



## **HEAD OF CORPORATE SERVICES** **JOB REFERENCE: EWASCO/HR/006/2020**

Embu Water and Sanitation Company LTD, a public water utility company fully owned by the County Government of Embu and with a mandate to provide water and sanitation services in Embu County is seeking to recruit a self-driven individual for the position of **Head of Corporate Services** .

Reporting to the **Managing Director**, the successful candidate will be responsible for providing leadership and effectively coordinating the Administration, Human Resources, ICT and PR functions, ensuring effective support for the Company from these functions.

### **Key Responsibilities**

#### **Managerial Responsibilities**

- i. Lead the development of policies and systems to support efficient functions framework.
- ii. Lead the development of procedures and processes to ensure efficient service delivery and quality of services to exceed customer expectations.
- iii. Initiate, develop and maintain sound and mutual relationship and network with relevant public and private bodies and institutions critical to the success of the functions.
- iv. Be responsible for the recruitment, development and retention of a strong team of staff for the function.
- v. Ensure the competence and efficiency of staff in the function in terms of knowledge, skills and attitude.
- vi. Ensure effective management of staff in the department.
- vii. Sets guidelines for staff in the department to ensure an efficient workflow in a work environment that fosters high degree of personal integrity, team spirit and outstanding work standards.
- viii. Lead in undertaking performance management activities for the department.
- ix. Determine Section budgets in liaison with the Section heads supervised.
- x. Compile the annual departmental needs for inclusion in the Annual Procurement Plan and budget.

#### **Operational Responsibilities**

- i. Oversee the functions of Human Resource, PR, ICT, Administration and Logistics.
- ii. Develop overall annual strategic plans towards achieving set organizational objectives.
- iii. Develop strategies to guide the Company's Communication and Corporate Social Responsibilities' activities to the Stakeholders and surrounding communities respectively.
- iv. Develop and oversee implementation of PR, marketing, branding and advertising strategies in coordination with external consultants.
- v. Develop departmental plans with respective Section Heads supervised.
- vi. In partnership with departmental heads, identify business development and growth opportunities.
- vii. Initiating special studies, market and competitive research pertaining to the future of the institution.
- viii. Oversee all operations and business activities within the department and ensure they produce the desired results and are consistent with the vision, mission and strategy for the Company.
- ix. Act as a point of contact and build trust relations among all the departments within the Company.
- x. Ensure an effective working environment throughout the entire Company.
- xi. Prepare and submit timely reports as required.
- xii. Undertake continuous professional development to keep up with current industry trends.
- xiii. Undertake any other duties as may be assigned.

### **PERSON PROFILE**

- i. Master's degree in a business-related field
- ii. Bachelor's degree in Commerce, Business management, Business administration or any other business-related field

- iii. At least 12 years' experience, 5 of which should be in a Senior Management position coordinating varied functions
- iv. Proficiency in ICT with strong MS office and internet ability
- v. Excellent planning and organizational skills
- vi. Strong analytical skills
- vii. Excellent communication skills
- viii. Strong leadership skills
- ix. Good interpersonal relations skills
- x. Problem solving skills
- xi. Must satisfy the requirements of chapter six of the constitution of Kenya on Leadership and integrity through provision of; -
  - a) Current certificate of good conduct from Directorate of Criminal Investigation Department.
  - b) Current Tax compliance certificate from Kenya Revenue Authority.
  - c) A clean and current report from an approved credit reference Bureau (CRB).
  - d) Clearance from the Ethics and Anti-Corruption Commission (EACC).
  - e) Clearance Certificate from Higher Education Loans Board (HELB).

#### **TERMS OF EMPLOYMENT**

The appointment will be for a contract term of **3 YEARS** renewable subject to satisfactory performance evidenced by continuous achievement of performance targets.

#### **APPLICATION INSTRUCTIONS**

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 Managing Director  
Embu Water and Sanitation Company LTD  
Off Meru-Embu Road next to National Library  
P.O. Box 2142, 60100  
EMBU**

**In addition to the Hard copy, a soft copy of the application should be sent to [recruitment@embuwater.co.ke](mailto:recruitment@embuwater.co.ke) before the expiry of the closing date (14<sup>th</sup> October, 2020, 17:00 Hours) with the VACANCY NUMBER as the email subject.**

#### **Note:**

- The Vacancy number should be clearly marked on the left top corner of the outer envelope of the application package
- Only shortlisted candidates will be contacted
- Canvassing in any way will lead to automatic disqualification

**CLOSING DATE: 14<sup>th</sup> October, 2020, 17:00 Hours**