

VACANCY FOR THE POSITION OF PROCUREMENT OFFICER

Siaya Bondo Water and Sanitation Company LTD was established in 2006 as a Company to provide clean, safe, affordable drinking water and Sanitation services in Siaya County. We are seeking to recruit exceptional intern with strong teamwork and disciplined for the following positions.

1. POSITION: WASTE WATER MAINTAINCE TECHNICIANS (Scale 2) NO. 3

DUTIES/RESPONSIBILITIES

- Reports any noted defects to the supervisor.
- Notify the supervisor the completion of work for certification.
- Plumbing, repairs, installation, maintenance of general sewer systems and pipe fittings.
- Undertake all plumbing and fitting works as directed including connections and disconnections.
- Maintain/service all installations falling under the unit.
- Undertake new pipe installation and extensions.
- Maintain all drains and sludge extraction and discharging pipes and inspect them on a daily basis
- Service pipes, valves, evaporators, chlorinators, hear analyzer and injectors and carry out daily inspections of the same.
- Undertake the clearing of the pipeline route.

REQUIREMENTS

- "O" level
- Certificate/Diploma in Waste Water Technology/Management or Water engineering/Technology/management or Civil Engineering.
- Experience in the field will be an added advantage.
- Has handled similar position for at least 2 years

1. POSITION: CUSTOMER CARE ASSISTANTS (Scale 1) NO. 2

DUTIES/RESPONSIBILITIES

- Ensure timely collection of all revenue generated and billed as per policies and procedures
- Organize, coordinate and monitor the work within the Area,
- Ensure cash less revenue collection at the Area

- Maintain accurate records on customers, and this includes all telephone contacts of customers
- Ensure timely response to Customer enquiries and complaints
- Ensure effective communication between customer and the company in order to establish conducive working environment
- Ensure provision of quality services to customers as per established standards
- Maintain accurate records on customer complaints in order to identify areas of problems and take appropriate measures
- Monitor bill distribution
- Monitor the provision of services to the customer
- Ensure proper documentation and signing of new connection contract between the client and the company
- Management of stores at the Area level;
- Ensure proper and timely handling of customer complaints/queries/applications;
- Visit major customers from time to time
- Remind customers of their bill balances from time to time.

REQUIREMENTS

- Certificate/Diploma in Business Management/Administration/Mass communication, public relations or in any other related field.
- Have successfully served as a Customer Care Assistant in a comparable position with similar responsibilities for at least three two (2) years.
- High degree of integrity and dependability
- Have good interpersonal relations and communication skills.

1. POSITION: NON REVENUE ASSISTANTS - (Scale 1)NO.4

DUTIES/RESPONSIBILITIES

- Assist the Non- Revenue officer in developing and implementing leak reduction strategies.
- Identify and reduce administrative and technical losses.
- Develop measures against illegal water consumption.
- Assist the Non-revenue Officer in putting in place leak detection processes and control policies.
- Implement system rehabilitation and leakage control plans and liaise with the Network Maintenance team and other relevant teams to ensure timely detection, repair and replacement of faulty or damaged parts./
- Carry out line patrol activities to identify leaks, illegal connections and other sources of water loss.

- Identify stuck, unread and dormant meters.
- Report none metered connections.
- Prepare relevant weekly/monthly reports as required.

REQUIREMENTS

- “O” level
- Certificate/Diploma in any Business related area or its equivalent with 2 years’ experience
- Investigation skills
- Relevant computer skills
- Motor bike rider with a valid driving licence
- Report writing skills

1. POSITION: PROCUREMENT ASSISTANT (Scale 2) 1

DUTIES/RESPONSIBILITIES

- Maintain up-to-date database records of suppliers details including addresses, telephone contracts, opening hours, goods offered, prices and time required between order and delivery
- Maintain up-to-date filing system including contracts, orders, shipping documents; usage and other correspondence
- Ensure adequate stocks control;
- Ensure smooth, speedy and efficient procurement of goods and services;
- Establish a suppliers register developed from the results of annual tenders.
- Review re-order levels and monitor the movement of stores
- Lead in floatation of quotation and invitations of bidder
- Receive requisitions from user departments
- Prepare and verify LPO and LSO for the company
- Consolidate all quotations
- Ensure efficient procurement and distribution of stores, disposal of unserviceable and /or obsolete stores.
- Advise on stock levels
- Advise on obsolete stocks
- Safe custody of accountable documents
- Any other lawful duties as may be assigned from time to time.

