

COUNTY GOVERNMENT OF MERU



MERU COUNTY URBAN WATER AND SANITATION SERVICES CORPORATION

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JOB 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. INTERNAL AUDITOR JOB GRADE 3 - (1 POST)

The Internal Auditor will be reporting to the General Manager, in extension to the Chief Executive Officer and the Board of Directors.

Key Duties/ Responsibilities

1. Undertaking regular transactions and systems review to confirm that internal control systems are in place and are working
2. Advising Board of Directors on the sufficiency/adequacy of internal controls and systems
3. Drawing up annual audit plan based on risk assessment
4. Undertaking financial audits on the operations of the Company
5. Completing assigned tasks on the operations of the Company
6. Ensuring that audit findings and recommendations made during the course of the audit are promptly communicated to the General Manager, Chief Executive Officer and the Board of Directors.
7. Performing follow-up audit work as necessary subsequent to the audit.
8. Performing any other duties as may be assigned from time to time by the Supervisor.

Key Qualifications and Skills

1. Business related Degree (Accounting/Finance Option)
2. Certified Public Accountant (CPAK) with 3 years' experience in Public Sector
3. Membership to the Professional Body (ICPAK) With good standing
4. Must be computer literate and conversant with financial/audit computer applications
5. Good communication and report writing skills
6. Team player, analytical and decision making skills

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

- Certificate of Good Conduct from Directorate of Criminal Investigations
- Clearance Certificate by Higher Education Loans Board

- Certificate of Tax Compliance from the Kenya Revenue Authority
- Clearance from Ethics and Anti-Corruption Commission
- Clearance Certificate by Credit Reference Bureau.

2. BILLING CLERK – JOB GRADE 5 (1 POST)

The Billing Clerk will be reporting to the Scheme Manager in extension to the Commercial Manager.

Key Duties/Responsibilities

1. Ensure that all meter readings are accurately posted to the ledgers/ computerized system
2. Ensure all meter readings are approved accurately and in time
3. Ensure meter readers tasks are assigned accordingly and in time
4. Ensure key customer connections are categorized
5. Ensure all customer complaints are registered in the customer relations management system
6. Ensure all payments are receipted accurately
7. Ensure new customer accounts are posted in the system
8. Ensure all customers are billed in time.
9. Ensure all customers' accounts are updated and accurate.
10. Ensure all cut-offs and billing reports are prepared in time
11. Perform any other duty that may be assigned by the supervisor.

Key Qualifications and Skills

1. CPA I or KATC II.
2. Computer literate.
3. 2 years relevant work experience.
4. Certificate or Diploma in a Business Related Course will be an added advantage
5. Ability to work with minimal supervision.
6. Planning and organization skills.
7. Good communication and interpersonal skills.
8. Team player, analytical and decision making skills.

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

- Certificate of Good Conduct from Directorate of Criminal Investigations
- Clearance Certificate by Higher Education Loans Board
- Certificate of Tax Compliance from the Kenya Revenue Authority
- Clearance from Ethics and Anti-Corruption Commission
- Clearance Certificate by Credit Reference Bureau.

3. LABORATORY TECHNICIAN - JOB GRADE 4 (1 POST)

The Laboratory Technician will be Reporting to the Scheme Manager.

Key Duties/Responsibilities

- 1) Carry out chemical analysis on water and sewerage samples to ensure that they meet the required standards
- 2) Analyze water and sewerage samples on a regular basis in order to ensure the final output meet the stipulated requirements
- 3) Record and share the results of the analysis and advice for collective action as appropriate
- 4) Collect samples and specimen and prepare media as required.
- 5) Maintain cultures, supervise, evaluate and coordinate laboratory work
- 6) Keep track of the use of supplies in the laboratory to ensure that they are within the stipulated limits
- 7) Maintain and operate laboratory equipment.
- 8) Determine the working tools and materials needed and ensure they are readily available in the right quantity and quality
- 9) Perform any other duty that may be assigned by the supervisor.

Key Qualifications and Skills

- 1) Diploma in Water and Waste Water Technology
- 2) Computer Literate
- 3) 2 years' work experience on the same field
- 4) Ability to work with minimum supervision

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

- Certificate of Good Conduct from Directorate of Criminal Investigations
- Clearance Certificate by Higher Education Loans Board
- Certificate of Tax Compliance from the Kenya Revenue Authority
- Clearance from Ethics and Anti-Corruption Commission
- Clearance Certificate by Credit Reference Bureau

4. DRIVER - JOB GRADE 5 (1 POST)

The Diver will be Reporting to the Human Resource /Administration Manager

Key Duties/Responsibilities

- 1) Drive office vehicles as authorized by the Authorizing Officers
- 2) Perform routine maintenance on the vehicles (checking oil, breaks, tyres etc) and arrange other repairs as needed
- 3) Maintain daily work ticket for official trips and fuel consumption
- 4) Ensure that the vehicle is regularly serviced
- 5) Ensure that the vehicle has the necessary approval for its movement
- 6) Ensure that the organization rules and regulations are followed in the event of an accident
- 7) Ensure that the vehicle is clean all the times
- 8) The normal working hours are (40 hours per week), but may be required to work outside normal working hours from time to time as need be.

