



INTERNAL VACANCY ANNOUNCEMENT

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 self-driven individuals for the positions: - Job grade 8

Reference: Ewasco/Hr/2021(1) - Supply Chain Management Assistant (Procurement) 1 Positions-

A) KEY RESPONSIBILITIES

1. *To raise, process and record Request for LPOs promptly as requisitions are received.*
2. To coordinate, process, track, record, make copies and report status of all LPOs .
3. To assist in raising, dispatch, receipt and facilitating opening of request for quotations.
4. To assist to draft minutes of evaluation committee.
5. To assist in preparing, recording and submitting procurement documents for payment.
6. To assist in maintaining registers, procurement files and documents.
7. Assist in drafting professional opinions for routine items for approval.
8. To assist in compiling, facilitating and participating in the disposal exercise.
9. Assist in dispatching procurement documents within and outside EWASCO, and recording them in the register as necessary.
10. Any other duty as assigned from time to time

B) Knowledge, Skills and Experience Required

Key Qualifications and Experience

1. KCSE with a minimum of D+ (Plus)
2. Diploma in supply chain management or equivalent with 1-year relevant experience or
3. Advanced Certificate in stores/ supply Chain Management or equivalent with 3 years' relevant experience.
4. Compliance with Chapter six of the Constitution

Key Skills

1. Communication and interpersonal relations
2. Analytical Skills.
3. computer skills

Attributes

1. Team work
2. High level of Integrity
3. innovativeness
4. Time management

5. customer focus

APPLICATION INSTRUCTIONS

Application packages in sealed envelopes which include a Cover Letter, updated CV and certified copies of certificates and testimonials should be delivered to: -

**The Managing Director
Embu Water and Sanitation Company Limited
EWASCO House, Off Meru-Embu Road
P.O BOX 2142,60100
EMBU**

Note:

- The positions are open **ONLY** to internal candidates already working in EWASCO on contracts, casuals and those whose contracts have expired in the last 1 month.
- The Vacancy number should be clearly marked on the left top corner of the outer envelope of the application package
- Copies of all certificates should be **CERTIFIED** by the Issuing Institutions
- Only shortlisted candidates will be contacted
- Canvassing in any way will lead to automatic disqualification

CLOSING DATE: 13th August 2021, 17:00 Hours