



## **EXCITING SENIOR MANAGEMENT CAREER OPPORTUNITIES**

### **1 POSITION: General Manager - Engineering & Strategy**

**No. of Posts :** 1

**Job Grade :** 2

**Division :** Engineering

**Reporting to :** Managing Director

**Terms of Employment : Five (5) Years Contract**

### **Duties and Responsibilities**

- ❖ Implements technical goals and strategies as guided by the company's corporate plan, mission and vision.
- ❖ Safeguards sound corporate governance by identifying risks and implementing proper controls to mitigate those risks.
- ❖ Spearheads formulation, implementation, enforcement and review of sound water and wastewater systems, policies and procedures.
- ❖ Proactively develop and implement technical proposals and solutions for continuous growth and development of the water and wastewater network and delivery mechanisms.
- ❖ Oversees planning and coordination of development of quality infrastructure, maintenance of engineering installments (capacity works) and related issues.
- ❖ Safeguards against Non Revenue Water (NRW) through prompt pipeline repairs/maintenance, complete and accurate metering of all consumers.

- ❖ Ensures that water and wastewater services infrastructure is operated and maintained to the required technical and regulatory standards.
- ❖ Provides technical expertise and advice in the acquisition of contractors and consultants for major water and wastewater works.
- ❖ Provides overall supervision of staff, contractors and consultants for all major works.
- ❖ Guarantees quality and safety of water supplied to consumers.
- ❖ Offers professional advice to management on the acquisition of capital assets and related issues.
- ❖ Facilitates timely initiation and completion of technical audits and implementation of corrective actions as may be necessary.
- ❖ Oversees preparation of departmental reports and budgets to facilitate decision making.
- ❖ Executes performance management and review of staff within the technical division through performance contracts, appraisals and reviews.
- ❖ Any other duties that may be assigned by the Managing Director from time to time.

### **Requirements for appointment**

- Be a Kenyan citizen
- Bachelor's degree in Civil/Mechanical /Water Engineering or related disciplines from a recognized institution.
- Related Master's Degree is an added advantage.
- Registered Engineers with EBK/IEK or equivalent professional body; in a good standing.
- Certificate in Computer application.
- At least eight (8) years of similar experience, five (5) of which should have been in a management position in a busy and dynamic work environment.

### **Personal Qualities, Skills and Competencies**

- ◆ Understanding of/experience in technical dimensions related to Water Engineering technologies, fresh water harvesting and waste water treatment, distribution and disposal etc.
- ◆ Ability to leverage emerging technology including ICT, Engineering and other emerging innovations to improve operational efficiency, cost management and service delivery.

- ◆ Understanding laws, regulations and standards affecting water harvesting, treatment and distribution and able to put in place sound compliance framework.
- ◆ Certified training in Operational Health and Safety (OHS) is preferred.
- ◆ Sound knowledge of standards for water quality, sanitation etc.
- ◆ Demonstrable financial management skills.
- ◆ Excellent interpersonal, communications, conflict resolution skills.
- ◆ Flexibility to work in a field based setup
- ◆ Project management skills
- ◆ Understanding and ability to set up water vendors point and enterprises.
- ◆ Water CAD, Arch CAD, and Auto CAD Knowledge.
- ◆ Proficient in MS office suite and enterprise resource planning (ERP)
- ◆ High level of integrity and ethical conduct



**1 POSITION:** General Manager -Finance

**No.of Posts :** 1

**Job Grade :** 2

**Division :** Finance

**Reporting to :** Managing Director

**Terms of Employment :** Five (5) years contract

**Duties and Responsibilities**

- 1) Formulate the Company financial strategy and ensure it is properly implemented.
- 2) Ensure sound corporate governance by identifying risks and developing and implementing proper controls in order to minimize those risks
- 3) Spearhead formulation implementation and review of sound financial policies systems and procedures to sustain the company.
- 4) Develop systems for the effective and efficient management of financial resources
- 5) Ensure timely and accurate accounting, reporting and analysis in order to aid management decision making
- 6) Advise the Company on financial viability of proposed investment and projects.
- 7) Ensure financial reports are prepared and submitted in compliance with the Company and statutory requirements
- 8) Participate in setting performance targets and conducting performance Appraisals for the Finance staff in the Company.
- 9) Manage all financial relationships with external agencies.
- 10) Prepare budgets and periodic financial performance reports for presentation to the Board of Directors.
- 11) Direct, manage, motivate and develop staff in the finance function liaises and provide support to internal and external auditors on audit matter.

