



LIMURU WATER AND SEWERAGE COMPANY LIMITED



Maji Centre, P.O Box 1286-00217 Limuru. Tel: +254-020-2374345, 0725-054212

Email: info@limuruwater.go.ke / liwaseco@yahoo.com

INDENTS FOR THE POSITION OF MANAGING DIRECTOR

Job Reference: LWSC/HR/RCT/ADMIN

JOB TITLE: Managing Director

LOCATION: Kiambu County, Kenya.

EMPLOYER: Limuru Water & Sewerage Company Limited.

TERMS OF EMPLOYMENT: Contract (Three years' renewable based on performance). **GRADE: 1**

Job Purpose

To implement the Company's policies and ensure that opportunities are identified and converted into business and ensure timely resolution of customer queries.

Main Duties & Responsibilities.

- (i) Implement set policies, priorities and standards for the Company
- (ii) Manage and implementation of the company's long term and short-term goals and objectives or ad-hoc programs;
- (iii) Manage internal communications and information resources for the Company
- (iv) Responsible for planning and reporting on the Company's performance
- (v) Participate in administering company policies including disciplinary issues, and developing long range goals and objectives
- (vi) To advice the board on the necessary changes as per the legal requirements that appertains to the status and functions and activities of the company.
- (vii) Participate in the deliberations of the committees of the Board.
- (viii) Supervise the company to ensure optimal service delivery.
- (ix) Represent the Board on outside forums whenever and wherever required.
- (x) Coordinate and prepare business related proposals, reports and other submissions for considerations.

- (xi) Allocate funds to the various sections and projects.
- (xii) Receive and review financial and audits reports.
- (xiii) Make all information available to the board for decisions regarding senior staff appointments, appraisals and promotions.
- (xiv) Identify and recommend training/development needs for the staff.
- (xv) Make final decisions on general staff administration.
- (xvi) Attend to general administration and maintenance of the company facilities.
- (xvii) Approve participation in conferences, seminars, trainings and symposia by staff.
- (xviii) Attend to important correspondences relating to the functions of the company.
- (xix) Develop staff to ensure that they have appropriate skills for the work.
- (xx) Maintain the image of the Company

QUALIFICATIONS, EXPERIENCES AND SKILLS

- (i) Degree holder in Engineering, Finance, Economics, Management or other relevant degree from a recognized institution.
- (ii) Master's Degree in any related field from a recognized institution will be an added advantage
- (iii) Minimum of seven (7) years' experience in Public Service with three (3) years in a senior management position and having demonstrated high standard of professional competence and administrative ability.
- (iv) Must Hold a professional qualification and membership in good standing to a professional body.
- (v) Be proficient in computer
- (vi) Have a demonstrated merit and shown ability as reflected in work performance and results.
- (vii) All applicants must comply with Chapter 6 of the Constitution of Kenya 2010

HOW TO APPLY;

Application packages which include a cover letter, CV of not more than 5 pages and certified copies of certificates and testimonials should be sent by post or courier to:

The Chairman-Board of Directors.
Limuru Water & Sewerage Company Ltd
Maji Centre, Hospital Road
P.O Box 1286-00217, Limuru

Shortlisted candidates will be required to fulfil the requirements of Chapter Six of the constitution.

Only shortlisted candidates will be contacted. The company is an equal opportunity employer and selects candidates on merit through fair competition. All qualified candidates are therefore encouraged to apply.

Canvassing will lead to automatic disqualification.

Closing date 27th December, 2024 at 5:00pm.

NOTE:

Applications can be sent through email : info@limuruwater.go.ke or hand delivered to Limuru Water & Sewerage Company HQ office in a sealed envelope to the address above.

- For hand-delivered applications, kindly indicate the job reference on the envelope as it appears on post title.
- For applications sent via emails, kindly indicate the job reference as the subject.