

KIBWEZI - MAKINDU WATER AND SANITATION COMPANY.LTD



DC's office compound
P.O. BOX 104 – 90137 KIBWEZI
Tel: 0711697087

Email: info@kibmawasco.com

VACANCY ANNOUNCEMENT

Kibwezi-Water and Sanitation company limited (KIBMAWASCO) is a water service provider established under Makueni County Water Services Act of Makueni County Assembly (Makueni Acts No. 3 of 2020) to provide clean portable water and Sanitation services to the residents of Makueni in Kibwezi, Makindu, Mtito Andei and its environs. To achieve, this we wish to recruit a competent and qualified person to fill the following position.

| S/No. | JOB TITLE | JOB REF. No. | No. OF POSITIONS | TERMS OF SERVICE |
|-------|--------------------------|--------------------|------------------|---|
| 1.0 | Internal Audit Assistant | KIBMWSC/05/2026/07 | One (1) | Three (3) years contract renewable subject to satisfactory performance. |

Internal Audit Assistant – KM 6

Objective

To conduct internal audits and reviews of financial, operational, and compliance systems, providing independent assurance on governance, risk management, and internal controls within KIBMAWASCO.

Reporting to the Senior Internal Auditor

Remuneration- It will be as guided by the company salary structure.

Duties and Responsibilities

1. Assist in conducting routine and special audits across departments.
2. Verify accuracy and completeness of financial records and supporting documents.
3. Participate in risk assessment and evaluation of internal controls.
4. Support the preparation of audit working papers and documentation.
5. Assist in compiling audit findings and drafting audit reports.
6. Follow up on implementation of audit recommendations.

7. Ensure compliance with internal policies, procedures, and statutory regulations.
8. Maintain confidentiality and integrity of audit information.
9. Support the Audit and Risk Committee with documentation and logistics.
10. Perform any other audit-related duties as assigned.

Requirements for Appointment

1. Diploma in Accounting, Finance, Auditing, or a related field from a recognized institution.
2. Degree in the relevant field will be an added advantage.
3. CPA Part I or equivalent professional qualification.
4. Minimum of three (3) years relevant work experience in a comparable position.
5. Proficiency in computer applications and audit software.
6. Knowledge of internal audit standards and public sector financial regulations.
7. Shown merit and ability as reflected in work performance and results.

Other Requirements

- 1) Be a Kenyan citizen,
- 2) Candidates must attach a clear copy of their national identity card or passport,
- 3) Satisfy the requirements of Chapter Six of the constitution of Kenya 2010 by obtaining clearance from Higher Education Loans Board (HELB), Directorate of Criminal Investigation (DCI), Kenya Revenue Authority (KRA), Credit Reference Bureau (CRB) and Ethics and Anti-Corruption Commission (EACC). These must be availed at the interview.

Application Procedure

Interested and qualified candidates should submit their applications addressed to;

The Managing Director,

Kibwezi-Makindu Water and Sanitation Company Limited,

P.O Box 104 – 90137,

Kibwezi.

together with updated CV, copies of academic and professional certificates, and testimonials to:

Email: human.resource@kibmawasco.com

And

Delivered by hand at the reception desk of Kibwezi Makindu – Water and Sanitation Company Limited offices located at DCC's Office compound Kibwezi on or before **5.00pm 30th May 2026**. KIBMAWASCO is an equal opportunity employer. Youth, women and persons with disabilities are encourage to apply.



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|-------|---------------|--------------------|------------------|---|
| 1.0 | ICT Assistant | KIBMWSC/05/2026/06 | One (1) | Three (3) years contract renewable subject to satisfactory performance. |

ICT Assistant – KM 6

Objective

To implement and maintain ICT systems and infrastructure, ensuring reliable, secure, and efficient digital operations that support KIBMAWASCO's organizational functions.

Reporting to the ICT Officer.

Remuneration- It will be as guided by the company salary structure.

Duties and Responsibilities

1. Install, configure, and maintain computer hardware, software, and network systems.
2. Provide technical support and user assistance for ICT-related issues.
3. Monitor system performance and ensure optimal functionality of ICT equipment.
4. Assist in maintaining and updating the organization's website and intranet.
5. Support data backup, recovery, and cybersecurity protocols.
6. Maintain inventory of ICT assets and ensure proper documentation.

7. Assist in the implementation of new ICT projects and upgrades.
8. Ensure compliance with ICT policies, standards, and procedures.
9. Prepare periodic reports on ICT support activities and system status
10. Perform any other ICT-related duties as assigned.

Requirements for Appointment

1. Diploma in Information Technology, Computer Science, or a related field from a recognized institution.
2. Diploma or degree in GIS will be an added advantage.
3. Minimum of three (3) years relevant work experience in a comparable position.
4. Knowledge of ICT policies, data protection, and public sector digital standards
5. Shown merit and ability as reflected in work performance and results.

