



NAROMORU WATER AND SANITATION COMPANY

Naromoru Town in Kanyua Building next to Naromoru Post Offices,

P.O. Box 234-10105, NAROMORU.

Email:narowasco@gmail.com

TEL:0791 151 094

GENERAL MANAGER

JOB REFERENCE: NAROWASCO/BOD/001/2021

Naromoru Water and Sanitation Company is mandated to provide Water and Sanitation Services in Naromoru Town and its environs in Nyeri County and lower parts of Laikipia County.

To strengthen our staff team and leadership, the company is inviting applications from highly competent and experienced individuals who are proactive and self-driven to fill the position of General Manager.

Overall responsibility

Reporting to the Board of Directors, the General Manager will be responsible for the day-to-day operations of the company.

The successful candidate will be expected to provide overall direction to the company through Planning, Directing, Coordinating and Controlling the Operations of the Company.

Key responsibilities/ Duties

- Developing and ensuring the implementation of the Company's policies and strategies to ensure sustainable operations, effective and efficient service delivery in line with Water Sector regulations
- Formulating and updating the corporate plan including projections of expansion and development of facilities and extension/expansion of Company's operations and advising the Board of Directors on the same
- Ensure compliance with Government policies, regulations, directives, statutory and reporting requirements
- Lead and manage the Human Resources of the Company to build capacity, develop, attract and retain good employees
- Promote the Company's image, develop and maintain good public relations with the County Government of Nyeri, Tana Water Works Development Agency, Community, Customers, Partners and Stakeholders
- Anticipating technological and other important developments and/or potential risk and formulating relevant policies thereto for approval by the Board of Directors
- Acting as the Secretary to the Board
- Carrying out any other responsibilities determined by the Board as may be necessary to achieve the Company objectives

Required qualifications, experience and competencies

- At least a firstdegree in Civil/ Water Engineering, Business-related degree or Environmental Sciences from a recognized university
- Relevant postgraduate qualification will be an added advantage
- At least (4) four years working experience in a busy Commercial utility environment, (2) two years of which should be in senior management
- Knowledge of public procurement and disposal act, procurement rules and guidelines
- Sound understanding of the reforms taking place in the water sector in Kenya
- Possess strong and excellent management, interpersonal, communication, negotiation and ICT skills
- Be self-driven, result oriented and possess excellent public relations and be customer oriented.
- Good leadership qualities and capable of dealing with change within the Company.

Qualified and interested candidates should send their applications alongside a detailed CV indicating their current and previous employer and position held, current and expected salary, name of at least three professional referees, education and professional certificates together with a copy of national identity card and/ or passport.

Applicants will be required to satisfy the requirements of chapter six of the Constitution of Kenya 2010 and provide:

- i. Certificate of Good Conduct from the Directorate of Criminal Investigations.
- ii. Clearance certificate from Higher Education Loans Board (HELB)
- iii. Current Tax compliance certificate from Kenya Revenue Authority (KRA)
- iv. Clearance from the Ethics and Anti-Corruption Commission (EACC) and
- v. Clean and current report from an approved Credit Reference Bureau (CRB)

TERMS OF EMPLOYMENT

The appointment will be for a contract term of **3 YEARS** renewable subject to satisfactory performance evidenced by continuous achievement of performance targets.

APPLICATION INSTRUCTIONS:

Application packages in sealed envelopment which include a cover letter, C.V of not more than 5 pages and certified copies of certificates and testimonials should be sent by post or courier services to:

**The Chairman,
Board of Directors
Naromoru Water and Sanitation Company,
P.O. BOX 234 – 10105, NAROMORU**

Applications may also be sent via email to: Chairman.narowasco@gmail.com before the closing date (25th November, 2021 at 5.00PM)

NOTE:

- The vacancy number should be clearly marked on the left top corner of the outer envelope of the application package
- Only shortlisted candidates will be Contacted
- Canvassing in any way will lead to automatic disqualification

CLOSING DATE: 25TH NOVEMBER, 2021 AT 5.00PM