M&E) System for GWASCO.
- iii. Developing indicators, data collection monitoring forms and reporting mechanisms.
- iv. Organizing capacity assessments, project data collection activities, analysis, and present programme information to evaluate performance and inform decision-making.
- v. Establishment of program database system, Management Information Systems (MIS) and ensure its accessibility to all program implementers and partners at all levels.
- vi. Contribute to the design of and conducting surveys and special studies across the zones to assess programme interventions and/or supervise field data collection.
- vii. Contribute to the design and implementation of data collection tools to be used for routine monitoring.
- viii. Facilitate collection of quality data from the different zones and enter these into a central data base under the supervision of the Technical Manager.
- ix. Contribute to annual programme reviews including review of the M&E Plan.
- x. Periodically update and maintain the database and manage data in order that it is accessible to staff.
- xi. Organize and facilitate M&E training workshops for staff and partners and demystify M&E concepts
- xii. Provide M&E information to management and teams for decision making, management and improving programme strategy/interventions.
- xiii. To analyses data based on regular monitoring for both learning and reporting purposes as well as providing evidence based feedback to staff and a wider team.
- xiv. Preparation of the quarterly and annual reports reflecting project performance and impact result indicators.
- xv. Interpret and disseminate M&E findings vis-à-vis program goals, objectives and activities to different audiences and LVSWWDA.
- xvi. Participate in Counties of Nyamira & Kisii wide networks focused on coordination, trends in communities with water & sanitation availability, conservation and innovations.
- xvii. Any other duties as may be assigned from time to time.

## Job specification: requirements for Appointment (academic/professional qualification/ experience)

- i. University degree in any of the following disciplines: Statistics, Environment Management, Engineering, Economics, Social Sciences, Program Management Monitoring and &Evaluation, Strategic Planning.
- ii. At least three years' professional experience in Monitoring and Evaluation programs in Water sector.
- iii. Experience in managing quantitative and qualitative data collection and analysis, soliciting information from individuals of varying socio-economic, ethnic, and linguistic backgrounds;
- iv. Excellent conceptual and analytical skills directly related to the work in the water sector, including excellent writing skills;

- v. Strong computer skill, proficiency in word processing MS Word, MS Excel, MS Access internet use; knowledge in website content management systems and data management software like statistical packages (SPSS and STATA etc.) is an added advantage;
- vi. Ability to work well in a multi-disciplinary team, excellent interpersonal skills, analytical and attentive to detail;
- vii. Capacity and willingness to produce high quality reports.
- viii. Meets the requirements of Chapter Six of the Constitution.

### Terms of service

Three Years Contract

### Direct reports

None.

### PLANT MECHANIC, GRADE 6 (REF: GWASCO/HR/PM/01/2021/04) / 2 POSTS

<b>Job title</b>	Plant Mechanic
<b>Reports to</b>	Electromechanical Officer.

### Job purpose

Plans, organizes and supervises the operation, maintenance, repair and inspection of mechanical work for collection systems and treatment facility equipment and systems. Performs a variety of work assignments in the operation and maintenance of mechanical repairs and related work as required.

### Duties and responsibilities

The duties and responsibilities entail

- i. Repairs and services pumps, mechanical equipments and fabrications of fittings.
- ii. Performs preventative maintenance, safety programs and record keeping
- iii. Preparation of cost estimates including preparing requisitions and work orders for material, equipment, repairs and services and supplies; develops specifications for technical items as necessary
- iv. Maintains logs and records of completed work including providing information for the

- v. preparation of the annual budget and other monthly, quarterly, annual and special reports
- vi. Installs, maintains, troubleshoots, repairs, adjusts, calibrates and fabricates a wide variety of electronic and electro-mechanical equipment including, but not limited to, portable and stationary generators, control circuits, motors, relays, switch gear, instrumentation, current loops, alarm circuits, engine controls, variable speed and level control devices, and programmable controllers
- vii. Maintains diesel, propane, and gas powered engines
- viii. Evaluates part and equipment failures; orders parts, materials, and supplies required for and mechanical repairs
- ix. Reads and interprets manuals, blueprints, and schematic drawings
- x. Prepares schematic drawings and updates blueprints to reflect as built conditions
- xi. Oversees the work of helpers or contractors assisting in repairs
- xii. Maintains records and manuals of mechanical equipment
- xiii. Responds to customer complaints or inquiries regarding services
- xiv. Any other duties as may be assigned from time to time.

