



**SIAYA BONDO WATER AND SANITATION COMPANY LIMITED**

**P.O. BOX 214 – 40600 SIAYA**

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**JOB OPPORTUNITIES AT SIBOWASCO.**

**Introduction**

Siaya - Bondo Water and Sanitation Company Limited is a Water Services Provider mandated by County Government of Siaya and licenced by Water Services Regulatory Board (WASREB) to provide Water and Sanitation Services within Siaya County. The Company Operates Water Schemes in four major Areas namely; Siaya, Bondo, Yala and Ugenya serving approximately Four Hundred Thousand (400,000) People. Raw water is abstracted from the available sources such as rivers, Lake, Dams & Boreholes, treated, distributed and supplied to registered consumers of various categories including but not limited to Domestic Consumers/homestead, Schools, Colleges, Government Institutions, Commercial entities, water kiosks, private water tankers and yard taps. Billing of services provided by the Company is done as per the approved Tariff by the Regulator and payment of such services is strictly made through Mpesa platform and direct deposit to the Company Banks' accounts.

To strengthen our management team and enhance service delivery to stakeholders, we would wish to recruit highly motivated and result oriented professionals to fulfil the positions below:

**1. COMPANY/BOARD SECRETARY - No. of Posts 1,**

**JOB REFERENCE NO: SIBOWASCO/CS/ADV/01/2022.**

**Job purpose**

The Company Secretary is responsible to the Board of Directors for ensuring compliance with company's corporate governance, legislation, regulations & guidelines, providing specialist advice to the Board & Management of the Company on corporate governance matters & guide the Board & Committees to function effectively, efficiently and to the highest standards of corporate governance. He or She is also responsible for providing secretarial services to the Board during Meetings and ensuring that the company annual return is filed as required.

**Reporting relationship**

This role reports to the Board of Directors functionally and the Managing Director Administratively.

**Supervisory Role:** None

## **Job Specification.**

The Company Secretary will report to the Board of Directors functionally and the Managing Director administratively. The duties and responsibility of the officer will entail:

- i. Being available to individual Directors and the Board collectively for guidance on their responsibilities and duties & on matters of governance and how much such responsibilities and duties should be properly discharged in the best interests of the Company.
- ii. Assist the Board in Carrying out the following:
  - a. Induction, orientation, on-going training and education of Directors; including assessing the specific training needs of directors and executive management in their fiduciary and other governance responsibilities.
  - b. Updating the Board and Committee Charters and Terms of Reference
  - c. Preparation of the Board Work Plans
  - d. Yearly evaluation of the Board and its individual Directors
  - e. Ensuring that Governance Audits are completed in a timely manner and that findings are satisfactory Governance Audit as well as ensuring any actions identified are tracked and addressed in a timely manner.
  - f. Implementation of conduct and Ethics
- iii. Ensure the timely preparation and circulation of Board and Committee papers
- iv. Ensure timely circulation of the Board and Committee Minutes
- v. Maintain and update register of conflicts of interest
- vi. Ensure that the Board Members are aware of all relevant laws affecting the organization
- vii. Managing shareholder communications and managing conflicts of interest.
- viii. Ensure that annual returns are promptly filed with the relevant authorities
- ix. Acting as liaison between the Board and Management to ensure appropriate Board submissions including providing guidance to Management on Board submissions and approvals required
- x. Except in exceptional circumstances, ensure that Board and Committee papers are circulated in advance of any meeting.
- xi. Obtaining appropriate and timely responses and feedback to specific agenda items and matters arising from earlier meetings in Board and Board Committee deliberations and to raise matters that warrant the attention of the Board.
- xii. Building and maintaining effective relationships with the relevant regulators and stakeholders

- on all areas of responsibility.
- xiii. Co-coordinating AGMs, including notice of AGMs, shareholder information and proxy.
  - xiv. Preparing and submitting required governance reports to the various entities.
  - xv. Ensuring Directors fees/allowances are agreed on and paid on time.
  - xvi. Completing the Annual Corporate Governance Scorecard and any other reports required by Regulators or at Group relating to corporate governance
  - xvii. Advising on, developing, appropriate corporate governance frameworks, policies and standards to support effective execution of the Company strategy and to ensure all aspects of compliance risks are managed and regulatory requirements are met.
  - xviii. Monitoring and controlling board and committee procedures to ensure they comply with the terms of their mandate.
  - xix. Attending Board and selected Board Committee meetings. Producing accurate and succinct minutes of all meetings attended, within the agreed service levels.
  - xx. Ensuring that the procedures for the appointment of Directors are properly carried out in accordance with the constitutional documents of the Company and applicable laws.
  - xxi. Performing any other duties necessary for the furtherance of the objective of the Board.

