



**OL KALOU WATER AND SANITATION COMPANY LIMITED
P.O BOX 455-20303, OL KALOU**

ADVERTISEMENT FOR VACANT POSITIONS

Ol Kalou Water and Sanitation Company Limited is a Water Service Provider formed as per the Water Act 2016 and owned by the County Government of Nyandarua.

To strengthen our team of staff, we invite applications from competent, proactive, and self-driven individuals to fill the following positions within the Company.

- 1. Managing Director (One Post)**
- 2. Finance and Administration Manager (One Post)**

MANAGING DIRECTOR

Job Summary

The Managing Director will be the Company's accounting officer overseeing the day-to-day implementation of the Company's Mandate. Reporting to the Board of Directors, the Managing Director will be providing overall direction through planning, directing and coordinating the activities of the Company.

As a visionary leader, the Managing Director shall provide guidance, coordinate and motivate the staff of OLWASCO, be innovative and spearhead the Company's change management while ensuring operational efficiency, service delivery and performance.

The MD shall provide strong and inspirational leadership to the Company to facilitate the achievement of the set performance goals and objectives of the Company and in particular improve service delivery by demonstrating prudent resource and project management.

Key Duties and Responsibilities

- Develop and recommend to the Board the long-term strategy, corporate plans, and performance management, and establish appropriate internal monitoring and control systems and procedures to support the achievement of the Company's Mandate;
- Recommend annual budgets to the Board for approval and ensure prudent utilization of Company resources as per guidelines provided by the Government while ensuring accurate and timely audits;
- Ensure compliance with all applicable policies, laws, regulations and procedures;

- Build and manage relationships with Key stakeholders to mobilize resources for the Company and develop strategies to increase funding to meet the objectives of the Company;
- Coordinate and prepare business-related proposals, projects, reports and other submissions for consideration by the Board;
- Coordinate the Company's development programs, project formulation, funding implementation, appraisal, monitoring and evaluation
- Identify and source for suitable development partners and beneficiaries for collaboration;
- Establish internal monitoring and controls systems and procedures in line with the Company's guidelines and best practice;
- Ensure regular, thorough and prompt communication to the Board on key financial, technical and administrative matters;
- Provide leadership to Management and be a link between the Board and Management;
- Develop and institutionalize an effective performance management culture and ensure the Company has an effective performance management system;
- Maintaining a conducive work environment for attracting talent, retaining and motivating employees and foster a corporate culture that promotes ethical practices and good corporate citizenship and high performance;
- Leading a cultural transformation and organizational restructuring to position the utility as a leader in the water sector;
- Driving Business automation to leverage technology to improve operational efficiency, effectiveness and business growth.
- Any other duties as may be assigned from time to time by the Board of Directors.

Job Requirements

Bachelor's Degree from a recognized university in any of the following fields; Civil or Electro-Mechanical engineering, Water Engineering, Finance, Business Management, Project Planning and Management;

- A postgraduate qualification in the related field will be an added advantage;
- Must have 7 years of active service management position
- Work experience in senior management in the water sector will be an added advantage;
- Hold a professional qualification and membership to a professional body where applicable and in good standing;
- Competency in Management information systems relevant to the water sector and standard office systems;
- Must be conversant with designs, implementation and operations of water and sanitation infrastructure;
- Ability to work unsupervised and on own initiative;
- Must have excellent communication skills, be highly innovative, creative with excellent analytical skills, problem-solving skills, competent in Project Management, and a team player;
- Conversant with the Public Procurement and Disposal Act 2015 and Disposal Regulations 2020;

- Fulfill the requirements of Chapter Six (6) of the Constitution of Kenya 2010 by providing the following;
 - i. Certificate of good conduct from the Directorate of Criminal Investigations (DCI)
 - ii. Clearance certificate from accredited credit reference bureau (CRB)
 - iii. Clearance certificate from the Higher Education Loans Board (HELB)
 - iv. Valid Tax compliance certificate from Kenya Revenue Authority (KRA)
 - v. Clearance certificate from the Ethics and Anti-Corruption Commission (EACC)

Terms and Conditions of Service

The Managing Director will be engaged on a three-year contract renewable once subject to satisfactory performance as reviewed by the Board of Directors.