**Job specification: requirements for Appointment (academic/professional qualification/ experience)**

- i. Higher National Diploma in Mechanical Engineering.
- ii. Troubleshooting skills.
- iii. Ability to determine causes of operating errors and decide what to do about it, and to repair machines or systems using the needed tools.
- iv. Meets the requirements of Chapter Six of the Constitution.

**Terms of service**

Three Years Contract

**Direct reports**

None.

**PLANNING AND ENGINEERING MANAGER, GRADE 3, (REF: GWASCO/HR/PEM /01/2021/10) / I Post.**

<b>Job title</b>	Planning and Design Engineering Manager
<b>Reports to</b>	Technical Manager

## Job purpose

Reporting to the Technical Manager the Planning & Design Engineering Manager heads Design Unit (sewerage & water supply) and provides expert advice to HOD.

## Duties and responsibilities

The duties and responsibilities entail:

- i. Assist & provide expert advice to HOD, Planning, Design, Management, Monitoring and Evaluation of the effectiveness of the water & Sewage Treatment System, Solid & Liquid Waste Management System.
- ii. Policy and technical advice on proposals engagement through various programs of assistance & preparation of tender documents.
- iii. Collaboration with relevant national agencies, regional organizations, donors, multilateral development banks, civil society organizations and other non-state actors in relation to capacity building and knowledge sharing in support of implementation of their sewerage, Liquid & Solid Waste Management initiatives.
- iv. Identify, initiate, conduct and/or coordinate research into emerging challenges and policy issues pertaining to water & Sewerage Treatment System design.
- v. Provide training to GWASCO Engineers & other staff on planning & design.
- vi. Performing related work as may be required.

## Job specification: requirements for Appointment (academic/professional qualification/experience)

- i. Bachelor's Degree in Civil Engineering, Water Engineering is preferred.
- ii. 5 years engineering work experience, preferably in the Water and Sanitation sector or related field with at least 3 years Management Level.
- iii. Demonstrated Project Management experience and of managing external consultants, partners and donors
- iv. Registered Engineer with Engineers Registration Board(ERB)
- v. Proven people management experience; managing a large work force will be a definite advantage
- vi. Meets the requirements of Chapter Six of the Constitution.

## Direct reports

Engineering Assistants.

### Terms of service

Three Years Contract.

**PLANT SUPERVISOR, WASTE WATER TREATMENT PLANT, GRADE 3, (REF: GWASCO/HR/PSWW TP /01/2021/11) /I Post.**

<b>Job title</b>	Plant Supervisor, Waste Water Treatment Plant.
<b>Reports to</b>	In Charge Sewerage, Suneka

### Job purpose

Assist in maintenance of waste water treatment plant equipment and related facilities. Ensures work quality.

### Duties and responsibilities

The duties and responsibilities entail:

- i. Maintenance of waste water treatment plant
- ii. Participate in the development of policies and procedures.
- iii. Participate in the purchase of maintenance and repair equipment and supplies.
- iv. Training of staff in sanitation.
- v. Supervise maintenance of plant grounds
- vi. Oversee construction of electrical systems in the plant
- vii. Ensure waste water treatment plant meets standards.
- viii. Preparation of reports.
- ix. Performing related work as may be required.

### Job specification: requirements for Appointment (academic/professional qualification/ experience)

- i) **Level of Education: Diploma in Mechanical Engineering/ Civil Engineering.** Plus, training in waste water management.

- ii) **Professional/Additional Qualifications:**
  - Basic certificate in Waste water management; On the Job Training; Computer literate
- iii) **Experience:** Two (2) Years
- iv) Meets the requirements of Chapter Six of the Constitution.

**Direct reports**

None

**Terms of service**

Three Years Contract.

**GIS ASSISTANT, GRADE 5, ((REF: GWASCO/HR/GISA/04/2021/12)/I post.**

<b>Job title</b>	GIS Assistant
<b>Reports to</b>	GIS Officer.

**Job purpose**

Reporting to the GIS Officer, the GIS Assistant will be responsible for will building up a comprehensive and sustainable GIS system for GWASCO.

**Duties and responsibilities**

The duties and responsibilities entail:

- i. Create, implement, integrate and maintains GIS applications utilizing a GIS based platform
- ii. Create maps and graphs, meet with users to define data needs, project requirements, required outputs, or to develop applications.
- iii. Train staff in the use and preparation of GIS data and user interfaces.
- iv. Take a leading position in the customer surveys and ensure full data collection and analysis
- v. Gather, analyse and integrate spatial data from staff and determine how best the information can be displayed using GIS in water utility.
- vi. Compile geographic data from a variety of sources including customer surveys, field observation, satellite imagery, aerial photographs, and existing maps.
- vii. Analyse spatial data for geographic statistics to incorporate into documents and reports.



