



# SIBO WATER AND SANITATION COMPANY LTD

SIBO HQS  
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Off Siaya – Boro Road

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REF: SIBOWASCO//REC/ADM/HR/1/2025/04

17<sup>th</sup> March 2025.

## JOB VACANICES AT SIAYA BONDO WATER AND SANITATION COMPAY LTD (SIBOWASCO)

Siaya Bondo Water and Sanitation Company LTD was established in 2006 under the Company's Act CAP 486, Laws of Kenya to provide clean, safe, affordable drinking water and Sanitation services in Siaya County. We are seeking to recruit exceptional employee with strong administrative, customer service oriented, organizational and leadership skills who seek to be part of result-oriented team.

### JOB DESCRIPTION

<b>Position:</b>	<b>Monitoring and Evaluation (M&amp;E) Officer</b>
<b>Department:</b>	Administration
<b>Section:</b>	Monitoring & Evaluation
<b>Reports To:</b>	Managing Director
<b>Terms of Engagements</b>	Short term Contract of three (3) Months contract renewable based performace
<b>Job Grade:</b>	SIBO5
<b>Posts:</b>	One (1)
<b>Closing Date:</b>	31 <sup>st</sup> March 2025

<b>Job Summary:</b>	The Monitoring and Evaluation (M&E) Officer will be responsible for overseeing and implementing monitoring and evaluation activities for the Water Services Provider (SIBOWASCO). The role involves monitoring progress on implementation of Strategic Plan and Business Plan, ensuring proper implementation of water tariff, collecting and compiling performance data for the Water Services Regulatory Board and generating actionable insights from WASREB's impact reports to improve service delivery. It also entails collating and maintaining projects and programs ensuring adherence to timelines and reporting.
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### **KEY ROLES AND RESPONSIBILITIES**

<b>Strategic oversight:</b>	<ol style="list-style-type: none"> <li>1. Providing strategic oversight on implementation of Strategic Plan and Business Plan</li> <li>2. Ensuring proper implementation proper implementation of water tariff,</li> </ol>
<b>Data Analysis and Reporting</b>	<ol style="list-style-type: none"> <li>1. Analyze data collected from various sources to generate meaningful insights on the performance of water services.</li> <li>2. Interpret data from WASREB impact reports and other relevant sources to evaluate the effectiveness and impact of water service delivery.</li> <li>3. Develop actionable recommendations based on data insights to improve organizational performance, water service quality, and customer satisfaction.</li> <li>4. Prepare regular reports on M&amp;E findings, performance against set targets, and trends observed from WASREB impact reports and other data sources.</li> </ol>
<b>Data Collection and Compilation for WARIS</b>	<ol style="list-style-type: none"> <li>1. Collect, verify, and compile data on key performance indicators (KPIs) for the Water Services Regulatory Board's reporting system.</li> <li>2. Ensure that data is accurate, consistent, and timely for inclusion in WARIS, covering areas such as water supply, sanitation, customer service, and financial performance.</li> <li>3. Coordinate with different departments to ensure that all necessary data is provided for WARIS reports on a regular basis (monthly, quarterly, and annually).</li> <li>4. Manage and maintain proper data records and documentation for WARIS reporting.</li> </ol>
<b>Compliance and Reporting Standards:</b>	<ol style="list-style-type: none"> <li>1. Ensure adherence to national and international standards, guidelines, and best practices in monitoring and evaluation.</li> <li>2. Ensure timely submission of all M&amp;E reports to relevant stakeholders, including WASREB and other regulatory bodies.</li> </ol>
<b>Compilation and Submission of Key Reports</b>	Ensuring accurate reports (e.g. monitoring and evaluation, NRW reports, water quality reports etc) are compiled and submitted to the relevant bodies or authorities on time.
<b>M&amp;E frameworks</b>	Develop comprehensive M&E frameworks for water and sanitation projects, including key performance indicators (KPIs), data collection methods, and reporting protocols aligned with project goals.
<b>Support Decision-Making</b>	<ol style="list-style-type: none"> <li>1. Provide relevant data and insights to senior management, technical teams, and other stakeholders to facilitate informed decision-making and policy development.</li> <li>2. Contribute to the development of strategic plans and performance improvement initiatives through evidence-based analysis</li> </ol>
<b>Capacity Building and Training</b>	<ol style="list-style-type: none"> <li>1. Provide training and support to staff in the proper collection, reporting, and analysis of performance data.</li> <li>2. Support the organization in building M&amp;E capacity to improve data management, performance tracking, and reporting.</li> </ol>
<b>Data Quality Assurance</b>	<ol style="list-style-type: none"> <li>1. Conduct periodic reviews of data quality, ensuring that all performance data is reliable, valid, and compliant with relevant standards.</li> <li>2. Implement corrective actions when data discrepancies or errors are identified.</li> </ol>
<b>Collaboration and Stakeholder Engagement</b>	<ol style="list-style-type: none"> <li>1. Collaborate with internal departments, local authorities, and external stakeholders (e.g., regulators, donors) to ensure alignment with reporting requirements and organizational goals.</li> <li>2. Engage with key stakeholders to promote M &amp; E activities and share key findings for continuous improvement.</li> </ol>

