



**JOB ADVERTISEMENT**

<b>1. Manager, Finance and Accounting – REF: BWASCO/MD/HR/02/26</b>	
<b>Level ;</b>	<b>2</b>
<b>Terms of service</b>	<b>Contract – 5 years</b>
<b>Reporting to ;</b>	<b>Managing Director</b>
<b>Supervises :</b>	<b>Senior Officer I, Financial Accountant, Management Accountant, Debt Management</b>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>i) Developing templates and compiling section monthly reports and make necessary recommendations</li> <li>ii) Preparing the payment schedule;</li> <li>iii) Ensure timely statutory payments and levies;</li> <li>iv) Ensure the smooth functioning of financial operations, including accounts payable and receivable, payroll processing, and banking transactions.</li> <li>v) Identify areas for improvement in financial procedures and controls to enhance efficiency and effectiveness.</li> <li>vi) Analyze factors influencing business performance and identify areas for potential improvement, often through research and reporting.</li> <li>vii) Perform financial planning and analysis to forecast future performance, identify potential risks, and support decision-making.</li> <li>viii) Ensure the accuracy and consistency of financial statements, including balance sheet reconciliations.</li> <li>ix) Manage the company's cash flow to maintain liquidity and solvency, ensuring timely payment of obligations.</li> <li>x) Analyze financial statements (balance sheets, income statements, cash flow statements) to identify trends, assess performance, and make informed decisions.</li> <li>xi) Risk management: They assess and manage financial risks to ensure the business remains resilient, even in the face of economic challenges.</li> </ul>



	<ul style="list-style-type: none"> <li>xii) Ensure adherence to financial regulations and reporting requirements.</li> <li>xiii) Supervise finance department employees, including accountants, and provide guidance and support.</li> <li>xiv) Identify and implement cost-saving initiatives to improve the company's financial performance.</li> <li>xv) Handling ad-hoc projects and requests as needed.</li> <li>xvi) Develop measure of controlling issuance of credit notes and enforce resolutions;</li> <li>xvii) Ensuring quarterly stock taking, periodically cash count;</li> <li>xviii) Enforcing adherence to generally accepted accounting standards and principles (IAS and IFRS);</li> <li>xix) Implementing of Finance and Accounting Manuals;</li> <li>xx) Liaising with both internal and external auditors as appropriate to ensure timely auditing is carried out on the organization;</li> <li>xxi) Administering the appraisal tool to your staff;</li> </ul>
<p><b>Entry qualification</b></p>	<ul style="list-style-type: none"> <li>a) Bachelor's degree in Finance, Commerce, Economics and Accounting</li> <li>b) CPA-K/ACCA, CIFA or equivalent.</li> <li>c) Member of a professional body in a good standing</li> <li>d) Masters is an added advantage</li> <li>e) 10 years' experience with Minimum of 5 years in managerial positions</li> <li>f) Strategic Leadership Development Program (SLDP) or relevant qualification from recognized institution at least six weeks</li> </ul>
<p><b>2. MANAGER – Commercial and Corporate Affairs</b> <b>BWASCO/MD/HR/03/26</b></p>	
<p><b>Level ;</b></p>	<p>2</p>
<p><b>Terms of service</b></p>	<p>Contract – 5 Years</p>
<p><b>Reporting to ;</b></p>	<p>Managing Director</p>



<p><b>Supervises :</b></p>	<p>Administratively Deputy – Manager, Commercial and corporate services, Senior Officer I – Commercial and Corporate Affairs</p>
<p><b>Key Responsibilities:</b></p>	<ol style="list-style-type: none"> <li>i. Develops and oversees implementation of the business development strategy for the company to increase revenue base</li> <li>ii. Develops and oversees implementation of the Marketing strategy for the company</li> <li>iii. Develops and oversees the implementation of the Communication strategy for the company</li> <li>iv. Prepares and submits monthly, quarterly, and annual reports for the department</li> <li>v. Engages strategic public and private partners on commercial matters</li> <li>vi. Oversees all water services activities under the function, including metering, billing and revenue collection</li> <li>vii. Responsible for physical assets assigned by the company</li> <li>viii. Ensures provision of comprehensive commercial information systems, including up-to-date customer database;</li> <li>ix. Oversees preparation of comprehensive departmental reports and budgets;</li> <li>x. Oversees the Customer Experience and liaises with other functions in provision of quality service to customers including developing new innovations in service provision</li> <li>xi. Oversees Carrying out customer surveys and propose improvements from feedback received;</li> </ol>