- viii. Design and update database, applying additional knowledge of spatial feature representations.
- ix. Enter new map data through use of a digitizer or by direct input of coordinate information using the principles of cartography including coordinate systems, longitude, latitude, elevation, topography and map scales
- x. Performing related work as may be required.

**Job specification: requirements for Appointment (academic/professional qualification/ experience)**

- i. Bachelor's in Geo-Information Systems (GIS) or Computer Science/IT with PGD in GIS with at least 2+ years' experience
- ii. Alternatively Higher Diploma in area of specialization with 4+ years' experience
- iii. Project Management skills experience and training is an advantage.
- iv. Very good skills in the use of ArcGIS, QGIS and GPS machines is essential
- v. Good proven ICT skills are an advantage
- vi. Meets the requirements of Chapter Six of the Constitution.

**Direct reports**

None

**Terms of service**

Three Years Contract.

**HEALTH AND SAFETY OFFICER, GRADE 4, ((REF: GWASCO/HR/HSO/01/2021/13)/I post.**

<b>Job title</b>	Health and Safety Officer
<b>Reports to</b>	Human Resources and Administration Manager.

**Job purpose**

To co-ordinate, support and advise the Company on all aspects with regards to Health and Safety. To establish, manage and monitor standards, processes, communications, training and systems to ensure all responsibilities associated with Health and Safety within GWASCO are adhered to. A Health and safety Officer inspects work areas, equipment and employee work habits to ensure that everything is in compliance with OSHA rules and environmental safety guidelines, and makes changes to improve the safety of the various workplaces.

## Duties and responsibilities

The duties and responsibilities entail:

- i. Compiling information on safety and health hazards;
- ii. Maintaining statistics on accidents, dangerous occurrences and occupational diseases;
- iii. Ensure that all accidents are documented, investigated and recommended improvements implemented.
- iv. processing applications for registration of work places and employers under Occupational Safety and Health Act and Work Injury Benefits Act respectively;
- v. processing work injury benefits claims;
- vi. preparing workers for medical examination;
- vii. documenting the presence and use of first aid services and occupational health in the work place;
- viii. carrying out counseling services on basic occupational health issues; and
- ix. monitoring, evaluating and controlling of environmental hazards in the workplaces;
- x. carrying out inspections on Industrial Plants, Machinery, Electrical Installations, building construction and works on construction; and
- xi. recommending approval of architectural plans for new, extensions or modifications of workplaces covered by Occupational Safety and Health Act;
- xii. Ensure a safe workplace environment without risk to health.
- xiii. Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.
- xiv. Ensure the Company meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting.
- xv. Ensure the completion and regular review of risk assessments for all work equipment and operations.
- xvi. Ensure that safety inspections are carried out, fire drills and fire alarms are correctly reported, safety inspections, risk assessments and lone working procedures are managed and employees are aware of their responsibilities.
- xvii. Co-ordinate the development of health & safety policies, systems of work and procedures.
- xviii. Ensure full and accurate health and safety and training records are maintained.
- xix. Establish a full programme of documented health & safety inspections, audits and checks.
- xx. Establish a structured programme of health & safety training throughout the Company.
- xxi. Liaise with external health & safety consultants in the provision of training programmes and health and safety services.
- xxii. Manage and devise the agenda for, chair and formulate & distribute minutes for the Health & Safety Committee meetings. Ensure that all agreed action points are completed within deadlines.
- xxiii. Keep up to date with all aspects of relevant health, safety & welfare at work legislation and communicate relevant changes to the Company.
- xxiv. Provide regular reports to the Human Resources and Administration Manager on relevant health and safety activities.
- xxv. Participate in monthly meetings when required to report on relevant health & safety matters.
- xxvi. Liaise with suppliers i.e. Insurers, solicitors etc
- xxvii. Any other reasonable duties which may be required by management from time to time.

**Job specification: requirements for Appointment (academic/professional qualification/ experience)**

- i. Bachelor’s Degree in any Safety and Health Management related field is required.
- ii. Certificate in Safety Management (CSM) is required
- iii. Coursework and training in occupational safety requirements and OSHA guidelines is required
- iv. Minimum 3 years of work experience in the design and implementation of a workplace health and safety programs
- v. Been registered by the relevant professional body (where applicable).
- vi. Experience of formulating, implementing and revising H&S policies and procedures
- vii. Meets the requirements of Chapter Six of the Constitution.

**Direct reports**

None

**Terms of service**

Three Years Contract.

