



NZOIA WATER SERVICES COMPANY LIMITED

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536

Fax:

Email: info@nzoiawater.or.ke

Website: www.nzoiawater.or.ke

1. Deputy Manager- Commercial and Corporate Affairs (Regional Manager) 1post

Salary scale 11-12

Reporting to the Head of Commercial and Corporate Affairs

Support Staff

- Senior Officer, Water Services
- Officer, Water Services

Job Purpose (Role)

The jobholder is responsible for managing the operations of the region by Formulating and implementing regional policies and strategies

Functions / Key Results Expected

Administration

- Developing procedures related to the function and ensure effective implementation
- Ensuring preparation of timely management reports
- Developing and manage performance of staff;
- Developing and manage external relationship/networks;
- Develop and implement service levels for all sections
- Developing and monitoring the regional budget
- Ensuring optimum utilization of regional resources and provide professional leadership to staff in the region.
- Develop proper procedures for operations and service levels
- Implement the staff appraisal and Training Needs Assessment tools
- Analyze the various reports from the head of sections and make recommendations
- Develop monthly sectional activities plans (ensure the regional targets are achieved)
- Ensure work tickets are accurately filled, vehicles services on time and security records checked.
- Implementation of the strategic plan and the business plan at the regional level and implementation of management resolutions
- Attend to staff welfare, disciplinary issues, guidance and counselling of staff and referral of complicated issues to the HRAM office
- Management of company assets and ensure proper maintenance schedules are created
- Implement any new changes on the legal requirements
- Develop an M&E framework for the region.

Competencies and Critical Success Factors

1. Working with Others:



NZOIA WATER SERVICES COMPANY LIMITED

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536

Fax:

Email: info@nzoiawater.or.ke

Website: www.nzoiawater.or.ke

- a. Team working: Leads aspects of team work, seeking and implementing improvements to the team's outputs/service and developing colleagues within the team. Challenges colleagues.
- b. Customer Focus: Provides a quality service that is regularly reviewed. Anticipates customer needs. Actively seeks feedback on services from customers and makes appropriate changes to service and to underpinning policy/strategy.
- c. Communicating and influencing: Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments

2. Delivering Results

- a. Making informed decisions: Uses a wide range of complex to take controlled risks to achieve greater gain. Uses trends and data to establish controls and performance indicators
- b. Organisation Delivery: Takes account of organizational priorities to ensure that operational and strategic plans are being implemented and achieved.
- c. Adaptability: Embraces and manages change. Seeks opportunities for change, supporting colleagues in implementing new ways of working, effectively and supportively communicating the rationale for change.

3. Focusing on the Future

- a. Entrepreneurship and Commercial Focus: Spots and progresses business opportunities and opportunities for collaborative working externally and internally.
- b. Creativity and Innovation: Reviews, tests and implements new concepts, models and approaches to practice in support of service development and delivery
- c. Leading and Coaching: Is visible and publicly champions initiatives to provide direction. Takes responsibility for an area of work and for its outputs. Makes time to get to know people and motivate them. Regularly review performance of self and others.

Communication /Contacts

Internal Contacts

- Manager, Commercial & Corporate Affairs Heads of Departments
- Members of the CMT
- Other staff in the organization

External Contacts

- Relevant Government institutions
- Customers

Academic/Professional Qualifications and Minimum Experience



NZOIA WATER SERVICES COMPANY LIMITED

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536

Fax:

Email: info@nzoiawater.or.ke

Website: www.nzoiawater.or.ke

- Degree in Marketing, Business Management or Equivalent qualifications
- At least five years' experience in a similar position
- Masters in the relevant field is an added advantage
- Membership to a professional body and in good standing
- Management course lasting four weeks is an added advantage

2. Head Of Finance and Accounting (1 Post)

Salary scale 13-14

Reporting to the Managing Director

Support Staff

- Accountants
- Accounts Assistants
- Cashier

Job Purpose (Role)

Reporting to the Managing Director, the Head of finance is responsible for designing, planning and coordinating all aspects of financial management at the company and advises the management and the Board on NZOWASCO'S financial plans.