<b>Resource Mobilization</b>	Identification of partners, engaging them, introducing partners to the MD and facilitating the development of MOU, contracts and Project Proposals for funding in consultation with the MD and the Company Advocate
<b>Advisory on Performance Contracting</b>	Advise on staff Performance Contracting to Management in Consultation with Human Resource on a quarterly basis (Tracking the PIPs)

<b>JOB SPECIFICATIONS</b>	
<b>Education</b>	A Bachelor's degree in Monitoring and Evaluation, Statistics, Water Engineering, Strategic Management, Project Management, Social Sciences or a related.
<b>Experience</b>	Above three (3) years of professional experience in monitoring and evaluation, where one (1) year must be in supervisory role. Experience in the water sector will be an added advantage.
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>i. Proficient in data collection, analysis, and reporting software (e.g., Microsoft Excel, SPSS, STATA, or similar).</li> <li>ii. Familiarity with the Water Regulation Information System (WARIS) system and WASREB impact reports.</li> <li>iii. Strong analytical and problem-solving skills.</li> <li>iv. Knowledge of water service delivery models and performance indicators in the Kenyan context.</li> </ul>
<b>Communication Skills</b>	Excellent written and verbal communication skills with the ability to prepare high- quality reports and presentations.
<b>Attention to Detail</b>	Strong focus on data quality, accuracy, and consistency.
<b>Desired Competencies</b>	<ul style="list-style-type: none"> <li>Strong organizational and time-management skills.</li> <li>i. Ability to work under pressure and meet deadlines.</li> <li>ii. A proactive approach to identifying problems and proposing solutions.</li> <li>iii. Knowledge of regulatory frameworks for the water sector in Kenya (WASREB guidelines).</li> <li>iv. Ability to work both independently and as part of a team.</li> </ul>

Shortlisted candidates will be required to provide the following requirements of chapter six of the Constitution of Kenya 2010 on leadership and integrity: -

- i. Current Certificate of Good Conduct
- ii. Tax Compliance
- iii. KRA PIN certificate
- iv. Clearance certificate from Credit Reference Bureau
- v. Clearance from Ethics and Anti-Corruption Commission (EACC)
- vi. Clearance certificate from Higher Education Loans Board (HELB)

Qualified and interested applicants may apply through hand-deliver or email by enclosing a cover letter, a detailed resume, copies of academic and professional certificates and testimonials and names and addresses of three ( 3) referees (including telephone and email contacts) to the following contacts not later than 31<sup>st</sup> March 2025.

**The Managing Director**  
**Siaya Bondo Water & Sanitation Company Ltd.,**  
**P.O. Box 214-44060**  
**Siaya**

Email [sibowasco@gmail.com](mailto:sibowasco@gmail.com)

**Any canvassing will lead to automatic disqualification**