



# SIBO WATER AND SANITATION COMPANY LTD

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SIBO HQS  
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Date: 5<sup>th</sup> MAY 2023

## *Internal Memo*

### **VACANCIES**

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 employee with strong administrative, organizational and leadership skills to fill the following position.

#### **1. POSITION: PUMP OPERATOR Grade – SIBO 1**

#### **Reporting relationship**

This role reports to the Production In-charge.

#### **Job Specification.**

#### **Duties/Responsibilities**

- Notify the supervisor the completion of work for certification.
- Repair electrical installations, wiring and fabrication of simple structures.
- Fix simple electrical gadgets and installations in buildings.
- Service the motors and electrical panels and starters.
- Replace worn out cables, circuit breakers, contactors, fuses, bulbs, fuses, chokers, switches etc
- Carry out preventive maintenance of the machines.
- Attend to all machine breakdowns immediately.
- Ensure all motors, starter panels are clean, have safety enclosures and are free from all electric shock to ensure the safety of the machine operators.
- Repair of installations, fabrication of simple structures.
- Mechanical repairs and installations.
- General motor vehicle repair and maintenance.
- Welding and fabrication of general metal structures.

#### **Person Specification**

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

- “O” level D+ and above
- Certificate or diploma in Electro-mechanical, Mechanical Engineering or in any relevant field will be an added advantage
- Experience of not less than 2 years in the field will be an added advantage
- Experience in the water sector will be an added advantage

#### **Key Competence and Skills**

2. Basic Computer skills

3. High level of integrity and maturity including team working / building skills
- 4 . Effective interpersonal and communication skills
5. Public Relations Skills
6. Ability to work past normal working hours, under pressure and multitask
7. Records management skills

**Terms and Condition of Service:**

The Position of Pump Attendant will be on one (1) year renewable Contract based on satisfactory performance.

**2. POSITION: LABORATORY TECHNOLOGIST Grade – SIBO 3**

**Reporting relationship**

This role reports to the Technical Manager.

**Job Specification.**

**DUTIES/RESPONSIBILITIES**

- Ensure the laboratory is in good working condition
- Collect or receive samples for quality control analysis and process control tests
- Analysis of water and waste water samples for physical, chemical, bacteriological contamination
- Carry out tests to establish the suitable dosages and flow rates for treatment
- Advise on appropriate treatment measures based on level of pollution
- Monitor water and waste water and prepare analysis reports
- Plan for smooth laboratory operations e.g. placement of orders.
- Carry out quality control tests on the parameters indicated
- Assist in sampling of water treatment chemicals and their subsequent analysis for quality determination
- Carry out the preparation of laboratory reagents

## **Person Specification**

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

- “O” level C+ and above
- Diploma/Degree in Analytical Chemistry, Laboratory Technology or its equivalent.
- Experience of 2 years in the field will be an added advantage and shown considerable capability and efficiency in management of laboratory work in WSP.

## **Key Competence and Skills**

1. Basic Computer skills
2. High level of integrity and maturity including team working / building skills
- 3 . Effective interpersonal and communication skills
4. Public Relations Skills
5. Ability to work past normal working hours, under pressure and multitask.
6. Records management skills

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

The Position of a Lab Technologist will be on one (1) year renewable Contract based on satisfactory performance.

### **3. POSITION: LABORATORY TECHNICIAN Grade – SIBO 1**

#### **Reporting relationship**

This role reports to the Lab -Technologist.

#### **Job Specification.**

##### **DUTIES/RESPONSIBILITIES**

- To carry out sampling work plus labelling of samples
- Carry out routine laboratory work e.g. sterilization and solution making.
- Carry out sample testing analysis on an hourly basis
- Assist in sterilization of contaminated pipeline and checking on the closing procedures in the field
- Assist in the preparation of laboratory reagents

## **Person Specification**

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

- “O” level D+ and above
- Certificate in Analytical Chemistry, Laboratory Technology or its equivalent.
- Experience of 1 years in the field will be an added advantage and shown considerable capability and efficiency in management of laboratory work in WSP.

## **Key Competence and Skills**

1. Computer skills
2. High level of integrity and maturity including team working / building skills
- 3 . Effective interpersonal and communication skills
4. Public Relations Skills
5. Ability to work past normal working hours, under pressure and multitask.
6. Records management skills

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

The Position of a Lab Technician will be on one (1) year renewable Contract based on satisfactory performance.

## **4. POSITION : WATER OPERATOR Grade – SIBO 1**

### **Reporting relationship**

This role reports to the production In - charge.

### **Job Specification.**

#### **DUTIES/RESPONSIBILITIES**

- Preparation and regulation of chemical solutions as directed by the Water Operator
- 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

- Abiding by the standard schedules for weekend and public holiday.

**Person Specification**

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

- “O” level D+ and above
- Certificate/Diploma in Water Management or Water engineering/Operation related field.
- Experience of not less than 6 months in the field will be an added advantage.
- Must have not been having any disciplinary related cases.

**Key Competence and Skills**

1. Basic Computer skills
2. High level of integrity and maturity including team working / building skills
3. Effective interpersonal and communication skills
4. Public Relations Skills
5. Ability to work past normal working hours, under pressure and multitask
6. Records management skills

**Terms and Condition of Service:**

The Position of Water Operator will be on one (1) year renewable Contract based on satisfactory performance

5. POSITION : PRODUCTION IN CHARGE Grade – SIBO 3

**Reporting relationship**

This role reports to the Technical Manager.

