



SIAYA BONDO WATER AND SANITATION COMPANY LIMITED

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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.

To strengthen governance and enhance service delivery to stakeholders, we would wish to recruit highly motivated and result oriented professional to fulfil the position below:

1. COMPANY/BOARD SECRETARY (Re-advertisement) - No. of Posts 1,

JOB REFERENCE NO: SIBOWASCO/CS/ADV/01/2023.

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:

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- 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.

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- 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 preferably within water sector , legal entity /State parastatals or lecturer in an Organization of higher learning such university or Kenya School of Government.
- 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 (Mandatory)
- iv. Demonstrated high performance and leadership in previous roles

v. Advocate of high Court & Membership with the Law Society of Kenya (LSK) shall be an added advantage vi. Availability as and when required vii. 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 renewable contract based 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 applicable 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 **Friday 3rd February 2023**.

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.