



**COUNTY GOVERNMENT OF NYERI AND TETU ABERDARE
WATER AND SANITATION COMPANY (TEAWASCO)**



Tetu Aberdare Water and Sanitation Company is mandated to provide water and sanitation services in Tetu Sub- County. To strengthen our team staff and leadership, the Company is inviting application from highly competent and experienced individuals who are proactive and self-driven to fill the post of Head of Finance and Commercial Services, Technical Manager and GIS Officer on three years performance renewable contract within the Company.

JOB DESCRIPTION - FINANCE & COMMERCIAL SERVICES MANAGER (1 POST)

Job Title: Finance & Commercial Services Manager

Department: Finance & Commercial Services

Reports to: Managing Director

Responsible for: Customer Relations, ICT, Financial Accounting

Overall Purpose of the Job:

Ensures prudent management of commercial function and continuous improvement of customer service delivery and monitoring and reporting on implementation of the strategic plan.

Key Responsibilities

- Establishes and ensure compliance with the financial management systems for effective implementation of the company goals and objectives.
- Processing new customer accounts, updating the customer register /accounts
- Oversee performance management in the department
- Prepare and submit monthly, quarterly and annual reports for the department
- Prepare board management paper for approval
- Ensure that all data with regard to monthly meter readings and payments is entered and verified
- Liaising with other sections in provision of quality service to customers

- Attending promptly to complaints from customers
- Identifying training needs for departmental staff
- Develop departmental budget and work plan
- Mentor and coach departmental staff
- Identifying procurement needs for the department
- Participate in strategic planning and implementation
- Responsible for physical assets assigned by the company
- Makes strategic, operational and financial decisions for department
- Plans the work of subordinates, assigns work to subordinates, and monitors subordinate work performance. Appraises/evaluates subordinate
- Work closely with other departments in all areas
- Ensures efficient billing, revenue collection, disbursements, accounting and reporting.
- Prepares budgets, financial performance reports and monitors expenditures Acts as the Financial controller of the company
- Advices the Managing Director on the financial viability of proposed projects and investments
- Ensures compliance to accounting standards of financial reporting by the company.
- Ensures the company complies with all contractual financial obligations.
- Prepares monthly quarterly and annual financial statements in government reporting standards
- Any other functions relating to financial managements as may be assigned from time to time by the Managing Director.
- Ensures that the company adheres to all statutory obligations
- Participate in revenue collection.

Job specifications.

- Bachelor of Commerce Degree, preferably in accounting, finance option, or its equivalent from a recognized university.
- A certified Public Accountant – CPA (K).
- Minimum 4 years' experience in a medium or large commercial environment, preferably in a water sector.
- Good knowledge in accounting and financial management.
- Good knowledge of computerized financial systems.
- Ability to negotiate budgets at the highest levels.
- Demonstrated ability to consistently meet strict deadlines is mandatory.

JOB DESCRIPTION –TECHNICAL SERVICES MANAGER (1 POST)

Job Title: Technical Services Manager

Department: Technical Services

Reports to: Managing Director

Responsible for: Water Production, Water quality, Distribution, Maintenance of infrastructure and other Technical Services.

Overall purpose of the Job:

Provides leadership to the Technical Services function of the Company including operations and Projects to ensure the Company's core business is run in a professional and economic manner to attain the highest standards of operational efficiency and adheres to best practice and Engineering standards.

Key responsibilities:

- Directing, co-ordinating, controlling and managing the Company's technical operations and ensuring good maintenance of infrastructure.
- Monitoring the implementation of production plans and improvement programmes.
- Identifying production capacity and market demand and formulating appropriate counter measures to improve the performance.
- Planning for equipment and facilities required for production and operations.
- Managing the company's operations and maintenance of infrastructure to ensure that services are focused to meet customer needs.
- Developing a customer focus to provision of services by forming and maintaining good working relationship with customers and other partners.
- Identify unserved areas and work towards serving them
- Organizing for project design, implementation and effective management including major and minor construction works, either by using external consultant or in-house resources
- Developing long-term departmental, strategies, policies and plans to facilitate achievement of overall company's objectives
- Participating in rapid result activities
- Set the departmental targets and work plans and ensure their achievement
- Management of Non-Revenue Water
- Management of sewerage services
- Management of all risks related to the department's operations