### **Person Specification**

#### **For appointment to this position, the person must have;**

- i. At least Ten (10) years' relevant working experience, five (5) years as senior manager/leadership position in a large organization/firm
- ii. Bachelor's Degree in Law, Business and or related field from a recognized Institution
- iii. A member of Institution of Certified Public Secretaries of Kenya (ICPSK) in good standing or an equivalent
- iv. Demonstrated high performance and leadership in previous roles
- v. Advocate of high Court & Membership of the Law Society of Kenya (LSK) shall be an added advantage
- vi. Meet the requirements of Chapter Six (6) of the Constitution

## **Key Competence and Skills**

- i. High level of integrity and maturity including team working / building skills
- ii. Effective interpersonal and communication skills
- iii. Ability to work under pressure and multitask
- iv. Ability to drive change and innovations
- v. Professional in good standing
- vi. Planning Skills
- vii. Sound judgement
- viii. An eye for detail

## **Terms and Condition of Service:**

The Position of Company Secretary will be on three (3) years contract renewable once on satisfactory performance.

Note that this is not a **full-time job**. The successful applicant shall offer services as and when required by the Board and paid applicable professional fees.

## **How to Apply**

Qualified and interested applicants may apply by enclosing a cover letter, expected professional fees, National Identity Card, detailed resume, copies of all relevant academic and professional certificates, testimonials, names and addresses of three (3) referees (including telephone and email contacts) . Applications should be addressed to;

**The Chairman,  
Board of Directors,  
Siaya Bondo Water & Sanitation Company,  
P.O.BOX 214-44060 SIAYA**

All applications should be received not later than 10:00 am E.A.T on **Monday 30<sup>th</sup> May 2022**.

SIBOWASCO is an equal opportunity employer and women, youth and people with disabilities are encouraged to apply.

**Any form of canvassing will lead to automatic disqualification.**

Only shortlisted applicants will be contacted. Shortlisted candidates will be required to satisfy the requirements of chapter six of the constitution of Kenya 2010 by submitting the following compliance certificates; certificate of Good Conduct, Certificate from Higher Education Loans Board, tax Compliance Certificate, Ethics and anti-Corruption Commission Clearance and Credit Reference Bureau Certificate.

## **2. HUMAN RESOURCE AND ADMINISTRATION MANAGER - No. of Posts 1, Grade – SIBO 6.**

**JOB REFERENCE NO: SIBOWASCO/HRAM/ADV/02/2022.**

### **Job purpose**

Responsible for developing, implementing and effectively managing Human capital and Administration policies, strategies, systems and processes and ensures these are aligned to the corporate strategic objectives and increase productivity and enhance organisational effectiveness.

Coordinate the implementation of administrative support services such as visitor reception, mail delivery, document/information management, occupational safety and maintenance of office facilities.

### **Reporting relationship**

This role reports to the Managing Director.

### **Supervisory Role**

Human Resource Officer, Human Resource Assistant, Administrative office, Administrative Assistant, Office Assistant, Drivers, Security Officers, ground's men/women, Registry Assistant

### **Job Specification.**

The HRAM will report to the Managing Director. The duties and responsibility of the officer will entail:

- i. Provide professional leadership in the development and implementation of human capital and administration plans and budgets, outlining activities to be undertaken, resource requirements, key performance measures and indicators as well as expected outcomes.
- ii. Ensure Performance management by operationalising performance contracts and staff appraisal system.
- iii. Oversee the management of change process within the company, team building and positive work attitude.
- iv. Payroll Management
- v. Provision of guidance and counselling services to the employees
- vi. Ensure timely Preparation of Departmental Workplan, Budget and reports
- vii. Coordinate compilation and submission of relevant Departmental performance reports for the attention of the Managing Director in collaboration with the executive Secretary.
- viii. Automation of HR function to enhance efficiency and effectiveness
- ix. Develop and implement performance rewards and motivation system

