



NZOIA WATER SERVICES COMPANY LIMITED

VACANCY ANNOUNCEMENT

Nzoia Water Services Company Limited is mandated to provide water and sanitation services in two counties – Bungoma and Trans-Nzoia. To strengthen our team, we are looking for competent and experienced individuals who are proactive and self driven to fill the following posts:-

NZOWASCO/MD/9/2020/1: FINANCE MANAGER

1 POST

Key responsibilities and accountabilities

Reporting to the Managing Director, the finance manager shall undertake the following duties:-

- i. Prepare and submit monthly, ,quarterly and annual reports for the department, making necessary recommendations
- ii. Prepare the company budget/cash flow management review to ensure sustainability and give strategic advice to management for proper decision making.
- iii. Develop departmental budget and work plan
- iv. Prepare Board Management papers for approval
- v. Preparing of financial accounts and final financial statements ensuring they give a true and fair picture of the company
- vi. Prepare and review departmental policies and accounting manuals in line with international financial standards and government regulations.
- vii. Ensure timely statutory payments and levies;
- viii. Conduct periodic review of actual performance against budget and explaining any variance
- ix. Participate in strategic planning and implementation
- x. Verifying, process claims and follow up for the VAT refunds
- xi. Develop measure of controlling issuance of credit notes and enforce resolutions;
- xii. Preparing of cash flow projections and management of cash flow;
- xiii. Ensuring quarterly stock taking, periodically cash count;
- xiv. Maintaining and management of all financial records;
- xv. Enforcing adherence to generally accepted accounting standards and principles (IAS and IFRS);
- xvi. Implementing of Finance and Accounting Manuals;
- xvii. Liaising with both internal and external auditors as appropriate to ensure timely auditing is carried out on the organization;
- xviii. Responsible for physical assets assigned by the company
- xix. Deal with banks and financial institutions
- xx. Oversee performance management in the finance department
- xxi. Identify training needs for the departmental staff
- xxii. Ensuring that the finance system is functional



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Minimum Qualification and Experience

- i) Bachelor's degree in Finance, Commerce, Economics, Strategic Management (Accounting Option) with CPA-K/ACCA or equivalent.
- ii) Member of a professional body in a good standing
- iii) 7 years' experience with Minimum of 3 years in managerial or supervisory level
- iv) Management course lasting more than three weeks

NZOWASCO/MD/9/2020/2: LEGAL OFFICER – RE-ADVERTISEMENT – 1 Post

Key responsibilities and accountabilities

Reporting to the Managing Director, the Legal officer shall perform the following responsibilities:-

- i) Responsible for all matters relating to conveyance and litigation of the company.
- ii) Drafting of agreements, contracts, leases and maintaining records of such transactions
- iii) Liasing with external legal advocates on legal matters affecting the company
- iv) Verifying all contracts agreements, agreements, leases in which the company enters into to ensure compliance
- v) Representing the company in legal issues
- vi) Instituting legal procedures in debt collection
- vii) Continuously review the laws as they come to ensure that the new compliance issues are captured and complied with.
- viii) Monitor contractual compliance by the third Parties with whom the Company has contractual relationship.
- ix) Ensure the maintenance and update the laws of Kenya, regulations, ordinances, policy manuals and distribute all supplements to designated recipients.
- x) Reviewing the Company's Policies and Procedures, Standard Documentation including Contract, HR and Procurement forms to ensure that conform to the various legal and regulatory
- xi) Assisting in drafting board papers relating to legal issues

Minimum Qualification and Experience

- i) Degree in Law from recognized university
- ii) Post graduate diploma from the Kenya School of law
- iii) Two years experience at a corporate level shall be an added advantage
- iv) Be a member of an Institute of certified public secretary (ICPS)



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NZOWASCO/MD/9/2020/3: EXECUTIVE SECRETARY – 1 Post