**Job Specification.**

**DUTIES/RESPONSIBILITIES**

**Person Specification**

- Preparation of daily reports
- Provide direction, guidance and support required to perform duties efficiently and effectively.
- Requisition of inputs to be used at the station
- Provide the employees with the required resources such as working tools, materials and protective clothing for effective performance of duties.
- Prepare work plans ahead of time and communicate to concerned staff in good time for proper planning and execution
- Custodian of General Plant Manuals/Ledger
- Review the work done to ensure that it meets the required standards.
- Mobilise team to perform maintenance duties as per schedule and meeting the required specifications.

- Promote and support work ethics founded on the principles of mutual respect, professionalism, integrity and fairness.
- Ensure that water quality meets WASREB/KEBS standard
- And any other duties that may be assigned from time to time.

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

- “O” level C+ and above
- Diploma/Higher National Diploma in Water Engineering in any other related field.
- Outstanding interpersonal and strong communication skills.
- 100% customer focused and action & result driven
- Task require a strong attention to detail and ability to work under tight deadlines
- Resistant to stress
- Positive attitude and can –do spirit
- Experience of not less than 3 months in the field will be an added advantage.

**Key Competence and Skills**

- 1. Basic Computer skills
- 2. High level of integrity and maturity including team working / building skills
- 3. Effective interpersonal and communication skills
- 4. Ability to work past normal working hours, under pressure and multitask
- 5. Records management skills

**Terms and Condition of Service:**

The Position of Production In charge will be on one (1) year renewable Contract based on satisfactory performance

**6. POSITION: GIS OFFICER Grade – SIBO 4**

**Reporting relationship**

This role reports to the Technical Manager.

**Job Specification.**

**DUTIES/RESPONSIBILITIES**

- Maintain and develop GIS data
- Provide information on drainage, water, sanitary sewer, and property; responds to mapping, and information requests
- Update and maintain datasets, maps and utility data using GIS software
- Research and interpret engineering construction plans, and various mapped information and extract relevant information for further analyses

- Analyse and perform quality checks on GIS data
- Develop, maintain, and enhance GIS applications and databases
- Prepare reports as required.

**Key Competence and Skills**

1. High level of integrity/confidentiality and maturity including team working / building skills.
2. Effective interpersonal and communication skills.
3. Public Relations Skills.
4. Ability to work under pressure and multitask.
5. Records management.

**Person Specification**

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

- “O”level C+ and above
- Bachelor Degree in Geospatial Information Science, Geomatics Engineering.
- Experience of not less than 3 years in the field (WSP)will be an added advantage.
- Knowledge of GIS Software

**Key Competence and Skills**

1. High level of integrity/confidentiality and maturity including team working / building skills.
2. Effective interpersonal and communication skills.
3. Public Relations Skills.
4. Ability to work under pressure and multitask.
5. Records management, Survey and Mapping skills.

**Terms and Condition of Service:**

- The Position of GIS Officer will be on one (1) year renewable Contract based on satisfactory performance
7. **POSITION: WASTE WATER TECHNICIAN Grade – SIBO 1**

**Reporting relationship**

This role reports to the Waste Water Coordinator.

**Job Specification.**

**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.
- Clean the inspection chambers and sewer manholes along the pipeline and in the plant
- Identify required materials and report to the supervisors for procurement

### **Person Specification**

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

- “O”level C- and above.
- Certificate/Diploma in Waste Water Management or any other relevant field.
- Experience of not less than one year in the field will be an added advantage.
- Must have not been having any disciplinary related cases.

### **Key Competence and Skills**

1. High level of integrity/confidentiality and maturity including team working / building skills

3. Public Relations Skills

4. Ability to work under pressure and multitask

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

- The Position of Waste Water Technician will be on one (1) year renewable Contract based on satisfactory performance

**8. POSITION: ASSISTANT AUDITOR Grade – SIBO 4**

### **Reporting relationship**

This role reports to the Risk & Audit Manager.

### **Job Specification.**

#### **DUTIES/RESPONSIBILITIES**

- Assist in the development of annual audit plans and ensure that they are implemented as required



- Ensure compliance Ensure compliance/adherence to internal audit policies and procedures
- Assist in the preparation of internal audit plans and ensure they are adhered to
- Assist in investigation into fraud, misappropriations, resource wastage and underutilization
- Carry out regular routine audit of operation, non-revenue reduction and customer accounts
- Undertake general and special audit assignments as directed
- Follow up the implementation of audit recommendations within designated units
- Verify/observe assets and liabilities requisition delivery, utilization and stock taking exercise
- Examine the system in place to ensure safe guard of Company assets
- Prepare reports as directed by the supervisor

### **Person Specification**

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

- “O”level C+ and above.
- Bachelor’s degree in Accounting, Finance or Business Administration (Accounting Option) from areputable University.
- Must be a CPA II section 4 of equivalent from a professional body
- Has shown merit and ability over a period of at least three (3) years’ as Assistant Auditor or in any Audit area.
- Experience in Water Service Provision company will be an added advantage

### **Key Competence and Skills**

1. High level of integrity/confidentiality and maturity including team working / building skills
2. Effective interpersonal and communication skills.
3. Ability to work under pressure and multitask

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

The Position of Assistant Auditor will be on one (1) year renewable Contract based on satisfactory performance

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 **Human Resource & Administration Manager, Siaya Bondo Water &Sanitation Company ,P.O.BOX 214-44060 SIAYA** OR [hr@sibowasco.co.ke](mailto:hr@sibowasco.co.ke)

All applications should be received not later than 29<sup>th</sup> May 2023 only shortlisted applicants will be contacted

Yours faithfully,

Eng. Micheal Ogol  
**MANAGING DIRECTOR**