- x. Developing and updating sound human resources policies based on the labour laws, create awareness of the policies and ensure safe custody, implement human resource policies and procedures aimed at enhancing workplace relations and ensuring that employees are treated fairly, uniformly and equitably.
- xi. Conduct workforce analysis, determine optimum staff requirements and design organisational structures that maximise synergies across functions to support the implementation of the approved strategic plans.
- xii. Develop job descriptions and competency profiles in liaison with other departments to facilitate human capital planning, staff recruitment and selection, performance management, training and development, job evaluation and pay structure design as well as career planning.
- xiii. Develop and implement the performance management system and ensure that individual and team performance is continuously monitored and measured against targets aligned to the strategic direction by clearly defining performance measures and indicators, expected timeframe as well as resource requirements.
- xiv. Assess training needs and carry out baseline attitude surveys in order to design and implement relevant training programmes aimed at building staff capacity.
- xv. Resolve employee grievances and disciplinary cases, recommending appropriate action to solve problems and assist employees in finding satisfactory solutions to personal problems through counselling services.
- xvi. Ensuring timely and economic provision of administrative services such as adequate office supplies, transport, insurance and maintenance of plant & equipment.
- xvii. Manage the recruitment and selection policies and process in consultation with the Managing Director in order to ensure that SIBOWASCO has qualified human capital with the required competencies necessary for implementation of functional strategic management plans.
- xviii. Develop and coordinate the implementation of staff induction and on-the-job orientation programmes aimed at providing new staff with relevant information about the technical and social aspects of their work.
- xix. Ensure that the terms and conditions of service and remuneration are revised periodically in conformity with the prevailing labour market and WASREB guidance as need arises to promote staff morale and enhance sense of belonging amongst staff.
- xx. Oversee the implementation of an effective human resource management information system for monitoring, tracking and evaluating employee activities including staff training,

- performance management, medical, pension and welfare programmes
- xxi. Oversee proper maintenance, storage and security of personnel records to ensure integrity of data and information related to human capital development programmes as well as administrative support services.
  - xxii. Oversee the administration of employee medical and insurance packages including workers compensation through the appropriate benefit schemes such as NHIF, NSSF, and other employee welfare programmes.
  - xxiii. Oversee and coordinate the functions of the administration section and provides guidance on related matters such as cost-effective mail delivery systems, data/information management, office security, vehicle maintenance, communication facilities and front office reception services.
  - xxiv. Prepare and submit relevant reports as and when required
  - xxv. To provide leadership, guidance and inspiration to the team to ensure high level of staff engagement.
  - xxvi. Administer and coordinate Staff welfare issues.
  - xxvii. Any other duties as may be assigned from time to time by the Managing Director or the Board

### **Person Specification**

#### **For appointment to this position, the person must have;**

- i. Bachelors' degree in HRM, Business Administration/Management, Social Sciences from a recognized university;
- ii. Membership to a professional body IHRM
- iii. CHRP (K) or Higher National Diploma
- iv. Ten (10 ) years relevant experience, Five (5) years at Senior supervisory level
- v. Master's Degree shall be an added advantage
- vi. Understanding of Labour laws.
- vii. Computer Knowledge and understanding of ERP system
- viii. Report Writing Skills Demonstrated high performance and leadership in previous roles
- ix. Meet the requirements of Chapter Six (6) of the Constitution

### **Key Competence and Skills**

- i. High level of integrity and maturity including team working / building skills
- ii. Effective interpersonal and communication skills
- iii. Public Relations Skills

- iv. Ability to work under pressure and multitask
- v. Ability to drive change and innovations
- vi. Professional in good standing
- vii. Planning Skills
- viii. Negotiations and conflict resolution Skills
- ix. Sound judgement

**Terms and Condition of Service:**

The Position of Human Resource and Administration Manager will be on five (5) years renewable Contract based on satisfactory performance.

**How to Apply**

Qualified and interested applicants may apply by enclosing a cover letter including current and expected remuneration package, National Identity Card, detailed resume, copies of all relevant academic and professional certificates, testimonials, names and addresses of three (3) referees (including telephone and email contacts). Applications should be addressed to;

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

All applications should be received not later than 10:00 am E.A.T on **Monday 30<sup>th</sup> May 2022**.

SIBOWASCO is an equal opportunity employer and women, youth and people with disabilities are encouraged to apply.

**Any form of canvassing will lead to automatic disqualification.**

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### **3. SCHEME CORDINATOR/MANAGER - No. of Posts 2, Grade – SIBO 4.**

**JOB REFERENCE NO: SIBOWASCO/SC/ADV/03/2022.**

#### **Job purpose**

#### **Reporting relationship**

This role reports to the Technical Services Manager.

#### **Supervisory Role**

Artisans, Non-Revenue Water assistants, Meter Readers, plant operators, Technicians, pump attendants, other staff within the scheme

#### **Job Specification.**

The Scheme manager will report to the Technical Services manager.