FINANCE AND ADMINISTRATION MANAGER

Job Specification:

The Finance and Administration Manager is responsible for overseeing all accounting and financial aspects and human resources management of OLWASCO. The office shall also be responsible for the implementation of the accounting and financial policies, human resources policies and procedure manuals, strategies, budgetary planning, and asset management.

Terms and Conditions of Service

The Finance and Administration Manager will be engaged on a three-year contract renewable subject to satisfactory performance as reviewed by the Board of Directors.

a) Duties and responsibilities:

- i. Prepare accurate and timely financial reports, including balance sheets, income statements, and cash flow statements promptly for decision-making
- ii. Confirming compliance with tax laws across all business transactions
- iii. Ensuring safe custody of company records and assets
- iv. Analyzing below-the-line accounts and handling cash transactions duties
- v. Reviewing payment documents and complying with relevant tax laws
- vi. Processing vouchers, and cheques and posting payments and receipt vouchers in the cash books
- vii. Management of all cashbook transactions in line with Public Finance Management Act (PFM)
- viii. Verifying supporting documents seeking for letters of credit
- ix. Extracting and providing cash liquidity analysis
- x. Ensuring the security of cheques and cheque books

- xi. Extracting documents and information for financial audit purposes and inclusion in periodic reports for decision-making
- xii. Analyze financial data and provide insightful reports to management for strategic decision-making.
- xiii. Oversee day-to-day accounting activities, including accounts payable, accounts receivable, general ledger, and payroll.
- xiv. Reconcile financial discrepancies and ensure the accuracy and completeness of financial records.
- xv. Assist in the development and monitoring of OLWASCO's budget and collaborate with department heads to forecast financial performance and identify areas for cost optimization.
- xvi. Ensure compliance with relevant accounting principles, laws, and regulations and coordinate with external auditors during the audit process.
- xvii. Conduct financial analysis to assess the company's financial performance and identify trends, risks, and opportunities.
- xviii. Provide recommendations for improving financial efficiency and profitability.
- xix. Establish and maintain strong internal control procedures to safeguard OLWASCO assets and prevent fraud.
- xx. Evaluate existing controls and suggest improvements where necessary.
- xxi. Utilize and maintain OLWASCO's accounting systems effectively and Identify opportunities to enhance automation and streamline accounting processes.
- xxii. Collaborate with cross-functional teams on financial matters and promote a cooperative work environment.
- xxiii. Ensure compliance with approved human resources management policies, systems, and procedures and their standard application within the organization;
- xxiv. Prepare, monitor, and maintain the human resources budget and timely and accurate payroll administration and remittance of deductions;
- xxv. Support in the Administration and review of OLWASCO's HR manual/policy document;
- xxvi. Review of OLWASCO's strategic plan as pertains to the human resource & administration department;
- xxvii. Lead training and appraisal of all staff in line with the overall OLWASCO staff training and development objective
- xxviii. Perform any other duties as may be assigned from time to time by the Managing director.

b) Job Requirements

- i. Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;

- ii. Minimum of at least 5 years of work experience in a similar position;
- iii. Certified public accountant (CPA-K) and an active member ICPAK with good standing;
- iv. Meets the requirements of chapter six of the Constitution of Kenya 2010 which includes:
 - a. Certificate of Good Conduct from the Directorate of Criminal Investigations;
 - b. Clearance Certificate from the Higher Education Loans Board;
 - c. Tax Compliance Certificate from the Kenya Revenue Authority;
 - d. Clearance from the Ethics and Anti-Corruption Commission; and
 - e. Report from an Approved Credit Reference Bureau.

Interested candidates should forward their hard copy applications together with updated CVs, academic and professional certificates, indicating email, telephone contact, current and expected salary, and testimonials **in a sealed envelope clearly marked the position applied for and sent to: -**

**THE CHAIRPERSON - BOARD OF DIRECTORS,
OL KALOU WATER AND SANITATION COMPANY LIMITED,
P.O BOX 455-20303,
OL KALOU.**

Detailed information on the post can be found at www.olkalouwater.co.ke or www.nyandarua.go.ke

Applications should be received not later than **4.00 pm on 30th April 2024.**

Applicants are encouraged to apply through post office, courier, or hand delivery and send a soft copy of the same to chairperson@olkalouwater.co.ke .

NB: Only shortlisted candidates shall be contacted and canvassing will lead to automatic disqualification