- Supervising and appraising staff
- Participating in revenue collection
- Responsible for all company assets under you
- Report any upcoming buildings, irrigation and high consumers for investigation and action
- Performing any other duties as may be assigned from time to time
- Responsible for development of a sound framework for development, management and maintenance of a water distribution.
- Responsible for developing a sound framework for managing all water produced and fed into the system to minimize Non- Revenue water and ensure as much of all the water produced and fed into the distribution system is accounted for.
- Responsible for ensuring that all materials, parts chemicals etc used in operations meets required safety and quality standards so as not to compromise staff, customer or public health and safety.
- Responsible for ensuring all technical operations are carried out in accordance with approved budgets.
- Leads in sampling and Laboratory analysis to ensure that acceptable water and effluent quality standards are met and maintained.
- Leads in ensuring accreditation of water quality and meter testing laboratory is maintained.
- Responsible for development and negotiation of resource mobilization proposals with the potential development partners.
- Approves and amends the Departmental procurement plan and all procurement as specified in the procurement laws and regulations.
- Review and Approval of Department budget

MINIMUM QUALIFICATIONS

- Bachelor of Science Degree, preferably in Civil/Water Engineering or Water Technology, or its equivalent from a recognized university **or** be a holder of Higher National Diploma in Water Engineering/Water Technology
- Registered with Kenya Engineer's Registration Board as an added advantage
- Minimum 6 years' experience in a medium or large commercial environment, preferably in a water sector.
- Ability to work with multi-disciplinary teams and liaising with various stakeholders.
- Good knowledge on computer
- A person high integrity and meets the requirements of chapter six of the constitution of Kenya
- Ability to prepare strategic and operation plans including developing quality performance targets.
- Demonstrated ability to consistently meet strict deadlines is mandatory

JOB DESCRIPTION - GIS OFFICER (1 POST)

Job Title: GIS Officer

Reporting Relationships: Technical Services

Direct Reports: Manager Technical Services

Indirect Reports: Managing Director

Job Purpose

To provide support and guidance in the deployment, maintenance of computer infrastructure and the diagnosis and resolution of technical problems and issues.

Key Responsibilities/ Duties / Tasks:-

- Prepare detailed maps using Arch map and/AutoCAD software.
- Coordinate land surveying to confirm/establish land boundaries and pipeline way leaves.
- Carry out surveys work using simple survey equipment (e.g. Total Station and dumpy level), create profiles, topographic maps and determine elevations and provide relevant reports.
- Prepare accurate GIS data base of the company's infrastructure (water meters, tanks, valves, water and sewer lines etc.)
- Work with GIS to model and analyze landscape features, pipelines and appurtenances for NRW reduction and better asset management.
- Use of GIS and maps to improve water and sewerage coverage, improve efficiency and accuracy of the company's operations.
- Maintain section records for ease of retrieval and future reference.
- Prepare and submit reports.

Academic Qualifications

- Diploma in Geo information system GIS with at least 3 years' experience with the use of GIS programs and software in water related field.
- Degree in geography, computer science, engineering, or a related field will be an added advantage.
- Good project management skills
- GIS track record, including proficiency with standard GIS application and data layers
- A self-driven person with high need for achievement

- Good analytical skills
- Good Computer skills (word, excel and PowerPoint)
- Knowledge of CAD
- Knowledge in Engineering survey (Total station, TKK etc)
- Have good interpersonal relations and communication skills
- Excellent organization skills.

Qualified and interested candidate should send their application alongside a detailed CV indicating their current and previous employer and position held, current and expected salary, name of the least three professional referees, education and professional certificates together with a copy of national identity card and or passport. Applicant will be required to satisfy the requirement of chapter six of the constitution of Kenya 2010 and provide:

1. [Certificate of Good conduct form the directorate of criminal investigations.
2. Clearance certificate from Higher Education Loan Board (HELB)
3. Tax compliance certificate from Kenya Revenue Authority (KRA)
4. Clearance from the Ethic and Anti- corruption Commission (EACC) and
5. Report form an approved Credit Reference Bureau (CRB)