Other Requirements

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- 3) Satisfy the requirements of Chapter Six of the constitution of Kenya 2010 by obtaining clearance from Higher Education Loans Board (HELB), Directorate of Criminal Investigation (DCI), Kenya Revenue Authority (KRA), Credit Reference Bureau (CRB) and Ethics and Anti-Corruption Commission (EACC). These must be availed at the interview.

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| S/No. | JOB TITLE | JOB REF. No. | No. OF POSITIONS | TERMS OF SERVICE |
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| 1.0 | Senior Procurement Officer | KIBMWSC/05/2026/03 | One (1) | Three (3) years contract renewable subject to satisfactory performance. |

Senior Procurement Officer – KM 3

Objective

To provide strategic leadership and oversight in the procurement function, ensuring effective, transparent, and compliant acquisition of goods, services, and works in line with KIBMAWASCO's policies and public procurement regulations.

Reporting to the Managing Director

Remuneration- It will be as guided by the company salary structure.

Duties and Responsibilities

1. Maintain and update annually standing lists of registered tenderers required by the procuring entity and liaise with the Authority in respect of the Authority's register of suppliers and procuring agents:
2. Prepare, publish and distribute procurement and disposal opportunities including invitations to tenders on tender, prequalification documents and invitations for expressions of interest:

3. Co-ordinate the receiving and opening of tender documents:
4. Maintain and safeguard procurement and disposal documents and records in accordance with these Regulations;
5. Submits, shortlists and lists of pre-qualified tenderers to the tender committee or procurement committee for approval:
6. Issue procurement and disposal documents to candidates in accordance with the Act and the Regulations:
7. Propose the membership of evaluation committee to the accounting officer for approval:
8. Co-ordinate the evaluation of tenders, quotations and proposals;
9. Recommend a negotiation team for appointment by the accounting office where negotiations are allowed by the Act and these Regulations and participate in such negotiations;
10. Prepare and publish notices of award notices of tender acceptance;
11. Prepare and issue rejection and debriefing letters:
12. Prepare contract variations and modifications to documents;
13. Maintain and achieve documents and records of the procurement and disposal activities for the required period:
14. Provide information, as required, for any petition or investigation to debar a tenderer or contractor or any investigation under review procedure:
15. Implement the decisions of the procurement, tender and disposal committees, including coordinating all activities of these committee:
16. Act as a secretariat to the tender, procurement and disposal committees:
17. Liaise with the Authority and other bodies on matters relating to procurement and disposal:
18. Prepare and submit to the Authority reports required under the Act, these Regulations and guidelines of the Authority:
19. Monitor contract management by user departments to ensure implementation of contracts in accordance with the terms and conditions of the contracts:
20. Report any significant departures from the terms and condition of the contract to the head of the procuring entity:
21. Recommend the delegation of a procurement or disposal function to another procuring entity by the head of the procuring entity whenever a need arises:

22. Prepare consolidated procurement and disposal plans;
23. Advise the procuring entity on aggregation of procurement to promote economies of scale;
24. Co-ordinate internal monitoring and evaluation of the supply function;
25. Carry out periodic, market surveys to inform the placing of orders or adjudication by the relevant award committee;
26. Conduct periodic and annual stock taking;
27. Certify the invoices and payment vouchers to suppliers;
28. Approve the extension of the tender validity period;
29. Verify that the available stock levels warrant initiating a procurement process;
30. Carry out any other functions or duties as may be provided under the Act or these Regulations and any other functions that might be stipulated by the Authority.

Requirements for Appointment

1. Cumulative service period of nine (9) years' relevant work experience, three (3) of which must have been at the grade of Senior Procurement Officer I or in comparable position
2. Bachelor's Degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Management, Procurement, Commerce (Supplies Management Option) Business Administration (Supplies Management option), Marketing or an equivalent qualification from a recognized Institution;
3. Senior Management Course from a recognized institution will be an added advantage.
4. Proficiency in procurement systems and computer applications.
5. Knowledge of public procurement laws, regulations, and strategic sourcing.
6. Membership to the Kenya Institute of Supplies Management (KISM) or Chartered Institute of Purchasing and Supplies (CIPS); and
7. Shown merit and ability as reflected in work performance and results.

Other Requirements

- 1) Be a Kenyan citizen,
- 2) Candidates must attach a clear copy of their national identity card or passport,
- 3) Satisfy the requirements of Chapter Six of the constitution of Kenya 2010 by obtaining clearance from Higher Education Loans Board (HELB), Directorate of Criminal

Investigation (DCI), Kenya Revenue Authority (KRA), Credit Reference Bureau (CRB) and Ethics and Anti-Corruption Commission (EACC). These must be availed at the interview.

