



# EMBU WATER AND SANITATION COMPANY LIMITED

## HUMAN RESOURCE MANAGER

**JOB REFERENCE: EWASCO/HR/CORP/002/2022**

Embu Water and Sanitation Company Limited, a private 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 **Human Resource Manager**.

Reporting to the **Head of Corporate Services**, the successful candidate will be responsible for providing Human Resource leadership and guidance to EWASCO on all Human Resource matters to ensure a team of highly competent, highly productive, well-motivated staff and fairly remunerated staff to ensure efficient utilization of human capital.

### **Key Responsibilities**

#### **Managerial Responsibilities**

1. Providing direction in the management of the Human Resource of the Company.
2. Providing sound leadership to the staff in the department.
3. Preparing comprehensive annual budgets for approval.
4. Ensuring compliance with approved budgets including prudent and timely spending.
5. Providing effective guidance and supervision of staff.
6. Undertaking performance management for staff in the department.
7. Ensuring timely reporting of the department's performance.
8. Ensuring sound systems, policies, and procedures for the effective functioning of the department are in place.
9. Ensuring highest standards of operational efficiency and quality of service to staff.

#### **Operational Responsibilities**

1. Developing and implementing HR strategies and initiatives aligned with the overall business strategy
2. Formulating and regularly updating various Human Resource Policies including terms and conditions of service.
3. Managing the recruitment and selection process
4. Ensuring implementation of the Human Resource Policies and Procedures.
5. Maintaining comprehensive and up-to-date staff database and employee records in both physical and computerized formats
6. Ensuring effective utilization of all functions relating to manpower planning, welfare, and human resource administration in the Company.
7. Participating in the recruitment, selection, and placement activities and ensuring employees are properly orientated.
8. Organizing and coordinating performance management in the organization.
9. Taking the lead in all Occupational Health and Safety matters for instance by ensuring that the Company has an up-to-date workplace certificate of registration among others
10. Ensuring that all the members of staff are provided with medical insurance and other insurance including GPA, WIBA, and Group life.
11. Facilitating effective communication between the Company and the members of staff through approved communication channels.
12. Ensuring timely and accurate compensation to staff in case of injuries while at work.

13. Coordinating, updating, and maintaining the job descriptions of all the positions within the Company.
14. Responsible for employee guidance and counseling, as and when required.
15. Co-ordinating and facilitating the training of staff members in time with the training needs assessment and the Training Program
16. Leading in carrying out labour relation issues.
17. Continuous professional development to keep up with current industry trends.
18. Undertaking any other duties as may be assigned

#### **PERSON PROFILE**

1. Business related degree with a bias in Human Resource Management
2. Higher National Diploma in Human Resource Management
3. Full member of the Institute of Human Resource Management (IHRM)
4. At least 10 years working experience with 4yrs in a managerial position
5. Proficiency in ICT with strong MS office and internet ability
6. Familiarity with the Kenyan Labor Laws
7. Experience in policy and budget development
8. Negotiation and conflict resolution
9. Mentoring and coaching
10. Exposure to effective change management
11. Leadership and supervision
12. Communication and interpersonal relations

#### **TERMS OF EMPLOYMENT**

The appointment will be for a contract term of **5 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 Limited  
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 (30<sup>th</sup> November 2022, 17:00 Hours) with the VACANCY NUMBER as the email subject.**

#### **Note:**

- Female and persons living with disability are encouraged to apply
- 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: 30<sup>th</sup> November 2022, 17:00 Hours**