#### **The duties and responsibility of the officer will entail:**

- i. Coordinating all the Scheme operations to ensure effective water abstraction, production, distribution and supply to registered consumers in adequate quantity and acceptable quality standards.
- ii. Maintain minimum service levels and adhere to Key Performance Indicators (KPIs) as per WASREB guidelines.
- iii. Preparation and submission of Scheme Work plans and annual Budgets
- iv. Ensure reduction and Management of Non-Revenue Water to acceptable sector benchmark of below 25%.
- v. Ensure that all the consumers' meters are promptly read and accurately billed on a monthly basis. In addition, you shall ensure that Major consumers' accounts are read on a daily basis.
- vi. Ensure that revenue billed in a particular month is fully collected before the end of the subsequent month.
- vii. Undertake timely disconnection of non-paying customers to discourage accumulation of debts. In exceptional circumstances, enforce part payment agreement and other debt management strategies as and when necessary.
- viii. Promote business growth through identification of potential areas/zones for minor pipeline extensions, new consumer's connections, and reactivation of dormant accounts and which must

- be done in accordance with the existing policies and procedures.
- ix. Ensure that burst and leakages are repaired within acceptable time frame as outlined in the SIBOWASCO service charter.
  - x. Ensure effective complaint management system is in place. Reported complaints to be resolved within acceptable timelines and feedback promptly communicated.
  - xi. Ensure that all the assets, equipment and materials within the scheme are properly kept, utilized, maintained and asset inventory kept.
  - xii. Ensure that at all times the water supply and sewerage system within the scheme are operated and maintained as per the national regulations.
  - xiii. Ensure that the water and / or waste water quality tests are conducted as per the standard regulations and WASREB guidelines.
  - xiv. Ensure timely Preparation and submission of weekly, monthly, quarterly and annual reports to the Area Coordinator, Technical and Commercial Managers.
  - xv. Ensure that all cases of fraud, meter reading anomalies, wrong billing, and illegal water consumption are reported and dealt with promptly.
  - xvi. Ensure capacity building, mentorship, training and coaching of staff under your supervision.
  - xvii. Development of Proposals and supervision of projects in liaison with the Area Coordinator and Technical Manager. Implement staff appraisal and Training Needs Assessment tools
  - xviii. Ensure Efficient Imprest Management and optimum utilization of resources within your area of jurisdiction.
  - xix. Implementation of the strategic plan and the business plan at the Scheme level and implementation of management resolutions.
  - xx. Supervise and provide leadership to the staff under your Scheme. Attend to staff welfare, disciplinary issues, guidance and counseling of staff and referral of complicated issues to the Area Coordinator and HR office
  - xxi. Any other duty as may be assigned to you from time to time.

## **Person Specification**

### **For appointment to this position, the person must have;**

- i. Bachelors' degree in Water Engineering, Civil Engineering or an equivalent from a recognized university
- ii. Diploma in Water Engineering or Civil Engineering with a minimum of ten (5) years' relevant Experience as Zonal Manager/supervisor, Water operator, Production supervisor, Network Supervisor/Engineer, Non-revenue water Officer, or any other relevant position
- iii. Kenya Certificate of Secondary Education with at least C plain and above or an equivalent grade
- iv. At least Three (3) years' experience in supervisory level
- v. Understanding of Water Sector
- vi. Proven Technical skills in water and sewerage related work
- vii. Computer Knowledge
- viii. Report Writing Skills Demonstrated high performance and leadership in previous roles
- ix. Meet the requirements of Chapter Six (6) of the Constitution

### **Key Competence and Skills**

- i. Non-Revenue Water reduction and management
- ii. Meter management
- iii. Network modelling
- iv. Computer softwares
- v. GIS background
- vi. High level of integrity and maturity including team working / building skills
- vii. Effective interpersonal and communication skills
- viii. Public Relations Skills
- ix. Ability to work under pressure and multitask
- x. Project planning and management

### **Terms and Condition of Service:**

The Position of Scheme Coordinator/ Manager will be on Three (3) years' renewable Contract based on satisfactory performance.

## **How to Apply**

Qualified and interested applicants may apply by enclosing a cover letter including current and expected remuneration package, National Identity Card, detailed resume, copies of all relevant academic and professional certificates, testimonials, names and addresses of three (3) referees (including telephone and email contacts). Applications should be addressed to;

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All applications with Job reference Number clearly indicated on the envelop should be received not later than 10:00 am E.A.T on Monday **30<sup>th</sup> May 2022**.

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