



EXCITING SENIOR MANAGEMENT CAREER OPPORTUNITIES

MANAGING DIRECTOR

DEPARTMENT:	MANAGING DIRECTOR'S OFFICE
JOB GROUP:	1
REPORTING TO:	CHAIRPERSON, BOARD OF DIRECTORS
TERMS OF EMPLOYMENT:	FIVE (5) YEARS CONTRACT

PURPOSE OF THE JOB

Responsible for developing and executing the overall business strategy of the company, translating board and shareholder mandates to the business and representing management at the board. The position ensures that the company meets its strategic objectives to achieve its overall goals.

KEY DUTIES AND RESPONSIBILITIES

- Provides strategic leadership to the organization, setting its vision, mission, and strategic objectives.
- Develops and implements strategies and plans to achieve the company's goals and ensure that the company's operations are aligned to its strategic direction.
- Ensures that the company's operations comply with relevant laws, regulations, and policies and that they are carried out efficiently and effectively to provide reliable water services to the public.
- Manages the company's financial resources, including budgeting, financial planning, financial reporting, and financial analysis.
- Ensures that the company's financial operations are transparent, accountable, and in compliance with relevant financial regulations and policies.
- Oversees regular engagements, communication, and consultation with stakeholders to understand their needs, address their concerns, and ensure that the company's operations are aligned with the interests of the public.
- Oversees management of the company's human resources to foster a positive work culture, ensure that the company has competent and motivated staff, and promote diversity, equity, and inclusion in the workplace.
- Provides leadership in good governance practices, ensure that the company's operations are transparent and that the company adheres to ethical standards and best practices in the water service industry.
- Promotes innovation and continuous improvement in the company's operations, processes, and technologies to enhance service delivery, increase efficiency, and improve customer satisfaction.
- Oversees development and implementation of risk management strategies, establishes contingency plans, and leads the company's response to emergencies or crises
- Works closely with the company's Board of Directors, providing them with regular updates on the company's operations, financial performance, and strategic direction.

- implements the Board's policies and decisions and ensure that the company's operations are in line with the Board's expectations

PERSONAL SPECIFICATIONS

Academic Qualifications

- Minimum Bachelor's degree from a recognized institution in any of the following fields: Business Management/Development Studies or Civil/Mechanical/Water Engineering or related field of engineering or Finance/Accounting.
- Related Master's Degree in Civil/Mechanical/Water/ related Engineering disciplines; or Managerial /Business Administration/Development Studies is an added advantage.

Professional Qualifications

- Registered with a relevant and recognized professional body in good standing.

Experience

- At least Eight (8) years' experience with at least Five (5) years at senior management level in a busy and dynamic work environment

SKILLS AND COMPETENCIES

- Strong leadership and Managerial skills
- Familiarity with the regulatory framework governing water sector, such as the Water Acts and other relevant laws and regulations
- Understanding the licensing requirements, compliance obligations, and reporting standards imposed by the regulatory authority.
- Ingenuity in handling competing and sensitive interests in a public sector setting
- Tact in culture and diversity management
- High level of integrity and emotional intelligence
- Familiarity with donor funded projects aimed at bringing observable reforms
- Proficiency in MS Office Suite and Enterprise Resource Planning
- Excellent Administrative, communication, interpersonal, negotiation and public relations skills and abilities
- Ability to initiate and drive change
- Ability to uphold collective responsibility



POSITION	: General Manager - Engineering & Strategy
NO. OF POSTS	1
JOB GRADE	2
DIVISION	: Engineering
REPORTING TO	: Managing Director
TERMS OF EMPLOYMENT	: Five (5) Years Contract

Duties and Responsibilities

- ❖ Implements technical goals and strategies as guided by the company's corporate plan, mission and vision.
 - ❖ Safeguards sound corporate governance by identifying risks and implementing proper controls to mitigate those risks.
 - ❖ Spearheads formulation, implementation, enforcement and review of sound water and wastewater systems, policies and procedures.
 - ❖ Proactively develop and implement technical proposals and solutions for continuous growth and development of the water and wastewater network and delivery mechanisms.
 - ❖ Oversees planning and coordination of development of quality infrastructure, maintenance of engineering installments (capacity works) and related issues.
 - ❖ Safeguards against Non-Revenue Water (NRW) through prompt pipeline repairs/maintenance, complete and accurate metering of all consumers.
 - ❖ Ensures that water and wastewater services infrastructure is operated and maintained to the required technical and regulatory standards.
 - ❖ Provides technical expertise and advice in the acquisition of contractors and consultants for major water and wastewater works.
 - ❖ Provides overall supervision of staff, contractors and consultants for all major works.
 - ❖ Guarantees quality and safety of water supplied to consumers.
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- ❖ Offers professional advice to management on the acquisition of capital assets and related issues.
 - ❖ Facilitates timely initiation and completion of technical audits and implementation of corrective actions as may be necessary.
 - ❖ Oversees preparation of departmental reports and budgets to facilitate decision making.

