



SIBO WATER AND SANITATION COMPANY

SIBO HQS
Opp. Siaya Police Station
Off Siaya – Boro Road

P. O. BOX 214 - 40600
SIAYA
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Email: sibowasco@gmail.com

REF: SIBOWASCO/REC/ADM/HR/1/2026/07

3RD MARCH ,2026.

JOB VACANICES AT SIBOWASCO

Opening: 3rd March 2026

Closing :20th March 2026.

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 and licensed by Water Services Regulatory Board (WASREB). The Company Operates Water Schemes in four major Areas namely; Siaya, Bondo, Yala and Ugenya ,to strengthen governance and enhance service delivery to stakeholders, we are seeking to recruit highly motivated exceptional employees with strong Administrative, Technical, Organizational, and leadership skills to fill the following positions

1. RE-ADVERTISEMENT- OF COMPANY/BOARD SECRETARY.

JOB REFERENCE NO: SIBOWASCO/CS/ADV/06/2026.

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| Position: | Company/Board Secretary |
| Department: | Administration |
| Reports To: | Board functionally and Administratively to The Managing Director |
| Terms of Engagements | Three(3) Years' Contract renewable 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. |
| Posts: | One (1) |
| Opening Date : | 3 rd March ,2026 |
| Closing Date: | 20 th March 2026 |
| Job Summary: | 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. |
| Key roles and Responsibilities | <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • 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. • Updating the Board and Committee Charters and Terms of Reference • Preparation of the Board Work Plans • Yearly evaluation of the Board and its individual Directors |

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| | <ul style="list-style-type: none"> • 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. • Implementation of conduct and Ethics <p>iii. Ensure the timely preparation and circulation of Board and Committee papers</p> <p>iv. Ensure timely circulation of the Board and Committee Minutes</p> <p>v. Maintain and update register of conflicts of interest</p> <p>vi. Ensure that the Board Members are aware of all relevant laws affecting the organization Managing shareholder communications and managing conflicts of interest.</p> <p>vii. Ensure that annual returns are promptly filed with the relevant authorities</p> <p>viii. Acting as liaison between the Board and Management to ensure appropriate Board submissions including providing guidance to Management on Board submissions and approvals required</p> <p>x. Except in exceptional circumstances, ensure that Board and Committee papers are circulated in advance of any meeting.</p> <p>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.</p> <p>xii. Building and maintaining effective relationships with the relevant regulators and stakeholders on all areas of responsibility.</p> <p>xiii. Co-coordinating AGMs, including notice of AGMs, shareholder information and proxy. xiv. Preparing and submitting required governance reports to the various entities.</p> <p>xv. Ensuring Directors fees/allowances are agreed on and paid on time.</p> <p>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.</p> <p>xix. Attending Board and selected Board Committee meetings. Producing accurate and succinct minutes of all meetings attended, within the agreed service levels.</p> <p>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.</p> <p>Xxiii Performing any other duties necessary for the furtherance of the objective of the Board.</p> |
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JOB SPECIFICATIONS

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| Education | <ul style="list-style-type: none"> • Bachelor's Degree in Law, Business and or related field from a recognized Institution. |
| Professional Certification and Ethics Requirement. | <ul style="list-style-type: none"> • A member of Institution of Certified Public Secretaries of Kenya (ICPSK) in good standing or an equivalent (Mandatory). • Advocate of high Court & Membership with the Law Society of Kenya (LSK) shall be an added advantage. • Meet the requirements of Chapter Six (6) of the Constitution of Kenya |
| Experience | <ul style="list-style-type: none"> • At least Five (5) 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. |
| Communication Skills | Excellent written and verbal communication skills with the ability to prepare high- quality reports and presentations. |
| Key competencies and Skills | <ul style="list-style-type: none"> • Demonstrated high performance and leadership in previous roles. • High level of integrity and maturity including team working / building skills • Effective interpersonal and communication skills • Ability to work under pressure and multitask • Ability to drive change and innovations • Professional in good standing |

- Planning Skills
- Sound judgement
- Availability as and when required

Shortlisted candidates will be required to provide the following requirements of chapter six of the Constitution of Kenya 2010 on leadership and integrity: -

- Current Certificate of Good Conduct
- Tax Compliance
- KRA PIN certificate
- Clearance certificate from Credit Reference Bureau
- Clearance from Ethics and Anti-Corruption Commission (EACC)
- Clearance certificate from Higher Education Loans Board (HELB)

Method of Application

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 - 40600 SIAYA or sibowasco@gmail.com. All applications should be received not later than 4:00 pm E.A.T on **20th March 2026** by 4.00 pm. SIBOWASCO is an equal opportunity employer and therefore women, youth and people with disabilities are encouraged to apply.