	<ul style="list-style-type: none"> <li>xii. Produces management reports in a timely manner</li> <li>xiii. Participates in strategic planning and implementation</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>a) Bachelor's degree in Finance, Economics, Accounting, Marketing, Project planning and Management, Strategic Management or any other business related degree</li> <li>b) Master in a relevant field is an added advantage</li> <li>c) Member of a professional body in good standing</li> <li>d) Strategic Leadership Development Program (SLDP) or relevant qualification from recognized institution at least six weeks</li> <li>e) CPA (K), ACCA or relevant professional qualification</li> <li>f) 10 years' experience with a minimum of five (5) in senior management.</li> <li>g) Computer literate</li> </ul>

**3. MANAGER- TECHNICAL SERVICES Ref: BWASCO/MD/HR/04/26**

<b>Level ;</b>	2
<b>Terms of service</b>	Contract – 5 years
<b>Reporting to ;</b>	Managing Director
<b>Supervises:</b>	Deputy Manager- Technical Services
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>i. Provides strategic and technical leadership in the Technical Department to ensure provision of high quality services to customers.</li> <li>ii. Supports engineers in ensuring quality and timely responses to requests, in compliance with standards and procedures.</li> <li>iii. Steers the development of departmental policies, procedures and actions plans in line with the Company mission and objectives.</li> </ul>



	<ul style="list-style-type: none"> <li>iv. Ensures the audits are carried out on time and remedial action taken</li> <li>v. Oversees preparation of comprehensive departmental reports and budgets, to Managing Director to facilitate decision-making</li> <li>vi. Ensures development of departmental staff through training and motivation</li> <li>vii. Ensures that water infrastructure is operated and maintained to the required standards.</li> <li>viii. Advises the Company on the acquisition of capital assets and on all technical matters.</li> <li>ix. Provides technical expertise and advises in the acquisition of contractors and consultants for major works.</li> <li>x. Provides overall supervision of major works</li> <li>xi. Participates in setting performance targets for technical staff in the Company.</li> <li>xii. Oversees the planning and coordination of quality, maintenance and engineering (capacity works) related issues.</li> <li>xiii. Ensures high quality portable water to customers.</li> </ul>
<p><b>Entry qualification</b></p>	<ul style="list-style-type: none"> <li>a) Bachelor's degree in Civil engineering, Water/waste water engineering or relevant field from a relevant institution</li> <li>b) Registered engineer with relevant professional body and member in good standing</li> <li>c) At least 10 years' experience with a minimum of 5 years in a managerial position</li> <li>d) Strategic Leadership Development Program (SLDP) or relevant qualification from recognized institution at least six weeks</li> <li>e) Masters is an added advantage</li> <li>f) Computer literate</li> </ul>



**4. MANAGER, HUMAN RESOURCE AND ADMINISTRATION REF: BWASCO/MD/HR/05/26**

<b>Level ;</b>	3
<b>Terms of service</b>	Permanent & pensionable
<b>Reporting to ;</b>	<b>Managing Director</b>
<b>Supervises:</b>	<b>Senior Officer I, Human Resource and Administration</b>

<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>i. Planning, directing; coordinating and controlling the HR Management and Development activities;</li> <li>ii. Formulate, update based on the Kenyan labour laws, create awareness, Implement and custodian of Human Resource policies, rules, standards and procedures;</li> <li>iii. Reviewing of the monthly Human Resource reports and make recommendations</li> <li>iv. Approving of training needs and come up with training and development programs</li> <li>v. Confirming the accuracy of the payroll on a monthly basis and ensure that the payroll byproducts are submitted on time</li> <li>vi. Operationalize the appraisal system /structure and make recommendation to management;</li> <li>vii. Handling major HR advisory issues referred by the respective departmental heads</li> <li>viii. Carry out staff recruitment as per the HR manual</li> <li>ix. In charge of company transport services</li> <li>x. Handle staff welfare and manage third party relationships e.g. -pension scheme, collective bargaining, medical schemes, Provident fund and insurance (workman compensation, staff insurance, death in service)</li> <li>xi. Develop and monitoring department budget</li> </ul>
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	<ul style="list-style-type: none"> <li>xii. Develop and implement monthly departmental activity plans</li> <li>xiii. Implement the staff appraisal and Training Needs Assessment tools.</li> <li>xiv. Advise the management on development of functioning management committees</li> <li>xv. Develop and present quarterly human resources reports to the Board committees</li> <li>xvi. Automation of the human resource function</li> <li>xvii. Staff leave roster in place</li> </ul>
<p><b>Entry qualification</b></p>	<ul style="list-style-type: none"> <li>a) Bachelor's degree in Human Resource Management and Development, Business Administration, Bachelor of Commerce in Human Resource</li> <li>b) Diploma in HRM or Labour Relations or personnel management or Business Administration or any business-related field.</li> <li>c) CHRP (K)</li> <li>d) Member of IHRM and in good standing</li> <li>e) 7 years relevant work experience with at least three years in management</li> <li>f) A practicing license or a master degree is an added advantage</li> <li>g) Computer literate</li> <li>h) Strategic Leadership Development Program (SLDP) or relevant qualification from recognized institution at least six weeks</li> </ul>

