



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(5) - Supply Chain Management Assistant (Stores) 1 Positions-

A) KEY RESPONSIBILITIES

1. Updating stock records.
2. Issuing of goods to the users as expected
3. Undertaking effective materials/stock handling and stock control, ensuring safety of stock.
4. Assisting in the stock-taking exercise
5. Making entries in the bin cards.
6. Maintaining cleanliness and neatness of stores.
7. Participating in undertaking stores accounting.
8. Assisting in undertaking stock verification/reconciliation.
9. Undertaking continuous professional development to keep up with industry trends.
10. Undertaking any other duties as may be assigned.

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 or equivalent with 3 years' relevant experience or
4. Fulfilled 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