- ❖ Executes performance management and review of staff within the technical division through performance contracts, appraisals and reviews.
- ❖ Any other duties that maybe assigned by the Managing Director from time to time.

Requirements for appointment

- Be a Kenyan citizen
- Bachelor's degree in Civil/Mechanical /Water Engineering or related disciplines from a recognized institution.
- Related Master's Degree is an added advantage.
- Registered Engineers with EBK/IEK or equivalent professional body; in a good standing.
- Certificate in Computer application.
- At least eight (8) years of similar experience, five (5) of which should have been in a management position in a busy and dynamic work environment.

Personal Qualities, Skills and Competencies

- ◆ Understanding of/experience in technical dimensions related to Water Engineering technologies, fresh water harvesting and waste water treatment, distribution and disposal etc.
- ◆ Ability to leverage emerging technology including ICT, Engineering and other emerging innovations to improve operational efficiency, cost management and service delivery.
- ◆ Understanding laws, regulations and standards affecting water harvesting, treatment and distribution and able to put in place sound compliance framework.
- ◆ Certified training in Operational Health and Safety (OHS) is preferred.
- ◆ Sound knowledge of standards for water quality, sanitation etc.
- ◆ Demonstrable financial management skills.
- ◆ Excellent interpersonal, communications, conflict resolution skills.
- ◆ Flexibility to work in a field-based setup
- ◆ Project management skills
- ◆ Understanding and ability to set up water vendors point and enterprises.
- ◆ Water CAD, Arch CAD, and Auto CAD Knowledge.
- ◆ Proficient in MS office suite and enterprise resource planning (ERP)
- ◆ High level of integrity and ethical conduct



POSITION	: General Manager -Finance
NO. OF POSTS	1
JOB GRADE	2
DIVISION	: Finance
REPORTING TO	: Managing Director
TERMS OF EMPLOYMENT	: Five (5) years contract

Duties and Responsibilities

- 1) Formulate the Company financial strategy and ensure it is properly implemented.
- 2) Ensure sound corporate governance by identifying risks and developing and implementing proper controls in order to minimize those risks
- 3) Spearhead formulation implementation and review of sound financial policies systems and procedures to sustain the company.
- 4) Develop systems for the effective and efficient management of financial resources
- 5) Ensure timely and accurate accounting, reporting and analysis in order to aid management decision making
- 6) Advise the Company on financial viability of proposed investment and projects.
- 7) Ensure financial reports are prepared and submitted in compliance with the Company and statutory requirements
- 8) Participate in setting performance targets and conducting performance Appraisals for the Finance staff in the Company.
- 9) Manage all financial relationships with external agencies.
- 10) Prepare budgets and periodic financial performance reports for presentation to the Board of Directors.
- 11) Direct, manage, motivate and develop staff in the finance function liaises and provide support to internal and external auditors on audit matter.
- 12) Establish appropriate and sound standards and procedure for internal and third-party payments across the Company.
- 13) Ensure adequate controls are in place to facilitate seamless payment and efficient financial management.
- 14) Budget and budgetary control to enhance financial planning, monitoring and control.
- 15) Develop and enforces implementation of debt management and control policies and procedures.

- 16) Any other duties that may be assigned by the Managing Director or the Board of Directors' Committees from time to time.

Requirements for Appointment

- Be a Kenyan Citizen
- Bachelor's Degree in Commerce/Business Management/Administration in Finance or Accounting Option from a recognized institution
- Related Master's Degree.
- Must be a holder of CPA (K)
- Must be a member of the ICPAK/ACCA/CFA or any other relevant and recognized professional body; in good standing
- At least eight (8) years of similar experience with at least five (5) years' experience management position in a busy and dynamic work environment.
- Demonstrate a high degree of professional and technical competence as reflected in work performance.
- Shown outstanding capability in Financial Management.