9) Perform any other duty that may be assigned by the supervisor.

Key Qualifications and Skills

- 1) A Minimum of Kenya Certificate of Secondary Education (KCSE)
- 2) A valid Driving License Class BCE
- 3) 5 years driving experience
- 4) Computer literate
- 5) Certificate of Good Conduct
- 6) Class A will be an added advantage
- 7) Good communication and interpersonal skills
- 8) Ability to work with minimum supervision

5.PLUMBERS - JOB GRADE 5 (4 POSTS)

The Plumber will be reporting to the Scheme Manager.

Key Duties/Responsibilities

1. Attend to bursts, blockages and leakages
2. Installation of new water connection as directed
3. Service water meters
4. Attend to all customer complaints as directed by the Scheme Manager
5. Ensure good working conditions of air valves ,Vents , washouts and sluice valves
6. Identify and disconnect illegal connections
7. Performing any other duty as assigned by the Scheme Manager

Key Qualifications and Skills

- 1) Certificate or Diploma in Plumbing
- 2) 2 years relevant work experience
- 3) Computer literate.
- 4) Certificate of Good conduct
- 5) Ability to work with minimum supervision

6.METER READER - JOB GRADE 5 (1POST)

The Meter Reader will be reporting to the Scheme Manager

Key Duties/Responsibilities

- 1) Carry out systematic meter reading as scheduled in the duty roaster and ensure the readings made are accurate
- 2) Ensure all customer meters are read accurately and in time including dormant/active
- 3) Ensure all customer connections due for payment and in arrears are disconnected
- 4) Register/recording customer complaints in the field and reporting to the relevant officer
- 5) Inspect and report illegal connections to the Scheme Manager for appropriate action
- 6) Inspect and report suspected underground and other visible leaks to the Scheme Manager for appropriate action
- 7) Inspect and report any faulty meters to the Scheme Manager for appropriate action
- 8) Maintaining inventory of meters and their condition
- 9) Perform any other duty as assigned by the Scheme Manager.

Key Qualifications and Skills

- 1) Certificate in Water Supply Operator - Meter Reading Option
- 2) 2 years' work experience on the same field

- 3) Computer literate
- 4) Certificate of Good Conduct
- 5) A Certificate, Diploma or Motor Cycle Riding License will be an added advantage
- 6) Ability to work with minimum supervision.

7.CHEMICAL ATTENDANT/NIGHT WATCHMAN – JOB GRADE 5

Reports to the Scheme Manager

Key Responsibility

- 1) Mix chemicals for water treatment in the right proportions to ensure that the water reaching the customers is of the right quality as directed by the Water Control Officer
- 2) Mix the chemicals on time to avoid interruptions in water treatment
- 3) Wash coagulation basins and dosing areas and ensure they are always kept clean to avoid any blockages and contamination
- 4) Check to ensure that the chemicals needed for water treatment are readily available and notify the Water Technician in time for any re-orders
- 5) Keep the offices and laboratory tidy, including dusting and cleaning the floors, arranging the instrument and other items in the laboratory and offices neatly and ensuring that they are easily accessible
- 6) Keep the compound clean by clearing the bushes and edges and tending the flowerbeds
- 7) Performing any other duty as assigned by the Scheme Manager.

Key Qualifications and Skills

- 1) Certificate in Water Supply Operator
- 2) Computer literate
- 3) 2 years' experience in the relevant field
- 4) Certificate of Good Conduct
- 5) Any other Certificate or Diploma will be an added advantage
- 6) Ability to work with minimum supervision.

The successful candidates will be placed on a two years renewable contract subject to satisfactory performance. The Meru County Urban Water and Sanitation Services Corporation **is an equal** opportunity and respect diversity.

Women, youth and persons with disability are encouraged to apply.

How to apply

Interested persons who meet the requirements and qualifications can send their applications together with the detailed CVs, copies of academic and professional certificates, testimonials and copy of Identity Card, email and telephone contact quoting the job title to the address specified below on or before **20th March, 2020 at 4.00pm.**

The Chief Executive Officer
Meru County Urban Water and Sanitation Services Corporation
P. O Box 467 – 60200
MERU

Only successful candidates will be contacted and **CANVASSING** will lead to **AUTOMATIC DISQUALIFICATION.**