REQUIREMENTS

- Diploma in Supplies Management or its equivalent;

- Computer proficiency;
- Report writing skills;
- Three (2) years working experience in procurement; and
- Member of KISM.

1. **POSITION: METER READER (Scale 2) NO. 4**

DUTIES/RESPONSIBILITIES

- Calibrates and tests meters and other recording devices according to test documentation and specifications.
- Make periodic and scheduled preventative maintenance inspections of all metering control instruments.
- Diagnose existing or potential problems and make recommendations on corrective action.
- Lays out, install and place into service new metering, controlling and recording devices.
- Record all test data as directed by procedure and work instructions.
- Document test reports and submit report summaries.
- Detect leaks and bursts in commercial and residential locations.
- Detect leaks on underground piping and sewer systems.
- Identify faults in piping and distribution lines and liaise with the network maintenance team to ensure these are replaced or overhauled as required.
- Report leaks and bursts to the Network Maintenance Engineer as required and follow up to ensure that these are repaired in a timely and quality manner.
- Use relevant maps and documents to locate illegal and legal water and sewer lines connections.
- Control valves, water balancing, monitoring the reservoir water levels required

REQUIREMENTS

- Certificate in Meter Reading or its equivalent from a recognized institution;
- KCE Division III or KCSE D+;
- Basic ICT skills;
- Customer care skills;
- Motor bike valid driving license
- Basic plumbing skills;
- Report writing skills;
- Communication and interpersonal relations skills;
- Two (2) years' experience and above

1. POSITION: OPERATION & MAINTENANCE TECHNICIAN (Scale 1) NO.3

DUTIES/RESPONSIBILITIES

- Checking and reading water levels every day;
- Identify and report anomalies in the distribution system;
- Prompt repair/replacement of leaking pipes and exposed pipes;
- Ensure all connection are billed;
- Liaison with Meter readers to ensure that all new connections are located and billed in a timely manner;
- Maximize revenue collection form all connections
- Ensure disconnection of defaulters and timely reconnection after payment;
- Servicing of all stuck meters
- Ensure that all illegal connections are reported for action;
- Ensure timely response to customer complaints and report feedback;
- Maintain valves and hydrants;
- Carry out minor extension in approved areas
- Install meters in easily accessible places to facilitate meter readings, disconnections and safety of meter
- Maintain repair/maintenance record
- Notify the supervisor the completion of work for certification.
- Plumbing, repairs, and maintenance of general water supply systems and pipe fittings.
- Maintain/service all installations falling under the unit including storage tanks, pulsators, flushing cisterns, taps, baths, taps, sinks and hand-wash basin.
- Maintain all drains and sludge extraction and discharging pipes and inspect them on a daily basis.
- Service pipes, valves, evaporators, chlorinators, analyzer and injectors and carry out daily inspections of the same.
- Undertake the clearing of the pipeline route.
- Put up gabions along streams and steep slopes to protect the pipe from being uncovered due to soil erosion.
- Clean the chambers along the pipeline and in the plant
- Ensure maintenance of good customer relation
- Identify required materials and report to the supervisors for procurement
- Identify all illegal water obstructions and report to the supervisor
- Implement safety standards to ensure safety of staff and Company facilitates

- Generate and submit weekly/monthly reports to the supervisor on Maintenance and operations
- Abiding by the standard schedules for weekend and public holiday
- Perform any other duties as assigned.