Personal Qualities, Skills and Competencies

- Business analytical skills, attention to the detail.
- Leadership and Managerial skills.
- Proficiency in MS office suite, and contemporary accounting systems and practices.
- Experience working the Enterprise Resource Planning (ERP) is preferred.
- Excellent interpersonal, communication and public relation skills.
- Ingenuity on risk analysis and management
- A team player and change driver.
- Ability to uphold collective responsibility.
- High levels of integrity and ethical conduct.

Application Procedures and Deadlines

Candidates who meet the above specifications and have the drive to join a highly motivated work team, should submit their applications and CV including a reliable telephone and e-mails contact of self and at least three (3) referees, so as to reach us on or addressed to:



HUMAN RESOURCE MANAGER

DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION
JOB GROUP: 3
REPORTING TO: MANAGING DIRECTOR
TERMS OF EMPLOYMENT: PERMANENT & PENSIONABLE

PURPOSE OF THE JOB

Responsible for leading and directing the routine functions and activities of the Human Resources (HR) department and supporting the Managing Director in providing sound HR practices within the organization.

KEY DUTIES AND RESPONSIBILITIES

- Maintain work structures through updating job requirements and job descriptions in conjunction with line managers
- Ensure proper organization structure and make necessary recommendations as appropriate e.g. job evaluations, salary surveys, culture surveys etc
- Implement guidelines for preparing and updating all human resource policies and procedures
- Ensure that all the recruitment processes are adhered to by using the company's laid out process
- Conduct and analyze exit interviews, recommend changes and keep records
- Conduct employee onboarding and off boarding processes
- Ensure implementation of training, learning and development needs
- Oversee implementation of performance management systems and processes
- Appreciate employee grievances and coordinate resolution and implementation of reconciliation and/or corrective measures
- Support in assessing and identifying benefit needs leading to managing and implementing benefit programs
- Facilitate statutory compliance by monitoring and implementing applicable HR statutory requirements/regulations
- Manage the HR Information System and assist in payroll input
- Ensure health and safety policies are up-to-date and implemented
- Supervise the HR, Administration and secretariat staff as appropriate.
- Conduct employee satisfaction survey and engagement forums.
- Any other duty as may be assigned by supervisor from time to time

PERSONAL SPECIFICATIONS

Academic Qualifications

- Bachelor's degree in Human Resource Management, Business Management/Administration or related disciplines from a recognized institution.

Professional Qualifications

- Registered Member of IHRM with a valid practicing certificate

Experience

At least seven (7) years of similar experience in utility or service industry, four (4) of which should have been in a senior management position in a busy and dynamic work environment

SKILLS AND COMPETENCIES

- Knowledge of employment laws
- Excellent listening, communication, negotiation, interpersonal, and conflict resolution skills
- Discretion, confidentiality, integrity and emotional intelligence
- Cultural sensitivity and social awareness
- Collaborative; achieve results through teamwork and partnerships
- Proficiency in MS Office Suite and Enterprise Resource Planning.
- Good administrative and leadership abilities



POSITION	: Finance Manager
NO. OF POSTS	1
JOB GRADE	3
DIVISION	: Finance
REPORTING TO	: GM-Finance
TERMS OF EMPLOYMENT	: Permanent & Pensionable

PURPOSE OF THE JOB

Monitor the performance of the company and advise management in terms of costs and profitability through the preparation of timely management accounts and reports that guide management decisions.

DUTIES AND RESPONSIBILITIES

- Prepare timely monthly, quarterly, and annual management reports, and board accounts and reports.
- Formulate costing and revenue policies and systems and ensure the accounting of all costs incurred and revenue collected.
- Advise management on revenue and costing issues.
- Prepare timely and accurate financial budgets and forecasts by consolidating individual department budgets.
- Consolidate costs and revenues and extract management information for management decision making.
- Analyse the business' financial and general operating information to identify trends and opportunities for investment/development.
- Analyse budget and other financial variances (such as product margins) and advise the GM Finance accordingly.
- Provide financial information to senior management, including monthly, management/financial accounts and budget reports.
- Review investment proposals to determine their viability.
- Assess the impact of changes in pricing, consumption volumes, and costs on profitability.
- Evaluate non-financial indicators, such as stock turnover and report on their effect on business performance and profitability.