- 12) Establish appropriate and sound standards and procedure for internal and third-party payments across the Company.
- 13) Ensure adequate controls are in place to facilitate seamless payment and efficient financial management.
- 14) Budget and budgetary control to enhance financial planning, monitoring and control.
- 15) Develop and enforces implementation of debt management and control policies and procedures.
- 16) Any other duties that may be assigned by the Managing Director or the Board of Directors' Committees from time to time.

### **Requirements for Appointment**

- Be a Kenyan Citizen
- Bachelor's Degree in Commerce/Business Management/ Administration in Finance or Accounting Option from a recognized institution
- Related Master's Degree.
- Must be a holder of CPA (K)
- Must be a member of the ICPAK/ ACCA/ CFA or any other relevant and recognized professional body; in good standing
- At least eight (8) years of similar experience with at least five (5) years experience management position in a busy and dynamic work environment.
- Demonstrate a high degree of professional and technical competence as reflected in work performance.
- Shown outstanding capability in Financial Management.

### **Personal Qualities, Skills and Competencies**

- Business analytical skills, attention to the detail.
- Leadership and Managerial skills.
- Proficiency in MS office suite, and contemporary Accounting systems and practices.
- Experience working the Enterprise Resource Planning (ERP) is preferred.
- Excellent interpersonal, communication and public relation skills.
- Ingenuity on risk analysis and management
- A team player and change driver.
- Ability to uphold collective responsibility.
- High levels of integrity and ethical conduct.

### **Application Procedures and Deadlines**

Candidates who meet the above specifications and have the drive to join a highly motivated work team, should submit their applications and CV including a reliable telephone and e-mails contact of self and at least three (3) referees, so as to reach us on or addressed to:

**The Managing Director,  
Mombasa Water Supply & Sanitation Co. Ltd,  
P.O Box 1100-80100,  
MOMBASA**

**E- mail Address:** [info@mombasawater.co.ke](mailto:info@mombasawater.co.ke)

MOWASSCO is an equal opportunity employer and women and people with disability are particularly encouraged to apply. Those who will not have heard from us by should consider themselves unsuccessful.

## MOMBASA WATER



**POSITION** : MANAGER SUPPLY CHAIN MANAGEMENT

**NO. OF POSTS** : 1

**JOB GRADE** : 3

**REPORTING TO** : MANAGING DIRECTOR

**Terms of Employment: Permanent and Pensionable**

### **Duties and Responsibilities**

- Oversee development, review and implementation of policies, procedures, strategies and manuals that safeguard integrity of the procurement processes.
- Oversee the procurement and asset disposal processes in line with the Public Procurement and Assets Disposal Act 2015, and Public Procurement and Asset Disposal Regulations (PPADR) 2020 and other relevant laws.
- Propose the membership of relevant committees under the Act to the Managing director for consideration and appointment.
- Monitor contract management and report any significant departures from the contract terms and conditions to the Managing Director.
- Coordinate secretariat services to the evaluation, inspection and acceptance, disposal.
- Provide professional advice to the Managing Director on procurement and asset disposal matters for decision making.
- Spearhead the compliance with all procurement statutory requirements and Government Circulars.
- Review periodic reports on matters relating to procurement and asset disposal, recommend for approval by the Managing Director and submission to the National Treasury, PPRA, Ethics and Anti- Corruption Commission in line with the Act and regulations;

- Spearhead the development, recommend for approval and oversee the implementation of the company's annual procurement plan, budgets & disposal plans
- Oversee implementation and effective use of e-procurement system and inventory & asset management system for the purpose of control and managing inventory, stores and assets.
- Oversee the research on market trends to inform the placing of orders or recommend appropriately awards of all procurement matters;
- Monitor supplier's performance to assess ability to meet quality and delivery requirements;
- Develop and maintain mutually beneficial relationships with the Company's suppliers and service providers;
- Manage all stakeholders by providing advice and responding to all procurement related matters promptly and professionally.
- Coordinate external auditing (by Government and donors) and evaluation of Supply Chain Management processes and procedures;
- Oversee development and implementation of departmental risk management framework.
- Develop and supervise implementation of the departmental annual work plan & budgets and evaluate performance to achieve the Company's strategic objectives.
- Develop and present management papers for the relevant Board Committee meetings.
- Issue certificates to contractors confirming delivery and acceptance of goods, works and services where the contract is not complex and specialize;
- Any other duty as may be assigned by the Managing Director from time to time.

