



**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 licensed 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, Lakes, 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 professional to fulfil the position below:

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

**JOB REFERENCE NO: SIBOWASCO/HRAM/ADV/01/2024.**

**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 organizational effectiveness.

## **Reporting Relationship**

This role reports to the Managing Director.

## **Supervisory Role**

Human Resource Officer, Human Resource Assistant, Administrative Officer, Administrative Assistant, Office Assistant and Registry Assistant.

## **Job Specification.**

The HRAM will report to the Managing Director. The duties and responsibilities 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 operationalizing 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 Work plan, 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 organizational structures that maximize synergies across functions to support the implementation of the approved Strategic Plan.
- 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. 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.
- xvii. 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.
- xviii. Advice on the terms and conditions of service and remuneration are revised periodically in conformity with the prevailing Labour market and WASREB guidance as need arise to promote staff morale and enhance sense of belonging amongst staff.
- xix. 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.
- xx. 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.
- xxi. Oversee and coordinate the functions of the administration section and provides guidance on related matters such as cost-effective mail delivery systems and front office reception services.
- xxii. 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 and Sanitation Company Ltd,**

**P.O. Box 214- 40600,**

**Siaya.**

All applications should be received not later than **10:00 am E.A.T on Tuesday 28<sup>th</sup> May 2024.**

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 Certificate, Ethics and anti-Corruption Commission Clearance and Credit Reference Bureau Certificate.