REQUIREMENTS

- Craft Certificate in Plumbing or its equivalent;
- KCE or KCSE; D+
- Records management skills;
- Customer Care/Handling Skills;
- Communication and interpersonal relations skills;
- Two (2) Years experience.
- Motorcycle driving license an added advantage

1. POSITION: OPERATION & MAINTENANCE TECHNICIAN (Scale3) - 1

DUTIES/RESPONSIBILITIES.

- Reports any noted defects to the supervisor.
- Notify the supervisor the completion of work for certification.
- Plumbing, repairs, and maintenance of general water supply systems and pipe fittings.
- Maintain/service all installations falling under the unit including storage tanks, pulsators, flushing cisterns, taps, baths, taps, sinks and hand-wash basin.
- Maintain all drains and sludge extraction and discharging pipes and inspect them on a daily basis.
- Service pipes, valves, evaporators, chlorinators, analyser and injectors and carry out daily inspections of the same.
- Undertake the clearing of the pipeline route.
- Put up gabions along streams and steep slopes to protect the pipe from being uncovered due to soil erosion.
- Clean the chambers along the pipeline and in the plant
- Identify required materials and report to the supervisors for procurement.

REQUIREMENTS

- Craft Certificate/Diploma in Plumbing or its equivalent;
- KCE or KCSE;
- Customer Care/Handling Skills;
- Communication and interpersonal relations skills;
- Three (3) Years' experience.

1. POSITION: ACCOUNTANT (Scale 4) NO.1

DUTIES/RESPONSIBILITIES

- Maintain the general ledger and control accounts balancing and reconciliation
- Prepare monthly trial balance and financial statements
- Prepare special financial reports e.g. creditors, capital expenditure, specified tax returns and schedules
- Prepare periodic financial and management statements and reports
- Maintaining and updating expenditure cash book
- Monitor accurate creditors records
- Ensure all financial accounting tasks adhere to SIBOWASCO's financial policy procedures and control systems.
- Prepare, monitor, control and evaluate expenditure budgets in consultation with relevant heads of department
- Establish efficient and effective payment systems
- Ensure expenses are analysed on a monthly basis and properly allocated
- Manage fixed assets in line with company policy and ensure that monthly reconciliations are undertaken; monitor the monthly depreciation charge.
- Ensure that work in progress is always reconciled and transfers are made promptly in completion of projects.
- Carry out/ ensure the timely balancing and reconciliation of debtors, creditors' payments including petty cash and reconciliation and oversee the maintenance of bank information and bank reconciliations.
- Daily returns from various cashiers.
- Custodian of the cash receipt book.
- Maintenance of the revenue cashbook.
- Banking daily collections.
- And any other duties that may be assigned from time to time.

REQUIREMENTS

- Bachelor's degree in commercial business or the equivalent;
- CPA part III or equivalent;
- 3 years' experience in a comparable environment;
- ICT skills is mandatory;
- Taxation and Report writing skills; and
- Ability to meet strict reporting deadlines

- Membership of a professional body will be an added advantage

1. POSITION: WATER OPERATOR (Scale 1) 3

DUTIES/RESPONSIBILITIES

- Preparation and regulation of chemical solutions as directed by the Water Operator
- Scrubbing and cleaning water tanks and reservoirs
- To clean inlet works and mixing chambers
- Check dosing pumps and pump operation rates
- Operate pump machinery and equipment as instructed
- Clean works area and maintain hygiene standards as required
- Ensure safe custody of equipment and tools assigned
- Participate in general maintenance of equipment and other facilities
- Participate in changing parts of equipment as assigned
- Maintain accurate records as required
- Observe and comply with environmental, health and safety measures and regulations
- Timely reporting of machine breakdown

REQUIREMENTS

- Certificate/Diploma in Water Technology or its equivalent from a recognized institution
- KCSE D+
- Basic plumbing skills
- Communication and interpersonal skills
- Two (2) years' experience

Qualified and interested applicants may apply 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 **Managing Director, Siaya Bondo Water & Sanitation Company ,P.O.BOX 214-44060 SIAYA** OR hr@sibowasco.co.ke

Shortlisting will be done on rolling basis. All applications should be received not later than 21st April 2021 only shortlisted applicants will be contacted.