<p><b>5. Manager – Internal Audit REF: BWASCO/MD/HR/06/26</b></p>	
<p><b>Level ;</b></p>	<p>2</p>
<p><b>Terms of service</b></p>	<p>Contract – 5 years</p>
<p><b>Reporting to ;</b></p>	<p>Administratively – Managing Director and functionally audit committee</p>



<b>Supervises :</b>	Senior Officer 11 – Internal Audit
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>i. Develop an annual audit plan based on the risk assessment and strategic objectives of BWASCO;</li> <li>ii. Communicating plans of engagement and resource requirements for the internal audit function;</li> <li>iii. Overseeing risk assessments on key business activities and using this information to guide on the effectiveness of the organization’s risk management processes;</li> <li>iv. Leading in the development and implementation of the Risk Management Policy and strategy that aligns with the strategic Plan;</li> <li>v. Developing, implementing, and maintaining a compliance framework on statutory, contractual and internal obligations (e.g code of conduct, internal controls and quality management systems);</li> <li>vi. Reviewing compliance with existing laws, regulations, policies, plans and procedures, accounting pronouncements and contractual obligations;</li> <li>vii. Monitoring key metrics to confirm achievement of the risk and compliance plans and their contribution to the overall strategic plan;</li> <li>viii. Monitoring Risk and Compliance assessments findings and ensure recommendations made are implemented;</li> <li>ix. Driving training and sensitization of Company staff in risk management and compliance;</li> <li>x. Providing leadership, developing training, coaching,</li> </ul>



	<p>motivating and evaluating risk management staff to achieve their highest levels of performance;</p> <p>xi. identifying activities subject to audit coverage, evaluating their significance and assessing the degree risk inherent in terms of the audit costs involved;</p> <p>xii. carrying out investigations on irregularities identified or reported in audit reports;</p> <p>xiii. generating regular and /or adhoc reports e.g. performance reports and procurement plan and work plan;</p> <p>xiv. Perform financial, operational and information systems audit;</p> <p>xv. Providing advisory services to the top management on internal Audit services;</p> <p>xvi. Custodians of all departmental reports and records;</p> <p>xvii. Overseeing performance management in the department;</p> <p>xviii. Secretary to the Audit Committee;</p> <p>xix. Evaluating the means of safeguarding assets and, as appropriate, verifying the existence of such assets; and</p> <p>xx. Evaluating specific operations at the request of the Board of management, as appropriate.</p>
<p><b>Qualification</b></p>	<p>a) Have Bachelor's degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration or its equivalent qualification from a recognized institution;</p> <p>b) Master degree in any of the following disciplines:-</p>



	<p>Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Auditing, Business Administration or its equivalent qualification from a recognized institution will be an added advantage;</p> <p>c) Strategic Leadership Development Program (SLDP) or relevant qualification from recognized institution at least six weeks</p> <p>d) Be a registered member (of good standing) to the following professional bodies: Institute of Internal Auditors (IIA), Institute of Certified Public Accountants of Kenya (ICPAK) or Certified Information Systems Auditor (CISA);</p> <p>e) Have a Certificate in computer application skills and demonstrate proficiency in computer use and applications; and</p> <p>f) At least 10 years' experience with a minimum of 5 years in a managerial position</p>
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<b>6. Manager, Supply Chain Ref: BWASCO/MD/HR/06/26</b>	
<b>Level ;</b>	<b>3</b>
<b>Terms of service</b>	Permanent and pensionable
<b>Reporting to ;</b>	<b>Managing Director</b>
<b>Supervises :</b>	<b>Senior Officer I Supply chain</b>
<b>Key Responsibilities:</b>	<ol style="list-style-type: none"> <li>i. Ensure all procurements are done within the relevant Acts,</li> <li>ii. Recommend for appointment members to the relevant committees;</li> <li>iii. Ensure tenders' award documents are prepared and send to the suppliers;</li> <li>iv. Ensure tender adverts and award, and contracts are published in the government portal;</li> </ol>