Key Responsibilities

- Develop financial policies and strategies and coordinates their effective implementation.
- Review financial and accounting manuals to be in line with international financial statements and government regulations.
- Advise the Managing Director and the Board of Directors on effective way of maintain adequate liquidity to finance the operations of the company
- Co-ordinate, guide and assist the Heads of departments in the preparation and evaluation of annual departmental budget, consolidate the same into company budget and create systems and procedures for monitoring performance against the budget
- Coordinate the annual audit exercise.
- Prepare Board management reports for approval
- Prepare and submit monthly, quarterly and annual reports for the department
- Liaise with financial institution and investment portfolio with a view to effective cash- flow management
- Identify training needs for the departmental staffs.



NZOIA WATER SERVICES COMPANY LIMITED

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536

Fax:

Email: info@nzoiawater.or.ke

Website: www.nzoiawater.or.ke

- Ensure timely provision of high quality services to both internal and external customers

Competencies and Critical Success Factors

1. Working with Others:

- Team working: Recognize and develop opportunities for team working, driving improvement to the teams' output and developing staffs within the team.
- Customer Focus: Provides a quality service that is regularly reviewed. Anticipates customer needs. Actively seeks feedback on services from customers and makes appropriate changes to service and to underpinning policy/strategy
- Communicating and influencing: Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments

2. Delivering Results

- Uses trends and data to establish controls and performance indicators
- Organization Delivery: Takes account of organizational priorities to ensure that operational and strategic plans are being implemented and achieved.
- Adaptability: Embraces and manages change. Seeks opportunities for change, supporting colleagues in implementing new ways of working, effectively and supportively communicating the rationale for change.

3. Focusing on the Future

- Entrepreneurship and Commercial Focus: Spots and progresses business opportunities and opportunities for collaborative working externally and internally.
- Creativity and Innovation: Reviews, tests and implements new concepts, models and approaches to practice in support of service development and delivery
- Leading and Coaching: Is visible and publicly champions initiatives to provide direction. Takes responsibility for an area of work and for its outputs. Makes time to get to know people and motivate them. Regularly review performance of self and others.

Communication /Contacts

Internal Contacts

- The Managing Director for instructions and guidance
- Other heads of Department



NZOIA WATER SERVICES COMPANY LIMITED

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536

Fax:

Email: info@nzoiawater.or.ke

Website: www.nzoiawater.or.ke

- With departmental support staff by allocating duties and responsibilities to them and supervising their assignments
- Other employees as appropriate

External Contacts

- Banks
- External Auditors and other regulatory bodies

Academic/Professional Qualifications and Minimum Experience

- Bachelor's degree in Finance, Accounting, Economics, Strategic management or any other business related field from a recognized institution
- CPA (K)/ACCA or equivalent qualification
- Member of a professional body in good standing
- At least **seven years'** relevant experience with at least **three** years in senior management position
- Masters in the relevant field is an added advantage

Management course lasting four weeks is an added advantage

3. Head of Risk and Internal Audit- 1 Post

Reporting to the Managing Director administratively and the Audit committee of the board functionally

Support Staff

- Internal Auditors
- Audit Assistants

Job Purpose (Role)

Reporting to the Managing Director and Board Audit Committee, the Head of, Internal Audit and Risk shall be responsible for examining, evaluating and investigating the adequacy and effectiveness of management control systems and procedures of the Company and Subsidiary in order to strengthen internal controls in accordance with Company Policies and plans.

Key Responsibilities

- Ascertain the extent to which the system of internal control ensures compliance with the company's policies and procedures and State laws and regulations



**NZOIA WATER SERVICES
COMPANY LIMITED**

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536

Fax:

