



HEAD OF TECHNICAL SERVICES
JOB REFERENCE: EWASCO/HR/004/2020

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 Technical Services** .

Reporting to the **Managing Director**, the successful candidate will be responsible for providing leadership and strategic direction for the Technical department ensuring effective project implementation and water supply services.

Key Responsibilities

Managerial Responsibilities

1. Ensure achievement of the overall Technical services goals of the Company.
2. Lead the development of policies and systems to support efficient functions framework.
3. Lead the development of procedures and processes to assure efficient service delivery and quality of services to exceed customer expectations.
4. 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.
5. Ensure a competent and motivated Technical team through quality hiring, training and evaluating of staff; and taking corrective actions to address performance gaps.
6. Provide sound leadership and supervision to the staff in the department.
7. Prepare comprehensive annual budgets for the department for approval by the Managing Director.
8. Ensure compliance with approved budgets including prudent and timely spending.
9. Ensure timely reporting of the department's performance.
10. Ensure sound systems, policies and procedures for effective functioning of the department are in place.

Operational Responsibilities

1. Participate in strategy formulation process of the Company on technical matters.
2. Prepare annual work and project plans for the department.
3. Ensure Technical Department procedures, layouts and technical reports and project Appraisals.
4. Develop and maintain networks with key stakeholders to facilitate technical operations including donors and fund-raising partners.
5. Prepare master programs for technical assignments on projects and water distribution.
6. Review and approve designs for works.
7. Monitor and evaluate technical works to ensure adherence to laid down budgets, timelines, policies and procedures.
8. Advise on viability of projects, related infrastructure and land.
9. Review and evaluate proposals and works and recommend improvements.
10. Oversee production schedules from the plants.
11. Oversee maintenance of infrastructure to undertake technical works.
12. Review and recommend technical partners for operational assignments.
13. Coordinate external reporting to technical matters to regulators, WSB, donors, and others, and ensure reports are accurate and timely.
14. Oversee maintenance of highest levels of customer satisfaction levels.
15. Oversee project close out and hand over projects.

16. Undertake continuous professional development to keep up with current industry trends.
17. Undertake any other duties as may be assigned.

PERSON PROFILE

- i. Bachelor's degree in Civil Engineering
- ii. Registered with Engineers Board of Kenya as a Professional Engineer
- iii. Member of the Institution of Engineers of Kenya (MIEK)
- iv. At least 12 years' experience, 5 of which should be in senior management position
- v. Proficiency in ICT with strong MS office and internet ability
- vi. Excellent Networking and stakeholder management abilities
- vii. Strong project management abilities
- viii. Excellent planning and organizational skills
- ix. Strong analytical skills
- x. Excellent communication and interpersonal relations
- xi. Strong leadership skills and Problem-solving skills
- xii. 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 the 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 before the expiry of the closing date (14th 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: 14th October, 2020, 17:00 Hours