### **Requirements for appointment**

- Be a Kenyan Citizen
- Bachelor's Degree in Supply Chain Management or relevant disciplines from a recognized institution or Any other business related degree with Diploma from Chartered Institute of Purchasing and Supplies (CIPS)
- Related Master's Degree is an added advantage.
- Certified procurement and supply professional (CPSP-K) or equivalent certification from recognized institution.
- Registered member of KISM with a valid practicing license.
- At least six (6) years of similar experience in utility or service industry, three (3) of which should have been in a senior management position in a busy and dynamic work environment.

### **Personal Qualities, Skills & Competencies**

- ◆ Excellent understanding of procurement principles Proficient in MS Office.
- ◆ Good communication, interpersonal, negotiation and coordination skills
- ◆ In-depth understanding of the various procurements acts.
- ◆ Excellent Knowledge of Microsoft office applications.
- ◆ Proven ability to be flexible and work hard, both independently and in a team
- ◆ Environment, in a high-pressure on a call environment with changing priorities.
- ◆ High levels of integrity and ethical conduct.

### **Application procedures and Deadlines**

Candidates, who meet the above specifications and have the drive to join a highly motivated work team, should submit their applications and CV including a reliable telephone and e-mails contact of self and at least three(3) referees, to reach us on or before addressed to:

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**1 POSITION:** Waste Water Engineer

**No.of Posts :** 1

**Job Grade :** 4

**Division :** Engineering

**Reporting to :** Operations Manager- Waste Water

**Terms of employment:** Permanent and pensionable

**Duties and Responsibilities**

- ◆ Monitoring and guidance on industrial effluent discharge at all Waste water Treatment Plant
- ◆ Wastewater quality control and environmental conservation
- ◆ Researching and implementing innovative technologies and processes to minimize pollution, conserve resources, and enhance the overall sustainability of waste water management practices.
- ◆ Ensure that the plant and equipment are maintained as per the set schedules/SOPs.
- ◆ Champion the drafting of policy of alternative revenue sources from the treatment plants and products and fees.
- ◆ Maintain cleanliness and orderliness in the waste water treatment plants and their surroundings.
- ◆ Record and document all waste water operations meticulously and compile reports as required.
- ◆ Ensure all waste generated or separated, both solid and liquid is appropriately handled and disposed in compliance with the relevant standards.

- ◆ Ensure all the stations have access controls and are properly and adequately guarded in line with company policy.
- ◆ Formulate health and safety standards for each station to be adhered to by the staff and visitor/ customers
- ◆ Work in close liaison with Operations Manager - Waste Water to ensure operations in all the stations are efficient and effective
- ◆ Monitor raw water sewage quality for appropriate action in case of deviation, this shall be in liaison with the quality assurance officer for identification of culprits especially the trade dis-chargers.
- ◆ Any other duties as may be assigned from time to time by the head of division/Department

### **Requirements for appointment**

- Be a Kenyan citizen
- Bachelor of science degree in Civil Engineering/Sanitation/Waste Water/Environmental Management or related disciplines from a recognized institution.
- Certificate in Sewerage Engineering or Management from a recognized institution.
- Registered Engineers with IEK/EBK or equivalent professional body; in a good standing.
- At least five (5) years of similar experience, two (2) of which must be at a supervisory level in a busy and dynamic work environment.

### **Personal Qualities, Skills and Competencies**

- ◆ Proficiency in waste water treatment processes, including biological , chemical and physical methods.
- ◆ Familiarity with regulations governing wastewater management and the ability to ensure compliance.
- ◆ Strong engineering skills to design and evaluate waste water infrastructure, such as pipelines, treatment plants , and pumping stations.
- ◆ Capability to troubleshoots and address issues related to waste water systems, such as pipelines, treatment plants, and pumping stations.
- ◆ Understanding of the environmental impact of waste water management and the ability to implement sustainable and eco-friendly practices.
- ◆ Proficient project management skills to plan, execute, and monitor waste water projects including budgeting and resource allocation
- ◆ Analytical skills to assess water quality data and make informed decisions to improve treatment processes.
- ◆ Effective communication, interpersonal, planning and coordination skills.

- ◆ Commitment to safety protocols and the ability to create and enforce safety procedures in a hazardous work environment.
- ◆ Flexibility to adapt to evolving waste water technologies and industry best practices.
- ◆ Precise attention to detail to ensure accurate designs and data analysis for optimal waste water treatment.
- ◆ Familiarity with relevant software and tools for waste water modeling, data analysis and design.
- ◆ Preparedness for handling emergencies such as spills or equipment failures to minimize Environmental damage and public health risks.
- ◆ High levels of integrity and ethical conduct.