



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

4th April, 2025

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- ACCOUNTS ASSISTANT - GRADE 6 -(1 POST)- REF: KAWSCO /RCT/FIN

KEY RESPONSIBILITIES

- Raising cheques
- Preparing Payment and Petty Cash Vouchers
- Filing Payment and Petty Cash Vouchers
- Updating the cashbook (Manual & System)
- Petty Cash Management
- Preparing Bank Reconciliations
- Responding to customer enquiries (Physical & virtual)
- Customer Payment uploads in the system
- Analysis of Daily and monthly collections
- Processing of Casual Payments
- Maintenance and tracking of Imprest and cheque registers.
- Adjustment Resolutions Verification and Uploading
- Assigning Disconnection books in the system
- Maintaining disconnection and reconnection books (Physical and Soft)
- Responding to field officers enquiries on revenue.
- Filing VAT and withholding tax returns
- Preparation of financial statements

MINIMUM QUALIFICATIONS

- Diploma in Finance/Accounts & CPA II or CPA (K)
- At least 3 years' working experience in a busy environment
- Experience in Accounting software
- Management and negotiation skills.
- Computer literacy and familiarity with standard office computer applications.
- Interpersonal and communication skills.
- Ability to work under pressure and meet deadlines.

2. POSITION: CUSTOMER RELATION ASSISTANT II - GRADE 6 - (1POST)- REF: KAWSCO/RCT/COMM

KEY RESPONSIBILITIES

- Generate and process customer bills accurately and within established deadlines.
- Monitor billing cycles and ensure adherence to billing policies and procedures.
- Handle billing inquiries and resolve discrepancies.
- Generate billing reports and analyze billing data for accuracy and trends.
- Supervise and coordinate the activities of meter readers.
- Ensure accurate and timely meter readings.
- Monitor meter reading routes and schedules.
- Address and resolve meter reading discrepancies and issues.
- Respond to customer queries via phone, email, and in-person.
- Resolve customer complaints and issues effectively and efficiently.
- Provide accurate information to customers regarding billing, water services, and policies.
- Maintain a customer feedback system and track customer satisfaction.
- Manage and maintain the billing software and related systems.
- Troubleshoot system issues and coordinate with IT support as needed.
- Ensure data integrity and security.
- Implement system updates and enhancements.
- Generate reports from the billing software as needed.

MINIMUM QUALIFICATIONS:

- Diploma in public relations or a business related course
- 3 years' relevant experience.
- Experience in billing software .
- Prior experience in a similar job in a busy environment.
- Computer literacy and familiarity with standard office computer applications.
- Excellent interpersonal and communication skills.
- Ability to work under pressure and meet deadlines.

3. POSITION: WASTEWATER OPERATOR II-GRADE 7 - (2 POSTS)- REF: KAWSCO/RCT/TECH

KEY RESPONSIBILITIES

- Operate and maintain Sewage Treatment Plant- Screen maintenance, de-gritting of channels, rodding of filters, maintenance of all the ponds.
- Monitor and record flow rates, electrical performances
- Unblocking of sewer system
- Carry out minor repairs and maintenance of machinery and systems
- Identify the tools required
- Report any fault at the plant to the Wastewater operator III

MINIMUM QUALIFICATIONS:

- Certificate in Waste water or a related field from a recognized TVET institution
- 1 year working experience
- Excellent communication skills
- Good interpersonal and communication skills.

- Ability to work under pressure and meet deadlines.
- Team player

4. POSITION: ASSISTANT STORES OFFICER -GRADE 7- (1POST)- REF: KAWSCO/RCT/PROC

KEY RESPONSIBILITIES

- Stores Administration and ensuring appropriate storage of all physical stocks.
- Ensure store is clean and supplies arranged in an organized manner.
- 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.
- Assist in preparation of 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:

- Certificate in Stores Management
- 2 years' experience in store management
- 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. POSITION ICT TECHNICIAN III – GRADE 7 (1 POST)- REF: KAWSCO/RCT/ICT

KEY RESPONSIBILITIES

- Provide timely technical support, troubleshoot issues, train users, document system procedures, and improve data flow and system reliability.
- Ensure that all end users receive prompt and satisfactory IT support services.
- Maintain, upgrade, and administer antivirus software to safeguard the organization's network from viruses and other threats.
- Implement programs and policies to ensure the integrity and security of ICT systems.
- Design and implement efficient preventive maintenance schedules for servers and personal computer equipment.
- Maintain an up-to-date inventory of personal computer equipment, ensuring all hardware is accounted for.
- Research and recommend new IT solutions, upgrades, and developments to improve desktop support and system functionality.
- Prepare technical specifications and participate in evaluations for the procurement of software and hardware equipment.
- Undertake daily backup operations, perform routine system audits, and evaluate and modify systems performance to ensure data integrity and reliability.

MINIMUM QUALIFICATIONS:

- Certificate in Information Technology (IT), Computer Science, or a related ICT qualification from a recognized institution.
- Professional Certifications in Design, Software System Architecture, Programming, Networking, or other related ICT fields are an added advantage.

6. POSITION LABORATORY TECHNICIAN III – GRADE 7 (1 POST)- REF: KAWSCO/RCT/ICT**KEY RESPONSIBILITIES**

- Collect water samples from various sources including rivers, lakes, treatment plants and consumer connection points.
- Perform laboratory tests to analyze the chemical, physical, and biological properties of water and waste water to ensure water distributed meets the WHO and KEBS drinking water quality standards.
- Record and interpret data from testing procedures.
- Establish and document Standard Operating Procedures necessary to ensure the optimal performance of the laboratory.
- Prepare detailed reports on water and waste water quality findings and submit them to supervisory staff.
- Ensure that all equipment used in testing is properly maintained and calibrated.
- Respond to customer water quality complaints.
- Diagnosing issues related to water and waste water treatment processes and suggesting solutions to supervising staff in the form of reports.
- Develop and maintain detailed water quality reports and ensure the same is shared with the relevant regulatory and government agencies.
- Supervise and train staff within the section including those on attachment and internship.

MINIMUM QUALIFICATIONS:

Diploma in Science Laboratory Technology or analytical chemistry

EXPERIENCE:

- 3 years' experience in a busy environment
- Strong Supervisory skills
- Report writing skills
- Computer literacy and familiarity with standard office computer applications.
- Excellent interpersonal and communication skills.

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 30th April, 2025 to hr@karuriwater.co.ke or in a sealed enveloped 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. Kindly indicate your 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 original national identity card, academic and professional certificates/transcripts during interview.