



KITUI WATER AND SANITATION CO LTD
P.O BOX 341-90200
KITUI

VACANCY- HUMAN RESOURCE & ADMINISTRATION OFFICER

Kitui Water and Sanitation Company Ltd is a cross border Water Services provider serving part of Machakos County and larger Kitui County. The Company is seeking applicants to fill the above referenced position to be part of the team.

Detailed job description, Responsibilities / specification can be obtained by visiting our website indicated below:

www.kitwasco.co.ke

Application Process

Interested candidates are requested to apply and post to:

The Managing Director
Kitui Water and Sanitation Company Limited
P.O Box 341-90200
KITUI

OR email to: recruitmentkitwasco@gmail.com

Deadline for Receiving Applications: 30th November,2022

Special conditions:

1. Any form of conversing with KITWASCO Community or the County Government of Kitui will lead to automatic disqualification.
2. Only shortlisted applicants will be contacted
3. Hand delivered Applications will **NOT** be considered

Job title: Human Resource and Administration Officer
Department: Human Resources & Administration
Reporting to: HOD – Administration & Human Resources Management

Grade: G3

Qualifications

- A Bachelor's degree in Social Science from a recognized University

- At least Higher National Diploma in Human Resource Management from a Recognized Institution
- Human Resources Management and Administrative skills from Water Sector will be an added advantage
- Membership with Institute of Human Resource management (IHRM).

Experience

- Over five (5) years working experience preferably in Water Sector.

Job Specifications

- Ability to communicate effectively
- Good interpersonal relationship
- Be able to work under minimum supervision
- Computer literate
- Working knowledge of office management requirements;
- Ability to analyze strategic goals, evaluate the implications with regard to human resources management and develop a human resource strategy to support the organization strategic goals.
- Ability to work and manage a multi-disciplinary team
- Strong soft skills in grievance, problem solving and CBA negotiation.

Main tasks

- Leave management
- Compose letters as applicable to accounts, personnel, Office Organization or stores
- Maintenance of an up to date and accurate registry of all equipment's, furnishings, fittings and vehicles
- Coordinate all personnel's communication
- Processing of personnel matters and statistics
- Sorting out letters and dispatching
- Maintaining an efficient filing and record system for all the staff
- Ensuring proper maintenance and use of tele-fax, telephone, telex equipment and other related consumables
- Verification and prompt payment of all bills (telephone, postage and courier)
- Designing, updating and implementing human resource policies, which result in the effective and efficient management of KITWASCO employees;
- Monitoring the impact of existing policies on the organizational culture to the overall success of KITWASCO.
- Interpreting and accommodating changes in statutory requirements
- Change Agent in Facilitation and management of the change towards KITWASCO new strategic direction;
- Co-ordination of human resource activities, such as recruitment, training, deployment, staff welfare, security, reward and compensation, etc. and processing of related personnel documents;

- Provide advice and services on day to- day employee relations issues and on programs for involvement, participation and communications within the framework of employee relations, strategic and policies through maintaining of up-to date personnel information of all employees;
- Ensure effective and efficient use of human resource by monitoring trends in employee behaviors and advising management
- Undertaking payroll management, regular pay-roll audits, overseeing the pension and group life schemes for KITWASCO employees
- Manage the Company's property and make recommendations on implementation of and changes to current policy;
- Prepare forecast of human resources requirements and plans for their acquisition, retention, motivation and separation. Also plan for succession and organize coaching for employees where skills transfer need has been identified;
- Contribute to the development of an effective organization by advising other heads of departments on the process of job design;
- Assist the heads of department on identification of training and development needs and design appropriate training and intervention programs geared at addressing the development needs;
- Administer the performance management procedures for all employees;
- Advice policy on pay systems, reward management procedures, pay levels, and ensure that the systems and procedures are administered effectively and in accordance with agreed budget.
- Liaising with managers and interviewing employees at all levels to identify and assess training and development needs
- Any other duty assigned from time to time

Each applicant should provide details of his/her current/previous employer and position held, current and expected salary, copies of clearance certificate from Higher Education Loans Board (HELB), Certificate of Good Conduct, Leadership and Integrity Act Self Declaration Form from the Ethics and Anti-Corruption Commission (EACC), report from an Approved Credit Reference Bureau (CRB), Educational and Professional Certificates, National Identity Card and a detailed CV.

The Company will offer attractive compensation and benefits to the selected candidate who can also look forward to a rewarding career in a professionally run organization.

Only shortlisted candidates will be contacted. The Company is an equal opportunity employer and women, people with disability are encouraged to apply.