**RECORDS MANAGEMENT OFFICER, GRADE 5, ((REF: GWASCO/HR/RMO/01/2021/13)/I post.**

<b>Job title</b>	Records Management Officer.
<b>Reports to</b>	Technical Manager.

**Job purpose**

Reporting to the Technical Manager, the job holder will be responsible for management of Company records from various departments and schemes in the centralized records center. Ensure availability, organization, safety and disposal of records.

## Duties and responsibilities

The duties and responsibilities entail:

- i. Ensuring that all records are well-kept both hard and soft copy, backed up, secured and easily accessible when required by authorized persons. The records include but not limited to: Internal and external communication, all commercial and technical records, personnel, asset registers including title deeds and agreement/easements.
- ii. Ensuring that mail and documents received are appropriately filed and marked to action officers;
- iii. Ensuring receipt and proper dispatch of mails and maintaining related registers;
- iv. Responsible for maintaining data into the database, classifying and processing records.
- v. Handle requests for records needed in an efficient manner.
- vi. Compiling relevant Company records for use by various stakeholder as and when required;
- vii. Open files; carry out classification, indexing and cataloguing of records.
- viii. Attend to database queries to track records and meet internal customers' needs.
- ix. Ensuring security and safety of information/files/documents in the Company and registry archives and;
- x. Up-dating and maintaining up-to-date file movement records and tracking;
- xi. Safeguard and maintain records impacted by litigation
- xii. Uphold Records and Business confidentiality by ensuring controlled access and responsible sharing of records.
- xiii. Develop and maintain appropriate document tracking and finding aid.
- xiv. Ensure order and organization of records stored at the records center.
- xv. Any other duties assigned by management from time to time.

## Job specification: requirements for Appointment (academic/professional qualification/ experience)

- i. A Bachelor's degree in any of the following disciplines: – Records Management, Information Management, Library Science or its equivalent qualification from a recognized institution;
- ii. Computer literacy skills, Certificate in Computer Applications (Microsoft Word, Excel, Access, Power Point, Outlook) internet skills
- iii. Three (3) years relevant experience in records and archives Management, information management or data management.
- iv. Knowledge of records/information management in the water and sewerage services sector.
- v. Meets the requirements of Chapter Six of the Constitution.

## Direct reports

None

### Terms of service

Three Years Contract.

### SYSTEMS ADMINISTRATOR, GRADE 6, (REF: GWASCO/HR/SA/01/2021/09)/1 post

<b>Job title</b>	Systems Administrator
<b>Reports to</b>	The ICT Officer.

### Job purpose

The Position is responsible for configuring and maintaining the networked computer system including hardware, system software and applications.

### Duties and responsibilities

The duties and responsibilities entail:

- i. Install and configure software and hardware
- ii. Manage network servers and technology tools
- iii. Set up accounts and workstations
- iv. Monitor performance and maintain systems according to requirements
- v. Troubleshoot issues and outages
- vi. Ensure security through access controls, backups and firewalls
- vii. Upgrade systems with new releases and models
- viii. Develop expertise to train staff on new technologies
- ix. Build an internal wiki with technical documentation, manuals and IT policies
- x. Performing related work as may be required.

### Job specification: requirements for Appointment (academic/professional qualification/experience)

- i. Bachelor's Degree in Information Technology, Computer Science or related
- ii. Minimum 3 years' experience in a busy environment
- iii. Knowledge and experience in Firewall Management & Network Automation
- iv. Strong interpersonal, communication and leadership
- v. Meets the requirements of chapter six of the Constitution of Kenya 2010.

## Terms of Service

Three Years Contract

## Direct reports

None.

## FINANCE MANAGER, GRADE 2, (REF: GWASCO/HR/FM/01/2021/15)/1 post

<b>Job title</b>	Finance Manager
<b>Reports to</b>	The Managing Director

## Job purpose

The Finance Manager is responsible for the finance function of the company to perform financial analysis and as per laid down procedures.

## Duties and responsibilities

The duties and responsibilities entail:

- i. Oversee performance management in the Finance Department
- ii. Develop department budget and work plan
- iii. Prepare board management papers for approval
- iv. Identify procurement needs of the department
- v. Prepare and review departmental policies and accounting manuals in line with international financial standards and government regulations
- vi. Budget preparation/ cash flow management review to ensure sustainability and giving strategic advice to board /CMT.
- vii. Manage reporting of financial statements/performance to board/CMT
- viii. Participate in strategic planning and implementation
- ix. Establish and ensure application of sound financial policies e.g. financial manual for the company), systems and procedures for the company in compliance with statutory regulations.
- x. Conduct periodic review of actual performance against budget and explaining any variances
- xi. Control expenditure for decision making

- xii. Deal with banks /financial institutions.
- xiii. Responsible for physical assets assigned by the company
- xiv. Makes strategic, operational and financial decisions for the department
- xv. Identify training needs for the departmental staff.
- xvi. Participate in the recruitment of staff within the department, mentor and coach departmental staff, plans the work of subordinates, assigns work performance , appraises/evaluates subordinates performance
- xvii. Work closely with the CMT in all areas
- xviii. Performing related work as may be required.