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| S/No. | JOB TITLE | JOB REF. No. | No. OF POSITIONS | TERMS OF SERVICE |
|-------|------------------------|--------------------|------------------|---|
| 1.0 | Office Administrator I | KIBMWSC/05/2026/05 | One (1) | Three (3) years contract renewable subject to satisfactory performance. |

Office Administrator I – KM 4

Objective

To provide strategic administrative oversight, lead office operations, and ensure efficient and compliant administrative systems.

Duties and Responsibilities

1. Lead and supervise all administrative functions and staff.
2. Implement and monitor office procedures, workflow, and policies.
3. Coordinate communication between departments and management.
4. Prepare high-level reports, briefs, and presentations.
5. Oversee document control, filing systems, and information management.
6. Ensure compliance with organizational, regulatory, and statutory requirements.
7. Provide mentorship and professional guidance to administrative staff.
8. Plan and manage office resources, supplies, and logistics.

Reporting to the Managing Director

Remuneration- It will be as guided by the company salary structure.

Requirements for Appointment

1. Bachelor's degree in Office Administration, Business Management, or equivalent.
2. Minimum 3 years of relevant experience.
3. Proven competence in strategic office management and leadership.

Other Requirements

- 1) Be a Kenyan citizen,
- 2) Candidates must attach a clear copy of their national identity card or passport,
- 3) Satisfy the requirements of Chapter Six of the constitution of Kenya 2010 by obtaining clearance from Higher Education Loans Board (HELB), Directorate of Criminal Investigation (DCI), Kenya Revenue Authority (KRA), Credit Reference Bureau (CRB) and Ethics and Anti-Corruption Commission (EACC). These must be availed at the interview.

Application Procedure

Interested and qualified candidates should submit their written applications enclosing current Curriculum Vitae, copies of academic, professional certificates and other testimonials and ID card in a sealed envelope clearly indicating the position applied for on the envelope and addressed to;

The Managing Director,

Kibwezi-Makindu Water and Sanitation Company Limited,

P.O Box 104 – 90137,

Kibwezi.

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And sent via email to:

Email: human.resource@kibmawasco.com

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|-------|---------------------------|--------------------|------------------|---|
| 1.0 | Human Resources Officer I | KIBMWSC/05/2026/04 | One (1) | Three (3) years contract renewable subject to satisfactory performance. |

Human Resources Officer I – KM 4

Objective

To oversee and implement human resource functions including policy execution, records management, benefits administration, and strategic reporting, ensuring alignment with KIBMAWASCO operational standards and regulatory requirements.

Reporting to the Finance and Human Resources Manager.

Remuneration- It will be as guided by the company salary structure.

Duties and Responsibilities

1. Implement Human Resource policies and procedures.
2. Update and maintain recruitment, selection, and training records.
3. Verify and compile information related to recruitment, appointments, transfers, HR records, and complement control.

4. Draft quarterly and annual performance contract reports.
5. Participate in updating retirement benefits and medical schemes.
6. Update and maintain bio data for newly employed staff.
7. Process and distribute staff employment cards.
8. Collect and collate data for training needs analysis.
9. Draft board papers on human resource-related matters.

Requirements for Appointment

1. Cumulative service period of four (4) years relevant work experience in the grade of Human Resource Management Officer II or in a comparable position.
2. Bachelor's degree in Human Resource Management, Human Resource Development, Human Resource Planning, Commerce (HR Option), or any other relevant qualification from a recognized institution; OR
3. Bachelor's degree in Economics, Social Sciences, Education, Public/Business Administration, Government, Commerce plus a Post Graduate Diploma in Human Resource Management/Development or equivalent qualification from a recognized institution.
4. Proficiency in computer application skills.
5. Shown merit and ability as reflected in work performance and results.

Other Requirements

- 1) Be a Kenyan citizen,
- 2) Candidates must attach a clear copy of their national identity card or passport,
- 3) Satisfy the requirements of Chapter Six of the constitution of Kenya 2010 by obtaining clearance from Higher Education Loans Board (HELB), Directorate of Criminal Investigation (DCI), Kenya Revenue Authority (KRA), Credit Reference Bureau (CRB) and Ethics and Anti-Corruption Commission (EACC). These must be availed at the interview.

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| S/No. | JOB TITLE | JOB REF. No. | No. OF POSITIONS | TERMS OF SERVICE |
|-------|-------------------|--------------------|------------------|---|
| 1.0 | Technical Manager | KIBMWSC/05/2026/01 | One (1) | Three (3) years contract renewable subject to satisfactory performance. |

Technical Manager – KM 2

Objective

To provide strategic leadership and oversight of technical operations including water production, distribution, maintenance, and infrastructure development, ensuring efficient service delivery and compliance with regulatory standards at KIBMAWASCO.

