



MERU COUNTY URBAN WATER AND SANITATION SERVICES CORPORATION

Tel: 064-3132591 ,
0717527707,
E-mail: meruwater@gmail.com

P. O. Box 859 60200
MERU.
Website: www.mewass.or.ke

JOBS ADVERTISEMENT

The Meru County Urban Water and Sanitation Services Corporation whose mandate is to provide and manage water and sanitation services in the Meru County urban areas wishes to recruit competent and qualified persons to fill the following positions:

1. TECHNICAL MANAGER

a) Job's Responsibility

Ensuring customers get quality and safe water and efficient utilization of resources through development of production methods, reduction of downtime of equipment and continuous improvement of water process.

b) Key Result Areas

- Reviewing, developing production plans/strategies and establishing performance standards
- Training technical personnel on new policies, procedures and strategies
- Ensure adherence to the Standard Operating Procedures (SOPs)
- Identifying production capacity, market demand and formulating appropriate counter measures to improve the performance
- Monitoring the implementation of production plans and improvement programmes
- Planning for equipment and facilities required for production operations
- Directing, coordinating, controlling and managing the Corporation's operations and maintenance of infrastructure to ensure that water and sewerage services are focused to meet customer needs
- Management of the Non-Revenue Water within the water supply area
- Developing a customer focus to provision of services by forming and maintaining good working relationship with customers and other partners
- Resource mobilization through preparation of bankable project proposals
- Organizing for project design, implementation and effective management including major and minor construction works, either by using external consultant or in-house resources

- Developing long-term departmental strategies, policies and plans to facilitate achievement of overall Corporation's objectives
- Ensure sustainable, equitable, consistent and adequate water supply through planned, preventive and/or corrective operation and maintenance of the water supply system
- Preparation and presentation of Technical reports to the board of directors and other stakeholders as per the approved policy.
- Managing risk assessments in relation to the safety and health of and, on the basis of these results, adopt preventive and protective measures to ensure that under all conditions of their intended use, all chemicals, machinery, equipment, tools and process under the control of the employees are safe and without risk to health and comply with the requirements of legal safety and health provisions
- Managing, appraising staff and identifying their training and development needs
- Ensure that the Corporation complies with all statutory, legal, social and regulatory requirements.
- Performing any other duties as may be assigned from time to time by the Chief Executive Officer.

c) Personal Attributes

- Excellent management and organization skills,
- Must have the ability to pay attention to detail,
- Excellent team player with high level of integrity

d) Performance Measures

- Increase effectiveness to market specific demands and ability to respond to volatility in customer demands
- Water Production efficiency and capacity utilization
- Systems process efficiency and cost cutting

e) Academic/Professional/Experience Required

- BSC- Civil/Water engineering
- 5 years experience in water sector
- A member of Engineers Board of Kenya

2. TECHNICAL OFFICER - COMPLIANCE & PRODUCTION

a) Job's Responsibility

Ensuring quality water production to all customers at the required quantities in a safe and friendly environment

b) Key Result Areas

- Monitoring production and quality in the production system by ensuring capacity performance of facilities and water quality as per the set standards and specifications
- Determining the type and amount of treatment chemicals and other materials required and ensuring ready availability
- Ensuring that water treatment chemicals are mixed in the right proportion to ensure that water reaching customers is of the right quality
- Preparing and implementing approved production and pumping schedules and liaising with the manager for any deviation
- Ensuring that intakes and raw water mains are properly managed to avoid interruption of adequate raw water
- Monitoring production quantities through master meter readings and tank levels against set targets
- Ensuring that leaks, overflows and any other losses/faults in the system are timely and economically detected and rectified
- Ensuring maintenance of equipment to the required standard to avoid interruption in production
- Enforcing environmental health, hygiene, and safety regulation measures
- Maintenance of high hygiene levels, cleanliness and tidiness of the production facilities and the compound to avoid water contamination and corrosion of equipment and facilities
- Supervising, appraising staff and identifying their training and development needs
- Performing any other duties as may be assigned from time to time

c) Academic/Professional/Experience Required

- BSC- Biochemistry /Analytical Chemistry /Chemical Engineering with 4 yrs experience in water sector OR;
- Diploma in Analytical Chemistry, Biochemistry or Chemical Engineering with 5 yrs work experience in water sector
- Training in Occupational Safety and Health
- Riding /Driving license is an added advantage

3. SALES & MARKETING OFFICER

a) Job's Responsibility

The position exists to oversee the bottling water business.

b) Key Result Areas

- Develop and implement the bottling water customer base and operating plans that reflect the long-term corporate goals
- Identify potential business markets
- Reviewing and developing production plans and strategies and establishing performance standards
- Development and implement production and sales management systems with proper internal control and checks
- Ensure quality products to the customers in accordance with the established standards.
- Obtains feedback from internal and external customers on the quality of water services and take necessary action required to rectify errors.
- Study the business operating environment in Kenya and the world and advise the Management on the implications of current and future political, economic or social climate.
- Keep abreast of changes in the rules, laws and regulations as well as regional trade bodies; associations in order to identify and advise the Management,
- Periodically review current range of businesses products and advice the management on direction and focus.
- Supervising, appraising staff and identifying their training and development needs
- Performing any other duties as may be assigned from time to time.

c) Academic/Professional/Experience Required

- University Degree in social sciences or equivalent OR:
- Diploma in business related course such as Business Management, Marketing, Project Planning or equivalent
- At least 3 yrs work experience in a similar position
- A member of a recognized professional body.
- Must be computer literate with high proficiency in Ms Excel and Word.

The successful candidate(s) will be placed on a **three year** renewable employment contract subject to satisfactory performance.

Remuneration will be based on the Corporation's salary structure in accordance to the Salaries and Remuneration Commission of Kenya.

Other requirements that a successful candidate will be required to possess are:

- Certificate of good conduct from Directorate of Criminal Investigation;
- Clearance Certificate by Higher Education Loans Board.
- Clearance Certificate by Credit Reference Bureau.
- Certificate of tax compliance from the Kenya Revenue Authority.

The Meru County Urban Water and Sanitation Services Corporation is an equal opportunity employer and respect diversity.

Youth, Women and people living with Disability are encouraged to apply.

How to apply

All written applications, curriculum vitae, copies of certificates, testimonials and Identity card should be submitted in a sealed envelope clearly marked on the left hand side the position being applied for and addressed to:

The Chief Executive Officer

Meru County Urban Water and Sanitation Services Corporation

P.O. BOX 859-60200

MERU

All applications should reach the Chief Executive Officer on or before the **24th November 2021** at 4.00pm

Canvassing will lead to automatic disqualification. Only successful candidates will be contacted.