**EMBE WATER AND SANITATION COMPANY (EMBEWASCO) LTD.**

**P O Box 195, Tel 068-21001, 0703192338**

**SIAKAGO**

**E-mail: embewater@yahoo.com**

**VACANCY**

Embe Water and Sanitation Company Limited wishes to competitively fill the vacant post of the Company’s General Manager (GM).

1. **Key responsibilities**

The General Manager is the Chief Executive Officer (CEO) of Embewasco charged with ensuring effective management of the Company so as to achieve its goals and objectives.

Specifically, the holder of the post shall bear the following responsibilities: -

1. Ensuring formulation and implementation of the Company’s plans and strategies to ensure profitable operations
2. Coordination and offering overall administration of the company to ensure that the various departments and sections conform with operational plans and performance targets
3. Ensuring the business promotion is carried out as per formulated plans to attain planned revenue targets
4. Ensuring development and maintenance of good relations with the community and customers
5. Act as the Secretary to the Board of Directors of the company
6. Ensure safe custody of the company documents and assets at all times
7. Coordinating the preparation of company budgets and ensuring effective control over the same
8. Ensuring effective mobilization and utilization of resources
9. Advising the Board on the performance of the company in regards to its objectives, targets and policies as they affect the operations of the company
10. Ensuring development and implementation of sound human resource policies procedures
11. Ensuring smooth and effective culture change within the company to be consistent with commercial principles of operating business
12. Cultivating and encouraging productivity culture of results in the company
13. Formulating and periodically updating the Company’s corporate plan including but not limited to expansion projections and extension of business operations
14. Ensure company’s compliance to all water sector guidelines & regulations and agreements
15. Any other duty as may be assigned to him/her by the Board of Directors
16. **Qualifications and Competencies: -**

The company seeks to recruit a person with the following qualifications:

1. A Bachelor’s Degree in either Water/Civil Engineering/Water Science; Business related field; Environmental Science; Economics; Commerce or an equivalent field from a reputable university/institution recognized in Kenya. An additional training in business management will be an advantage
2. A minimum of 3 (three) years working experience in water and sewerage development operations and/or management in a senior position or, a minimum of 5 (five) years’ experience in an executive position in a service delivery organization
3. A sound understanding of the reforms taking place in the Water Sector in Kenya
4. Highly proficient in computer application packages
5. Good unblemished management record evidenced by a good and demonstrable managerial and administrative track record
6. Conversant with the relevant Laws of Kenya that govern the operations of organizations/companies
7. Fulfil the provisions of Chapter Six of the Constitution of Kenya 2010
8. **Terms of Employment**
9. The successful candidate shall be on CONTRACTUAL engagement basis, renewable based on satisfactory performance and mutual agreement
10. The salary and associated benefits, leave days and other entitlements shall apply as laid down in the Company’s Human Resource Policy

***Further details regarding the responsibilities and competencies for the above vacancy can be accessed through the Company’s website at www.embewater.co.ke***

1. **How to apply:-**

Application for the post should be accompanied by a detailed curriculum vitae; copy of national identity card; copies of relevant academic and professional certificates and transcripts; testimonials and other relevant supporting documents.

Applications can be delivered either by post through the postal address given below or dropped by hand at the Company’s office between 0800 and 1700 hours any working day (from Monday to Friday) in well-sealed envelopes clearly marked ***“Application for the post of GM”*** on the top left side on or before 7th July 2023 addressed to:

THE CHAIRMAN

BOARD OF DIRECTORS

EMBE WATER AND SANITATION COMPANY

P O Box 195 - 60104 Tel 068-21001, 0703192338

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