To coordinate and oversee all the company's technical operations of water and sanitation services; and

To ensure that the technical assets of the company are acquired, maintained and operated according to standard and specifications stipulated by the service agreement of KIBMAWASCO.

Reporting to the Managing Director

Remuneration- It will be as guided by the company salary structure.

Duties and Responsibilities

1. Provide strategic and technical leadership in the Technical Department to ensure provision of high-quality services to customers.

2. Support engineers in ensuring quality and timely responses to requests, in compliance with standards and procedures.
3. Steer the development of departmental policies, procedures and actions plans in line with the Company mission and objectives.
4. Ensure the audits are carried out on time and remedial action taken
5. Oversee preparation of comprehensive departmental reports and budgets, to Managing Director to facilitate decision-making
6. Ensure development of departmental staff through training and motivation
7. Ensure that water infrastructure is operated and maintained to the required standards.
8. Advise the Company on the acquisition of capital assets and on all technical matters.
9. Provide technical expertise and advise in the acquisition of contractors and consultants for major works.
10. Provide overall supervision of all technical works
11. Participate in setting performance targets for technical staff in the Company.
12. Oversee the planning and coordination of quality, maintenance and engineering related issues.
13. Ensure high quality portable water to customers.
14. Monitor performance indicators and implement continuous improvement initiatives.
15. Provide technical guidance and mentorship to engineering and operations teams.
16. Prepare and present technical reports to senior management and the Board.
17. Liaise with regulatory bodies, contractors, and stakeholders on technical matters.
18. Support emergency response and disaster preparedness related to technical operations.
19. Perform any other duties as assigned by management.

Requirements for Appointment

1. Bachelor's degree in civil engineering/water and environmental engineering/soil, environmental engineering or a related technical field from a recognized institution.
2. Registered with a recognized professional body such as EBK
3. Minimum of twelve (12) years relevant work experience, five (5) of which should be in a senior technical management position.
4. Master's Degree in a relevant field will be an added advantage.

5. Proficiency in engineering software, project management tools, and technical reporting.
6. Strong leadership, analytical, and decision-making skills.
7. Shown merit and ability as reflected in work performance and results.

Other Requirements

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| 1.0 | Commercial Manager | KIBMWSC/05/2026/02 | One (1) | Three (3) years contract renewable subject to satisfactory performance. |

Commercial Manager – KM 2

Objective

To provide strategic leadership and oversight of commercial operations including customer service, billing, revenue collection, and marketing, ensuring sustainable growth and customer satisfaction at KIBMAWASCO.

Reporting to the Managing Director

Remuneration- It will be as guided by the company salary structure.

Duties and Responsibilities

1. Ensure provision of timely and high-quality client services that meets or exceed their expectations.
2. Develop and implement systems for positive customer relations management
3. Manage and supervise commercial aspects of the company's operations, particularly as they relate to revenue generation.

4. Promote new ideas and business solutions that result in extended service to the existing and new clients
5. Develop long-term business strategies and operating plans that reflect the longer-term goals and priorities
6. Ensure the provision of comprehensive commercial information systems, including up-to-date customer database, to achieve the overall company revenue objectives.
7. Ensuring timely, complete and accurate reading and billing of services and subsequent collection.
8. Carrying out customer surveys and proposing improvements arising from feedback received
9. Develop departmental policies and procedures and actions plans in line with overall company mission and objectives.
10. Receive daily reports on billing queries from zones and investigate and ensure that necessary database changes are made.
11. Receive each week the daily summary of meter reading and bill distribution from all zones, and verify them.
12. Ensure that disconnections/reconnections are properly recorded and information submitted for database update.
13. Verify that meter readings for removed meters are reasonable, and estimate consumption where necessary.
14. Organize control and monitor customer account investigations as necessary e.g. suppressed accounts in database
15. Immediately take any necessary remedial actions in cases where liability is queried by customers, and ensure that such customer queries are immediately and fully resolved.
16. Ensure that major sensitive customers are identified, that their billings are prioritized, checked for accuracy, and payments followed up each month to optimize revenue generation and cash flows.
17. Customers' complaints and queries are promptly and resolved.
18. Communication feedback to customers, resolution of queries and investigation in results on customers disputed bills or meter testing results are done as promptly as possible.
19. Ensure that customers are reconnected within 24 hours after payment.

Requirements for Appointment

1. Bachelor's Degree in Business Administration, Marketing, Commerce, Economics, or a related field from a recognized institution.
2. Master's Degree in a relevant field will be an added advantage.
3. Membership in a recognized professional body is desirable.
4. Minimum experience for this position shall be 12 years with 3 years in a senior management position.
5. Proficiency in customer relationship management systems, billing software, and data analysis tools.
6. Strong leadership, communication, and strategic planning skills
7. Proficient experience in ERP systems and internet will be an added advantage.
8. Show merit and ability as reflected in work performance and results.

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