



NAKURU WATER AND SANITATION SERVICES CO. LTD

Nawassco Plaza, Government Road, P. O. Box 16314-20100, NAKURU

Tel: (051) - 2212269 Toll Free: 0800-720036

Enriching Life

Website: www.nakuruwater.co.ke Email: info@nakuruwater.co.ke OR custcare@nakuruwater.co.ke

OPPORTUNITIES IN THE COUNTY GOVERNMENT OF NAKURU

Nakuru Water and Sanitation Services Company Ltd (NAWASSCO) is a Company established under the Companies Act (Cap 486, Laws of Kenya) and is wholly owned by the **County Government of Nakuru**. The objectives of the Company are broadly and extensively formulated in the Memorandum and Articles of Association and cover a wide range of activities directly related to or associated with the provision of water and sanitation services within Nakuru East and Nakuru West Sub counties and its environs. The Company is seeking to fill the following Positions with individuals who are customer service oriented, qualified and experienced and who seek to be part of a result oriented team.

NAWASSCO/02/05/2018 - HUMAN RESOURCE AND ADMINISTRATION MANAGER

The successful candidate will report to the Managing Director and will be responsible for guidance in overall Human Resource and Administration Management, ensuring that NAWASSCO has in place the appropriate skilled and well motivated workforce and administrative support that can deliver our mandate.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- To formulate and regularly update various human resource policies including terms and conditions of service,
- To ensure effective implementation of all functions relating to manpower planning, welfare and human resource administration in the Company,
- To ensure implementation of the human resource policies and procedures,
- To participate in the recruitment, selection and placement activities and ensure employees are properly oriented,
- To ensure that all the activities are cost effective and contribute to the overall efficiency of the Company,
- To review and maintain the staff complement in liaison with heads of Departments,
- Ensure sound occupational health and safety standards in NAWASSCO as a way of improving productivity.
- To provide effective guidance and supervision of staff,
- To update and maintain job descriptions for all positions in the Company.
- To ensure that staff is appropriately trained in line with training needs assessment expectations.
- To coordinate office administration services and transport,
- To develop and ensure implementation of administrative policies and procedures,
- To coordinate and manage office accommodation, equipment telephone exchange, registry, photocopying, security services internal and external communication,
- To implement the policy on documentation and telecommunication management.
- Planning, organizing, and control of all administrative functions
- To oversee management of insurances for employees and property
- To ensure proper management of the Company property.
- Any other duties that may be assigned from time to time.

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KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Bachelor's Degree in Social science, Human Resource Management, Business Administration or equivalent from a recognized University and a Diploma in Human Resource Management,
- At least 7 years working experience with at least 3 years at Senior Management level in a large organization.
- Experience of union management and CBA negotiations is essential as is human resources planning, recruitment, training and development and performance management
- Experience in developing and or implementing human resources information systems is a definite advantage,
- Computer skills
- Excellent interpersonal and communication skills.
- Ability to work under pressure and meet deadline.
- Be a registered Member of IHRM
- Be a Person of high integrity and meet the requirements of chapter six of the constitution of Kenya.

Contract Terms: 5 years Renewable based on performance

An attractive remuneration package commensurate with the responsibilities will be negotiated with the right candidate.

If you believe that you possess the attributes for any of the above positions, please submit your written application together with detailed CV (max.4 pages), copies of Academic And Professional Certificates, Higher Education loans Board clearance certificates, Certificate of Good Conduct, Tax Compliance Certificates and Clearance From Ethics and Anti Corruption Commission(EACC) to:

The Managing Director,
Nakuru water and Sanitation Services Company Limited,
P.O Box 16314-20100,
Nakuru.

Note: The above should reach him not later than 21st June, 2018. Only successful applicants will be contacted. NAWASSCO is an equal opportunity employer hence persons living with disability are encouraged to apply.