Email: info@nzoiawater.or.ke

Website: www.nzoiawater.or.ke

- Develop a flexible annual audit plan using appropriate risk based methodology including any risks concerned as identified by the management.
- Ensure that approved audit plan is implemented including any special tasks or projects requested by the audited committee and the MD
- Carry out special audits and investigations as may be required from time to time and prepare reports of findings for the Board in case of ad hoc audit.
- Documentation of audit procedures, developing criteria , reviewing and analyzing evidence and documenting processes and procedures
- Analyse outcomes of audit activities, providing timely and accurate reports and following through to ensure that recommendations are considered and implemented in a timely manner
- Examine accounting systems and procedures in the company's department/sections to determine adequacy of internal controls/checks and recommend appropriate measures.
- Develop, in conjunction with management, a risk profile for each business unit within the company.
- Conduct risk assessments and recommend controls to be put in place to eliminate/mitigate those risks.
- Prepare the annual audit programme and ensuring that it is effectively and efficiently implemented
- Prepare and submit quarterly board papers to the Board audit committee periodically to review internal audit activities against the audit plan.
- Review and reporting on the accuracy, timeliness and relevance of the financial and other information
- Prepare the departmental performance contract, review staff performance appraisal and evaluation in the department
- Conducting appropriate governance and performance assessment exercises to streamline the company's performance and governance processes
- Prepare and submit clear audit findings and annual reports.
- Assist the MD in execution of special and consulting assignments and carry out other related duties as assigned by the MD or Board Audit Committee.



NZOIA WATER SERVICES COMPANY LIMITED

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536

Fax:

Email: info@nzoiawater.or.ke

Website: www.nzoiawater.or.ke

- Consult with external auditors to ensure external audits and financial reporting systems are efficient and effective; provide optimal audit coverage of the company

Competencies and Critical Success Factors

1. Working with Others:

- a) Team working: Recognizes and develops opportunities for team working at cross organizational level, driving improvements to the teams' outputs/service and developing colleagues within the teams
- b) Customer Focus: Anticipates the needs of customers, seeking evidence of demand from the market(s) and from stakeholders. Seeks out and manages long-term relationships with stakeholders, develops strategic initiatives to ensure the delivery of a quality and valued service.
- c) Communicating and influencing: Communicates and negotiates effectively with a range of stakeholders on complex matters, which have future implications for the success of the organization. Alert to internal and external dynamics of the organization. Incorporates wider political factors into influencing strategy

2. Delivering Results

- a) Making informed decisions: Identifies areas for development by reviewing current trends and data. Develops products, policy and strategy for the future. outputs/service and developing colleagues within the teams
- b) Organization Delivery: Adopts a long-term view and plans resources accordingly. Develops local strategy in support of the Strategic Plan and develops resourcing models to underpin implementation
- c) Adaptability: Instigates and leads programed of change, working in close collaboration with colleagues. Identifies resource implications of strategic developments and manages them accordingly

3. Focusing on the Future

- a) Entrepreneurship and Commercial Focus: Keeps up to date with the factors influencing the commercial context of the organization and actively seeks out opportunities for income generation, commercial exploitation, and to ensure the organisation retains a competitive edge within the sector



NZOIA WATER SERVICES COMPANY LIMITED

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536

Fax:

Email: info@nzoiawater.or.ke

Website: www.nzoiawater.or.ke

- b) Creativity and Innovation: Develops and implements new concepts, models, approaches to practice and products that have a significant impact on the long-term success of the organization. Drives strategic thinking.
- c) Leading and Coaching: Takes responsibility for strategic developments sets standards and direction. Takes responsibility for developing talent and succession planning. Is a role model for others.

Communication /Contacts

Internal Contacts

- The Managing Director for instructions and guidance.
- Board Audit Committee
- Other Heads of Departments
- With departmental support staff by allocating duties and responsibilities to them and supervising their work performance

External Contacts

- External auditors
- Any other person as may be directed by management
- Any other person with information requisite for execution of the Internal Audit activity.

Job Specification

Academic Qualifications

- A First degree in Commerce/Business Administration (Accounting/ Finance option) or equivalent
- **Professional Qualifications**
- CPA (K) , ACCA , or equivalent.
- A registered member of ICPAK and in good standing

Minimum Experience Required

- Seven (7) years relevant working experience with at least three (3) years in a Senior Management position, managerial experience

Interested candidates are required to submit their CV, application letter, copies of academic and professional certificates and chapter six documents in hard copy, indicating the reference number on the envelop on or before **30th May 2022** by 5.00pm. to;



**NZOIA WATER SERVICES
COMPANY LIMITED**

Maji Safi Maisha Poa!!!

P.O Box 1010 - 50205
WEBUYE- KENYA

Phone: +254 0202060536

Fax:

Email: info@nzoiawater.or.ke

Website: www.nzoiawater.or.ke

**Managing Director
Nzoia Water Services Company Ltd
P.O. Box 1010- 50205
Webuye**