**EMBE WATER AND SANITATION COMPANY**



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

**E-mail: [embewater@yahoo.com](mailto:embewater@yahoo.com), Website: [www.embewater.co.ke](http://www.embewater.co.ke/)**

**DATE: 21ST JUNE 2024**

**REF: EMBEWSC/1/13 . VOL VI / 37**

**TO:**

**ALL MEMBERS OF STAFF**

**EMBE WATER & SANITATION COMPANY LTD**

**RE: INTERNAL JOB ADVERTISEMENT**

The Board of Directors has approved internal advertisement to internally fill the below listed positions;

**A. INTERNAL AUDITOR**

**B.FINANCE OFFICER**

**C.HUMAN RESOURCE OFFICER**

Detailed job descriptions are as follows;

1. ***INTERNAL AUDITOR (ONE POST)***

**Overall Job Purpose**

The Internal Auditor will be responsible for the development and implementation of Risk Management Systems and Governance. The job holder will be responsible for ensuring that internal control system are in place and adhered to.

**Job Title**: Internal Auditor

**Department**: Internal Audit

**Reports To**: Board of Directors and Administratively to the Managing Director

**Responsible For**: Internal Controls(Audit)

**Key Responsibilities**

1. Reviewing the internal control systems regularly to ensure security of the Company assets and compliance with the relevant statutory requirement as applicable.
2. In consultation with the Board, formulate, implement and review corporate audit policies, norms and procedures.
3. Develop and implement audit schedules.
4. Directing audits and investigation and recommending remedial actions.
5. Preparing timely and accurate reports and distributing to appropriate users.
6. Liaise with the external auditors to ensure timely external auditing.
7. Carry out routine audits on a continuous basis.
8. Conduct ad-hoc audits as and when directed by the Board of Directors.
9. Prepare monthly and quarterly audit reports.
10. A member of the Audit Committee meetings
11. Any other duties allocated by the Managing Director.

**Job Specifications**

* Bachelor of Commerce Degree preferably in Accounting/Finance, Economics or business related field and CPA (II) or Certified Public Accountant – CPA (K) from a recognized institution.
* At least 3(three) years’ relevant experience in a busy Auditing, Accounting or Financing environment.
* Have demonstrated professional compliance in auditing and computerized accounting.
* Good report writing skills.
* Conversant with relevant laws of Kenya such as Public Procurement and Disposal Act and Regulations.
* Proficiency in computer applications
* Merit and ability as reflected in work performance and results.

Shortlisted applicants will be required to be compliant with six (6) of the Constitution on Leadership and Integrity and produce the following document during the interview:-

1. Valid Certificate of Good Conduct from DCI.
2. Tax Compliance Certificate from KRA.
3. Clearance from Higher Education Loans Board (HELB)
4. Clearance from CRB
5. Compliance Certificate from Ethics and Anti-corruption Commission (EACC).

***B.FINANCE OFFICER (ONE POST)***

**Job Title**: Finance Officer

**Department**: Finance and Administration

**Reports To**: Finance Administrative Manager

**Responsible For**: Finance, Accounts, Revenue, Human Resources, Procurement, and Administration

**Overall Purpose of the job;**

The Finance Officer will ensure that all the financial resources of the company are well managed, prudently invested, fully accounted for and reported efficiently.

**Key Responsibilities;**

1. Developing and reviewing financial and accounting policies and procedures in the company
2. Analyzing viability of new business ventures and services for the company
3. Ensures compliance with financial and accounting standards and regulations
4. Coordinating preparation of budget and ensuring implementation and controls as per approved levels
5. Ensuring preparation and presentation of financial reports to the Board as per approved policy
6. Planning, coordinating, implanting and controlling financial resources and accounting procedures
7. Attending to queries raised in the Audit reports
8. Managing all the affairs relating to the company’s human resources including but not limited to recruitment, training and development.
9. Ensuring proper utilization and timely maintenance of all company assets and resources.
10. Ensuring positive corporate image
11. Carrying out reconciliation of all accounts as per approved policy
12. Advices the Managing Director on the financial viability of proposed projects and investments
13. Manage accounting support staff with specific performance targets
14. Performing any other duty as be assigned from time to time

**Job Specifications**

* Bachelor Degree in Business related field, such as commerce and Economics, preferably in accounting and finance option, or its equivalent from a recognized Institution/University in Kenya
* Have a Certified Public Accountant CPA(K) qualifications
* Minimum 3(three) years’ experience in a medium or large commercial environment, preferably in water sector
* Good knowledge in accounting and financial management
* Good knowledge of computerized financial systems
* Ability to negotiate budgets at the highest levels
* Demonstrated ability to consistently meet strict deadlines is mandatory
* Literate in computer applications preferable Accounting software
* Merit and ability as reflected in work performance and results

***C.HUMAN RESOURCES OFFICER (ONE POST)***

**Job Title**: Human Resources Officer

**Department**: Finance and Administration

**Reports To**: Finance and Administrative Manager

**Responsible For**: Administration and Human Resource

**Overall Purpose of the job;**

The Human Resources Officer will be responsible for the management of Human Resources and Administration functions of the company.

**Key Job Responsibilities;**

1. Responsible for the effective management of the Human Resource function of the company
2. Aligns the company's human resources requirements to the company’s immediate short, medium and long term goals for the achievement of the company’s goals and overall objectives.
3. Plays a key role in recruitment, placement, training and development of staff
4. Guide and coordinate periodic staff appraisals
5. Deal on a day to day basis with diverse human related issues
6. Manage staff grievances in accordance with the company policies and Kenyan labour laws
7. Provide data, information and advice to management on all issues relating to Human Resource
8. Ability to work under pressure and meet data lines with minimum supervision
9. Coordinates the company’s disciplinary matters
10. Responsible for staff training and development
11. Prepares the human resources budget component for the company
12. Liaises with relevant government and other related institutions on staff matters
13. Manages the administration function of the company
14. Performing any other duties as may be assigned from time to time

**Job Specification**

* Minimum Degree in Business Administration, Social Science or its equivalent from recognized institution/university in Kenya.
* Minimum 3(three) years’ experience in a medium or large commercial environment, preferably in water sector.
* Literate in computer applications
* Conversant with relevant Laws of Kenya such as labour laws
* Well versed with the Kenya Merit and ability as reflected in work performance and results

**Method of Application**

Interested candidates who meet the above requirement are encouraged to bring certified hard copies of their application letters, certificates and detailed CVs   to**EMBE WATER AND SANITATION COMPANY HEAD OFFICE SIAKAGO**on or before **28th June, 2024 at 10.00am**.  Only shortlisted candidates will be contacted. Women and persons with disability are encouraged to apply.

**ALL APPLICATIONS TO BE ADDRESSED TO;**

**THE GENERAL MANAGER**

**EMBE WATER AND SANITATION COMPANY**

**P.O. BOX 195-60104**

**SIAKAGO**