- *Only shortlisted candidates will be contacted*
- *Any form of canvassing will lead to automatic disqualification.*

RE-ADVETERSISEMENT OF TECHNICAL SERVICES MANAGER POSTION.

JOB REFERENCE NO: SIBOWASCO/TSM/ADV/07/2025.

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| Position: | Technical Services Manager |
| Department: | Technical Services |
| Reports To: | Managing Director |
| Terms of Engagements | Five (5) Years' Contract renewable based performance |
| Job Grade: | SIBO6 |
| Posts: | One (1) |
| Opening Date : | 3 rd March 2026 |
| Closing Date: | 20 th March 2026 |

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| Job Summary: | To oversee SIBOWASCO Technical operations for water and waste water; ensure that the technical assets of the Company are acquired, maintained and operated accordingly. |
| Key roles and Responsibilities | <ol style="list-style-type: none"> 1. Provide strategic and technical leadership in the Technical Services Department to ensure provision of high-quality services to customers. 2. Steer the development of departmental policies, procedures and actions plans in line with the Company mission and objectives. 3. Overseeing sourcing, production, treatment and distribution of water in all Schemes in the Company; 4. Ensure that all water and sewerage services infrastructure is operational and maintained effectively in accordance with legal and Company policy and WASREB guidelines; 5. Provide overall supervision of major technical works/projects in the Company; 6. Support Engineers in ensuring quality and timely responses to requests in compliance with standards and procedures; 7. Ensure that technical services evaluation and audit are carried out and remedial actions are taken real time; 8. Ensure timely provision of good quality of water to all SIBOWASCO customers; 9. Ensuring regular, prompt and accurate preparation of water production and supply statistics; |

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| | <p>10. Ensure the quality checks are carried out on time and remedial action taken;</p> <p>11. Oversee preparation of comprehensive departmental reports and budgets, to Managing Director to facilitate decision-making;</p> <p>12. Ensure development of departmental staff through training and motivation</p> <p>13. Ensure that water infrastructure is operated and maintained to the required standards;</p> <p>14. Advise the Company on the acquisition of capital assets and on all technical matters;</p> <p>15. Provide technical expertise and advise in the acquisition of contractors and consultants for major works;</p> <p>16. Participate in setting and evaluating performance targets for technical staff in the Company;</p> <p>17. Oversee the planning and coordination of quality, maintenance and engineering (capacity works) related issues</p> <p>18. Timely Preparation and submission of Departmental reports and budgets for timely decision making</p> <p>19. Perform any other duty as may be assigned from time to time</p> |
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| JOB SPECIFICATIONS | |
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| Education | <ul style="list-style-type: none"> • Must have a Bachelor’s degree in Water Engineering, Civil Engineering, Mechanical Engineering or electro-mechanical Engineering from a recognized university. |
| Professional Certification | <ul style="list-style-type: none"> • Must be a certified Engineer registered with the Engineers Board of Kenya (EBK) or the Institute of Engineers of Kenya (IEK) |
| Experience | <ul style="list-style-type: none"> • Have successfully served in a comparable position with similar responsibilities for at least five (5) years. • Experience in the water sector will be an added advantage. |
| Technical Skills | <ul style="list-style-type: none"> i. Ability to plan, execute, monitor, control and close a project successfully. ii. Ability to handle technical customer inquiries, resolve complains and ensure real-time customer satisfaction iii. Ability to analyze data related to water quality, system performance and project outcomes and prepare reports for management and stakeholders ii. Familiarity with the Water Regulation Information System (WARIS) system and WASREB impact reports. iii. Strong analytical and problem-solving skills. iv. Knowledge of water service delivery models and performance indicators in the WASREB guideline. |
| Communication Skills | Excellent written and verbal communication skills with the ability to prepare high- quality reports and presentations. |
| Desired Competencies | <p>Strong organizational and time-management skills.</p> <ul style="list-style-type: none"> i. Demonstrated outstanding leadership, Integrity and dependability ii. Should have attended a management course lasting more than three (3) months. iii. Knowledge of regulatory frameworks for the water sector in Kenya (WASREB guidelines). iv. Ability to work under pressure and meet deadlines. v. A proactive approach to identifying problems and proposing solutions. vi. Ability to work both independently and as part of a team. |

Shortlisted candidates will be required to provide the following requirements of chapter six of the Constitution of Kenya 2010 on leadership and integrity: -

- vii. Current Certificate of Good Conduct
- viii. Tax Compliance
- ix. KRA PIN certificate
- x. Clearance certificate from Credit Reference Bureau
- xi. Clearance from Ethics and Anti-Corruption Commission (EACC)
- xii. Clearance certificate from Higher Education Loans Board (HELB)

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