Key responsibilities and accountabilities

- i) Coordination of board/ committee meetings as per schedule and ensure the BOD/ committee files are up to date and maintained
- ii) Prepare MD's quarterly report
- iii) Ensure monthly and quarterly regional reports are received on time
- iv) Organize CMT meetings and take minutes
- v) Maintain and manage the MD's office.
- vi) Ensure general cleanliness around the MD's office and smooth running of the office activities
- vii) Handling telephone calls and appointments to the managing director's office

Qualification and Experience

- i) A degree in Business administration or an equivalent from a recognized university
- ii) Five years' experience
- iii) Member of a professional body – KENASA
- iv) Possession of relevant computer skills
- v) National diploma in secretarial studies shall be an added advantage

NZOWASCO/MD/9/2020/4: OFFICER, WATER SERVICES (LEVEL 4) – 1 POST

Key Responsibilities and accountabilities

Billing

- i) Review transaction reports and approve them
- ii) Ensure the billing plan has been generated
- iii) Ensure bills are processed in time and delivered to the customers
- iv) Carry out revenue collection and ensure revenue collected is accounted for and banked
- v) Ensure that the billing system is working well and backups are taken daily and tested
- vi) Ensure that water kiosk operators are billed correctly and money collected is banked
- vii) Develop and implement illegal connection crackdown schedule
- viii) Prepare monthly commercial reports
- ix) Daily monitoring of customers' accounts starters
- x) Ensure timely generation of disconnection list



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Metering

- i) Ensure implementation of the metering schedule
- ii) Ensure monthly metering plan is generated
- iii) Ensure that meter readings are accurate, delivered on time and transaction reports generated.
- iv) Ensure that there is reduced number of estimated bills
- v) Follow up on meter servicing and ensure stalled meters are frequently serviced
- vi) Ensure jointly with the internal auditor that sufficient controls measures have been implemented to prevent fraud and other related malpractice
- vii) Assist in developing the work plan of all commercial activities for region

Qualification and Experience

- i) Bachelor's degree in any of the following fields; Economics, Business Administration, and Commerce, or CPA(K), ACCA, Diploma in Marketing
- ii) Management training lasting more three weeks
- iii) 3 years' experience in a similar position

NZOWASCO/MD/9/2020/5: INFORMATION TECHNOLOGY ASSISTANT (LEVEL 6) I Post

Key Responsibilities

- i) Carry out appropriate data back up and data recovery and restore system in case of failure
- ii) Ensure all computers in the organization are networked and free of security risks
- iii) Carry out regular systems (Hardware and Software) update
- iv) Enforce system security matrices and perform system integrity checks
- v) Continually Update and Administer anti-virus
- vi) Keeping inventory of hardware and update list regularly
- vii) Train staff on use of existing and any technologies introduced and assist them with computer problems
- viii) Ensure efficient offices automation through approved appropriate technologies e.g. email, telephone, copiers etc.
- ix) Ensure that the company website is working and updated
- x) Writing and testing simple computer programs according to instructions and specifications;
- xi) Preparation of monthly IT reports

Qualification and Experience

- i) Diploma in Computer Science, Diploma in Business Information Technology (BIT), Diploma in Information Communication Technology (ICT) or Diploma in Information Technology
- ii) Microsoft Certification in CCNA/MCSE/A+/N+ will be added advantage



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- iii) Similar role experience of at least one year from a reputable Organization will be an added advantage

The applications with detailed curriculum vitae, copies of professional certificates, academic certificates and copy of ID should be addressed to the;

The Managing Director
Nzoia Water Services Company Limited
P.O Box 1010 - 50205
WEBUYE – KENYA

Or in electronic form to **md@nzoiawater.or.ke** by close of business **Wednesday, 6th October 2020**.

Shortlisted candidate shall be required to provide the following documents during the interview;-

- i) Certificate of good conduct
- ii) HELB clearance certificate
- iii) CRB clearance
- iv) Tax Compliance Certificate from KRA