- Evaluate assets and investments as and when necessary.
- Provide forecasts and projections of future cash flow for the business.
- Monitor costs such as wages, materials and equipment.
- Identify areas of the business where inefficiencies occur.

PERSONAL SPECIFICATIONS

Academic Qualifications

Bachelor's Degree in Commerce- Finance of Accounting Option

Professional Qualification

- CPA (K)
- Membership with ICPAK or any relevant body.

Experience

At least 7 years' experience, three of which must be at a supervisory level prior experience in managing a unit in a large and busy environment.

SKILLS AND COMPETENCIES

- Business analytical skills
- Good leadership and management skills.
- Proficiency in MS Office and Accounting Systems.
- Good attention to detail.
- Good interpersonal skills.
- Effective communication both written and oral.
- High levels of integrity.



POSITION : Manager Supply Chain Management

NO. OF POSTS : 1

JOB GRADE 3

REPORTING TO : Managing Director

TERMS OF EMPLOYMENT : Permanent and Pensionable

Duties and Responsibilities

- Oversee development, review and implementation of policies, procedures, strategies and manuals that safeguard integrity of the procurement processes.
- Oversee the procurement and asset disposal processes in line with the Public Procurement and Assets Disposal Act 2015, and Public Procurement and Asset Disposal Regulations (PPADR) 2020 and other relevant laws.
- Propose the membership of relevant committees under the Act to the Managing director for consideration and appointment.
- Monitor contract management and report any significant departures from the contract terms and conditions to the Managing Director.
- Coordinate secretariat services to the evaluation, inspection and acceptance, disposal.
- Provide professional advice to the Managing Director on procurement and asset disposal matters for decision making.
- Spearhead the compliance with all procurement statutory requirements and Government Circulars.
- Review periodic reports on matters relating to procurement and asset disposal, recommend for approval by the Managing Director and submission to the National Treasury, PPRA, Ethics and Anti- Corruption Commission in line with the Act and regulations;
- Spearhead the development, recommend for approval and oversee the implementation of the company's annual procurement plan, budgets & disposal plans

- Oversee the research on market trends to inform the placing of orders or recommend appropriately awards of all procurement matters;
- Monitor supplier's performance to assess ability to meet quality and delivery requirements;
- Develop and maintain mutually beneficial relationships with the Company's suppliers and service providers;
- Manage all stakeholders by providing advice and responding to all procurement related matters promptly and professionally.
- Coordinate external auditing (by Government and donors) and evaluation of Supply Chain Management processes and procedures;
- Oversee development and implementation of departmental risk management framework.
- Develop and supervise implementation of the departmental annual work plan & budgets and evaluate performance to achieve the Company's strategic objectives.
- Develop and present management papers for the relevant Board Committee meetings.
- Issue certificates to contractors confirming delivery and acceptance of goods, works and services where the contract is not complex and specialize;
- Any other duty as may be assigned by the Managing Director from time to time.

Requirements for appointment

- Be a Kenyan Citizen
- Bachelor's Degree in Supply Chain Management or relevant disciplines from a recognized institution or any other business-related degree
- Related Master's Degree is an added advantage.
- Registered member of KISM with a valid practicing license.
- At least six (6) years of similar experience in utility or service industry, three (3) of which should have been in a senior management position in a busy and dynamic work environment.

Personal Qualities, Skills & Competencies

- ◆ Excellent understanding of procurement principles Proficient in MS Office.
- ◆ Good communication, interpersonal, negotiation and coordination skills
- ◆ In-depth understanding of the various Procurement Act.
- ◆ Excellent Knowledge of Microsoft office applications.
- ◆ Proven ability to be flexible and work hard, both independently and in a team
- ◆ Environment, in a high-pressure on a call environment with changing priorities.
- ◆ High levels of integrity and ethical conduct.

Application procedures and Deadlines

Candidates, who meet the above specifications and have the drive to join a highly motivated work team, should submit their applications and CV including a reliable telephone and e-mails contact of self and at least three (3) referees, to reach us on or before addressed to:

**The Managing Director,
Mombasa Water Supply & Sanitation Co. Ltd,
P.O Box 1100-80100,
MOMBASA**

E- mail Address: info@mombasawater.co.ke

MOWASSCO is an equal opportunity employer and women and people with disability are particularly encouraged to apply. Those who will not have heard from us by should consider themselves unsuccessful.