



Karuri Water and Sanitation Company

KAWSCO

Davekon Palace, Banana Limuru Road. P. O. Box 818 - 00219 Karuri. Tel:0727 484139, Email: info@karuriwater.co.ke, www.karuriwater.co.ke

24TH November,2023

JOB ADVERTISEMENT

Karuri Water and Sanitation Company Ltd is registered under the Companies Act (cap 486) Laws of Kenya and fully owned by the County Government of Kiambu. The company mandate is to offer water and sanitation services within Kiambaa Sub-County.

The company seek to fill the following vacant positions on **Permanent and Pensionable Terms;**

1. POSITION- APPLICATION SUPPORT AND ICT INFRASTRUCTURE OFFICER- GRADE 4 -(1 POST)- REF: KWSC /RCT/ICT

KEY RESPONSIBILITIES

- Provide IT related support, by reviewing the Company's needs, in terms of computerization, telecommunication, and other technology.
- Manage the installation of new versions of the systems used and troubleshoot ad- hoc user problems in its functioning.
- Manage the office multi-user computer network, as well as data and telecommunication facilities.
- Plan the acquisition of specific computer software, coordinating its introduction into the office, and Managing its maintenance.
- Organize computer training and support for all staff in the Company.
- Coordinate records management through establishment of a computerized records management system for the office in accordance with the company's guidelines and policies.
- Provide technical guidance and support to Managing offices on IT policies, maintenance of network and systems, and coordinate implementation of a new system in zonal offices.
- Scout for new technological innovations within the company core business areas.
- Update IT knowledge by participating in learning opportunities; reading professional publications and maintaining personal networks.
- Support the design and implementation of IT policies and procedures.
- Analyze the ideas, business models, and user requirements to formulate a design strategy to carry out.
- Act as a tenant to draw out a workable application design and coding parameters with the essential functionalities.
- Perform any other duties as may be assigned.

Chairman: Eng. Andrew Muigai

Directors: Eng. Jennifer Musyioki, Charles Gikonyo, Joram Kamau, William Kimani, Managing Director John Karioki

MINIMUM QUALIFICATION

- Bachelor degree in Computer Science, Information Systems or related field
- At least 3 years' experience in a busy ICT environment at senior management level.
- Certification with a Professional body.
- Be a member of a professional body.
- Have proven ability in systems analysis and design.
- Should be knowledgeable in software design and development.
- Should have some knowledge in trouble shooting up telecommunications networks.
- Have knowledge in hardware maintenance and outsourced contract management.
- Should have adequate knowledge of the water sector
- Should be well knowledgeable of the ICT trends in the market.
- Advanced knowledge of Security Information, software and hardware trouble shooting.
- Proficient with Office Suite.

2. POSITION: SENIOR GIS OFFICER -GRADE 5 - (1POST)- REF: KWSC/RCT/GIS

KEY RESPONSIBILITIES

- Assist in compilation of geographic information in the form of satellite images, geographical surveys, and aerial photographs.
- Ensuring that all Company's infrastructures are mapped.
- Researching and verifying geographic data.
- Assist in ensuring maps are annotated and compiled with the correct information.
- Compiling reports using all available GIS and GPS data sources.
- Maintaining the GIS database and troubleshooting data issues.

MINIMUM QUALIFICATIONS:

- Bachelor's degree of science in Geospatial Information Science or Bachelor of science in Geomatics Engineering and Geospatial Information science
- 5 years' experience with at least 2 years' experience at a supervisory level
- Prior experience in Managing a unit in a large and busy environment
- Proven work experience as a GIS Officer.
- Understanding of Integrated GPS and GIS principles
- Advanced computer programming and data analysis skills.
- Knowledge of modern cartographic standards and principles.
- Advanced statistical, mathematical, and methodology skills.
- Ability to work as part of a team.
- Ability to travel when required.
- Proficiency in design software including AutoCAD and ArcView.

3. POSITION: HUMAN RESOURCE OFFICER III -GRADE 6 - (1POST)- REF: KWSC/RCT/HR

KEY RESPONSIBILITIES

- Assisting in the disciplinary process
- Educate company workers on company policies and procedures
- Assist in Conducting staff training needs assessment and propose a staff training programme

- Manage attendance
- Ensure compliance with relevant laws and internal policies.
- Collaborate with human resource management (HRM) and accounting teams.
- Maintenance of accurate records
- Preparations of relevant HR reports
- Assist in verification of employee information relating to recruitment, appointment, transfers.
- Assist in Payroll preparation and salary administration.
- Management of casuals and student on attachment

MINIMUM QUALIFICATIONS:

- Diploma in Human Resource Management from a recognized institution.
- Must have served for 2 years in the Human Resource field
- Registered with the Institute of Human Resource Management (IHRM)
- Excellent communication skills
- Team player who can work with minimal supervision
- Must be a person of high integrity, result/performance oriented and ability to work independently
- Good understanding of statutory requirements

4. POSITION: STORES OFFICER 1 -GRADE 6 - (1POST)- REF: KWSC/RCT/PROC

KEY RESPONSIBILITIES

- Stores Administration and ensuring appropriate storage of all physical stocks.
- Inspect incoming items requisitioned for to ensure quality is maintained.
- Record all items on hand, on order and in work in progress to facilitate determination of usage trends.
- Handling the physical stock of requisitioned items and those issued as needed.
- Prepare reports for all stocked items to prevent over/stock outs or duplications.
- Assist in raising requisition orders for items/stock required.
- Ensure controls are observed to minimize losses from spoilage and theft.

MINIMUM QUALIFICATIONS:

- Diploma in Stores Management
- 2 years' experience in store management
- Registered member of the relevant professional body
- Good communication and social skills.
- Analytical & decision-making skills.
- Strong management & negotiation skills.
- Ability to work under pressure and meet deadlines.
- Computer literacy and familiarity with standard office computer applications.

5. INTERNSHIP – (1 POST)-PROCUREMENT – REF: KWSC/RCT/INTERN

MINIMUM QUALIFICATIONS:

- a) Graduates of degree, diploma with less than 3 years from time of graduation
- b) Kenyan graduates who have completed their courses and have not been exposed to work experience related to their area of study.

Internship Duration -1 year

HOW TO APPLY:

The company is an equal opportunity employer committed to diversity and gender equality and is seeking to recruit suitable qualified persons to fill the above positions. Interested candidates are requested to make their applications on or before 7th December, 2023 to hr@karuriwater.co.ke or in a sealed envelope marked to ;

Managing Director

Karuri Water and Sanitation Company Ltd
Davekon Palace in Banana opposite Family Bank 1st Floor
P.O Box 818-00219
Karuri

Please Note

- i. Apart from internship applicants, you are required to indicate your current and expected salary.
- ii. Kindly indicate the job reference as it appears on every post title, for hand delivered applications the same should be marked on the envelope.
- iii. It is a criminal offence to present fake certificates
- iv. Canvassing in any form will lead to automatic disqualification
- v. Only shortlisted candidates will be contacted
- vi. Shortlisted candidates will be required to produce originals of their national identity card, academic and professional certificates/transcripts during interview.