



# KIMAWASCO

**KILIFI MARIAKANI WATER AND  
SEWERAGE COMPANY LIMITED**

**Call:** 0727-110 711 / 0737-442 525

**Email:** info@kilifiwater.co.ke

**Website:** www.kilifiwater.co.ke

P.o. Box 275-80108 KILIFI

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## **ADVERTISEMENT (EXCITING CAREER OPPORTUNITIES)**

Kilifi Mariakani Water and Sewerage Company Limited, is one of the water service providers in the coast region and a wholly owned subsidiary of the County Government of Kilifi with the mandate of offering water supply and sewerage services to the residents of Rabai, Kaloleni, Ganze, Kilifi South and parts of Kilifi North Sub-counties within Kilifi County. The company is seeking to recruit individuals who will provide leadership and strategic direction in the capacity of the following posts;

### **FINANCE MANAGER (RE-ADVERTISEMENT)**

Reports to the Managing Director and supervises/oversees Accountants.

### **REPRESENTATIVE TASKS**

- Prepare and implement KIMAWASCO's financial strategy in line with the company's strategic goals
- Compile KIMAWASCO's budget and prepare financial performance reports for presentation to the board.
- Establish and implement sound financial policies, procedures and systems to sustain KIMAWASCO's financial operations.
- Identify financial risks, and develop and implement controls to minimize risks.
- Advise management and the board on financial matters to enhance decision making.
- Manage KIMAWASCO's cash flow efficiently to ensure an optimal liquidity position
- Advise on the financial viability of proposed investments to ensure return on investment
- Manage acquisition, disbursement and accounting of financial resources in compliance with laid down accounting standards.
- Ensure KIMAWASCO complies with all the legal, regulatory and audit requirements
- Coordinate external audit activities
- Mentor, coach and provide leadership to the finance team for improved service delivery

### **KEY SKILLS**

Analytical, Planning, Reporting, Problem Solving, Interpersonal, Communication, Managerial, Negotiation, Computer literacy.

### **PERSONAL ATTRIBUTES**

Customer focus, Efficiency and effectiveness, Team player, Integrity, Innovative, Strong initiative, Professional.

### **QUALIFICATIONS**

- Bachelors of commerce in accounting/finance or equivalent



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- CPA(K)/ACCA/CFA
- Member of ICPAK

## **COMMERCIAL AND BUSINESS DEVELOPMENT MANAGER**

Reports to the Managing Director and supervises/oversee commercial officers/ICT officers.

### **REPRESENTATIVE TASKS**

- Ensure provision of timely and high quality client services that meets or exceed their expectations
- Develop and implement systems for positive customer relations management
- Manage and supervise commercial aspects of the Company's operations, particularly as they relate to revenue generation
- Promote new ideas and business solutions that result in extended service to the existing and new clients
- Ensure the provision of comprehensive commercial information systems, including up-to-date customer database, to achieve the overall Company revenue objectives
- Ensuring timely, complete and accurate reading and billing of services and subsequent collection
- Carrying out customer surveys and proposing improvements arising from feedback received
- Develop departmental policies, procedures, actions plans and budgets in line with overall company mission and objectives

### **KEY SKILLS**

Analytical, Planning, Reporting, Problem Solving, Interpersonal, Communication, Managerial, Negotiation, Computer literacy.

### **PERSONAL ATTRIBUTES**

Customer focus, Efficiency and effectiveness, Team player, Integrity, Innovative, Strong initiative, Professional.

### **QUALIFICATIONS**

- Bachelor's degree in Commerce/Economics/finance or any other relevant field,
- At least five (5) years relevant experience, 3 of which at a management level
- Experience in retail based ICT systems; and
- Communication or corporate affairs experience is highly desirable

## **PROCUREMENT MANAGER**

Reports to the Managing Director and supervises/oversees procurement and Stores officers



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## **REPRESENTATIVE TASKS**

- Preparation and implementation of annual procurement plans for the Company.
- Preparation and submission of departmental reports to the relevant bodies.
- Preparation of departmental budgets and plans
- Ensure smooth, speedy and efficient procurement of goods and services for various departments.
- As Secretary to the Tender Committee, perform the functions as stipulated under the Public Procurement and Asset Disposals Act 2015.
- Ensure stocks control.
- Ensure timely receipt and processing of requisitions from user departments.
- Ensure economy, efficiency and effectiveness in purchasing.
- Formulation and implementation of departmental policies, regulations and standards.
- Undertake marketing surveillance of relevant products.
- Review re-order levels and monitor the movement of stores.
- Advice management and the board on the best procurement practices.
- Mentor, coach and provide leadership to the procurement team for improved service delivery
- Developing and implementing departmental strategies and plans that facilitate achievement of Company objectives.

## **KEY SKILLS**

Analytical, Planning, Reporting, Problem Solving, Interpersonal, Managerial, Negotiation, Computer literacy.

## **PERSONAL ATTRIBUTES**

Customer focus, Efficiency and effectiveness, Team player, Integrity, Innovative, Strong initiative, Professional.

## **QUALIFICATIONS**

- Bachelor's degree in Commerce (Supply Chain Management), Procurement and Contract Management, Purchasing and Supply Chain Management or any other relevant field,
- Diploma in Supplies Management will be an added advantage;
- Must be a member of Kenya Institute of Supplies Management
- At least five (5) years relevant experience, 3 of which at a management level
- Candidate MUST have a current Professional Practicing License

## **TERMS OF EMPLOYMENT**

Five (5) year renewable contract subject to satisfactory performance by the Board of Directors.

## **HOW TO APPLY**



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Interested persons who meet the above requirements can send their applications together with detailed CV, three professional referees, copies of academic & professional certificates including their day time contact to the below address on or before 19<sup>th</sup> October, 2018 to:-

**The Managing Director**

**Kilifi-Mariakani Water & Sewerage Co. Ltd.**

**P.O. Box 275-80108**

**KILIFI**

Or e-mailed to: [info@kilifiwater.co.ke](mailto:info@kilifiwater.co.ke)

Shortlisted candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 and provide:

- (1) Certificate of Good Conduct from the Directorate of Criminal Investigations;
- (2) Clearance Certificate from Higher Education Loans Board (HELB);
- (3) Tax compliance Certificate from Kenya Revenue Authority (KRA);
- (4) Clearance from the Ethics and Anti-Corruption Commission (EACC); and
- (5) Report from an Approved Credit Reference Bureau (CRB).

**KIMAWASCO is an equal opportunity Employer. Women and persons with special needs are encouraged to apply. Only shortlisted candidates will be contacted.**