**Job specification: requirements for Appointment (academic/professional qualification/ experience)**

- i. Bachelors degree in Finance, Accounting or any other Business-Related field
- ii. CPA (K), ACCA or relevant professional qualification
- iii. Member of a relevant professional body and in good standing
- iv. At least 7 years experience with a minimum of 3 years in a managerial or supervisory position
- v. Meets the requirements of chapter six of the Constitution of Kenya 2010.

**Terms of Service**

Three Years Contract

**Direct reports**

Accountants

**SECURITY OFFICER, GRADE 4, (REF: GWASCO/HR/SO/01/2021/16)/1 post**

<b>Job title</b>	Security Officer
<b>Reports to</b>	The Managing Director

**Job purpose**

The Position is responsible for securing premises and personnel by patrolling property; monitoring surveillance; inspecting the stores, equipment, and access points and permitting entry

## Duties and responsibilities

The duties and responsibilities entail:

- i. Overseeing security operation in the Company including safeguarding Company assets, employees and their property;
- ii. Advising the Managing Director on all matters appertaining to security;
- iii. Ensuring the provision of efficient and effective security services to safeguard the Company's resources and stakeholders against threats;
- iv. Putting in place appropriate controls for all admissions within the GWASCO's operational areas and offices;
- v. Monitoring and conducting surveillance on all GWASCO Water Supply areas, stores, assets and offices;
- vi. Putting in place appropriate measures and mitigation to act as deterrents to criminals and risks against Company's property;
- vii. Ensuring reduced crime prevalence through prevention, detection, and investigation strategies;
- viii. Ensuring protection of life and property within GWASCO premises;
- ix. Protecting the company's assets relative to theft, assault, fire and other safety issues
- x. Ensuring security of the parking area;
- xi. Ensuring all the doors around the offices are properly locked after working hours; and
- xii. Monitoring the alarms and make arrangement for evacuation in case of emergency;
- xiii. Responding to emergencies to provide necessary assistance to employees and customers
- xiv. Performing related work as may be required.

## Job specification: requirements for Appointment (academic/professional qualification/ experience)

- i. Three years work experience in comparable and relevant position;
- ii. Bachelors degree in Security Management, Criminology, Social Sciences or equivalent qualification from a recognized institution;
- iii. Served in Disciplined forces;
- iv. Physically, mentally and medically fit;
- v. Proficiency in computer applications; and
- vi. Meets the requirements of chapter six of the Constitution of Kenya 2010.

## Terms of Service

Three Years Contract

## Direct reports

Security guards.



An attractive remuneration package commensurate with responsibility of the job and the experience of the individual will be negotiated with the successful candidate

Candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 including:

- Certificate of Good Conduct from the Directorate of Criminal Investigations;
- Clearance Certificate from the Higher Education Loans Board;
- Tax Compliance Certificate from the Kenya Revenue Authority;
- Clearance from the Ethics and Anti-Corruption Commission; and
- Report from an Approved Credit Reference Bureau.

**How to apply:-**

If you believe you can clearly demonstrate your abilities to meet the relevant criteria for any of the roles above, please submit your application including a detailed CV, copies of relevant certificates, National Identification card and testimonials from your current or previous employer, clearly indicating your current and expected remuneration, email and telephone contacts of three (3) professional referees by 10<sup>th</sup> February, 2021 at 5:00pm.

Submit your application in a sealed envelope with the respective Job Reference Number clearly marked to:

**The Managing Director,  
Gusii Water & Sanitation Company Limited.  
P.O. Box 3880 -40200,  
KISII  
OR  
Email: [info@gwasco.co.ke](mailto:info@gwasco.co.ke)**

GWASCO is an equal opportunity employer and canvassing will lead to automatic disqualification. Female candidates and persons with disability are encouraged to apply.

For more details on GWASCO and the job descriptions for these roles, please log on to [www.gwasco.co.ke](http://www.gwasco.co.ke)

**Only shortlisted applicants will be contacted.**