	<ul style="list-style-type: none"><li>v. Prepare tender documents within the tender committee threshold;</li><li>vi. Develop monthly section activities plans</li><li>vii. Formulating supply management policies to ensure the company's supplies objectives are met</li><li>viii. Ensure Local Purchase Orders and Local Service Orders are prepared and in safe custody;</li><li>ix. Prepare contract documents and keep in safe custody;</li><li>x. Preparation of annual tender documents</li><li>xi. Ensuring prompt procurement of goods and services</li><li>xii. Take minutes in the tender committee meetings and implementation of committee resolutions</li><li>xiii. Ensure procurement committee meetings resolutions are implemented</li><li>xiv. Ensure delivery period for goods and services is adhered to</li><li>xv. Prepare and implement procurement plan</li><li>xvi. Prepare sectional papers for quarterly and annual board reports.</li><li>xvii. Ensure monthly procurement and stores reports are done for submission to management;</li><li>xviii. Ensure stock taking to identify idle assets and disposed according relevant act;</li><li>xix. Ensure implementation of ISO standards in the procurement department</li><li>xx. Ensure statutory reports to the relevant authorities are prepared and submitted in time.</li><li>xxi. Ensure procurement documents are issued to bidders</li><li>xxii. Provide technical advice in matters procurement.</li><li>xxiii. Manage under and over stocking</li><li>xxiv. Ensure all department processes documents are modified and are in use;</li><li>xxv. Ensure goods have been inspection, acceptance, receipt and stored.</li><li>xxvi. Ensure the stores record is updated,</li></ul>
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<p><b>Entry qualifications</b></p>	<ul style="list-style-type: none"> <li>a) Bachelors degree in supply chain management, Procurement or Business related course</li> <li>b) CPSP-K</li> <li>c) Member of KISM, Practicing license and in good standing</li> <li>d) Masters is an added advantage</li> <li>e) Experience of seven (7) years , three of which should have been in management position</li> <li>f) Strategic Leadership Development Program (SLDP) or relevant qualification from recognized institution at least six weeks</li> </ul>
<p><b>7. MANAGER , LEGAL REF: BWASCO/MD/HR/07/26</b></p>	
<p><b>Level ;</b></p>	<p>3</p>
<p><b>Reporting to ;</b></p>	<p>Managing Director (MD)</p>
<p><b>Supervises :</b></p>	<p>NONE</p>
<p><b>Key Responsibilities:</b></p>	<ul style="list-style-type: none"> <li>i. Advising the Managing Director and the BoD on institutional and legal affairs and matters of company's governance;</li> <li>ii. Coordinating representation of company and the BoD in court proceedings;</li> <li>iii. Giving appropriate instructions to appointed external counsels -continuously liaising with the external counsel on record on matters assigned;</li> <li>iv. Giving of legal opinions on matters before or relating to company and giving legal advice on all legal matters;</li> <li>v. Providing legal advice to the BoD, management, company</li> <li>vi. Liaising with the Office of the County Attorney on matters involving company;</li> <li>vii. Commission legal research on matters before the company;</li> <li>viii. Develop annual departmental work plans, training</li> </ul>



## BWASCO WATER AND SEWERAGE PLC

Maji safi Maisha poa!!!!

P.O BOX 1005 - 50205

WEBUYE - KENYA

info@bwasco.co.ke

www.bwasco.co.ke

	<p>schedule and procurement plan that guide the operations of the company;</p> <p>ix. Ensuring efficient and effective utilization of resources;</p> <p>x. Ensuring safety and security of office supplies and equipment within the department;</p> <p>xi. Develop the section budget ;</p>
<b>Entry qualification</b>	<p>a) Bachelor's Degree in Law</p> <p>b) Be a member of an Institute of Certified Public Secretary (ICPS) (added advantage)</p> <p>c) An Advocate of the High Court of Kenya</p> <p>d) Possess a current practicing certificate</p> <p>e) Three years post admission experience.</p>

Interested candidates are required to submit their CV with three referees, application letter, copies of academic and professional certificates in hard copy, indicating the reference number on the envelop on or before 27<sup>th</sup> May 2026 by 5.00pm addressed to;

**Managing Director**  
**BWASCO Water and Sewerage PLC**  
**P.O. Box 1005- 50205**  
**Webuye**

**Note:** Contract positions can only be renewed once subject to performance appraisal

**Only shortlisted candidates shall be required to provide Chapter Six requirements**