



## TAVEVO WATER AND SEWERAGE COMPANY LIMITED

### VACANCY ADVERTISEMENT

TAVEVO Water and Sewerage Company Ltd was established to operate and provide water within TaitaTaveta County.

Our vision is to be the leading water service provider of quality affordable water and sanitation services in TaitaTaveta County.

To achieve this, we need to strengthen our manpower. We therefore invite applications from suitable qualified and experienced candidates with excellent credentials to fill the following positions:

S/No	Position	Job Ref. No	No. of Vacancies	Terms of Service
1.	Pipefitters	TVO/04/2023/001	40	Permanent and Pensionable
2.	Pump Attendants	TVO/04/2023/002	30	Permanent and Pensionable
3	Waste water Management Artisans	TVO/04/2023/003	4	Permanent and Pensionable
4	Water o Operators	TVO/04/2023/004	3	Permanent and Pensionable
5	Meter Readers/Enforcement Officers	TVO/04/2023/005	24	Permanent and Pensionable
6	Customer Service Officers	TVO/04/2023/006	9	Permanent and Pensionable
7	Commercial Officer	TVO/04/2023/007	1	Permanent and Pensionable

8	Billing Officer	TVO/04/2023/008	1	Permanent and Pensionable
9	Assistant Administrative secretary	TVO/04/2023/009	1	Permanent and Pensionable
10	Office Assistants	TVO/04/2023/010	5	Permanent and Pensionable
11	Accounts Assistant receivables	TVO/04/2023/011	1	Permanent and Pensionable
12	Drivers	TVO/04/2023/012	12	Permanent and Pensionable
13	Supply Chain Management Officer-Procurement	TVO/04/2023/013	1	Permanent and Pensionable
14	Supply Chain Management Officer-Stores	TVO/04/2023/014	1	Permanent and Pensionable
15	Water Quality Officer	TVO/04/2023/015	1	Permanent and Pensionable
16	Electromechanical Officer	TVO/04/2023/016	1	Permanent and Pensionable
17	Branch Managers	TVO/04/2023/017	4	Three (3) year contract
18	Human Resource Officer-Training, Recruitment and Performance	TVO/04/2023/018	1	Three (3) year contract
19	Supply Chain Management Officer	TVO/04/2023/019	1	Three (3) year contract
20	Technical Officer-Electromechanical	TVO/04/2023/020	1	Three (3) year contract
21	Technical Officers-Operation and Maintenance	TVO/04/2023/021	4	Three (3) year contract
22	Technical Officer-Water Quality Assurance	TVO/04/2023/022	1	Three (3) year contract

## HOW TO APPLY

Download and print the job application form from the Company Website <https://tavevowater.co.ke> , fill and hand deliver to the Office of the Managing Director in a sealed envelope indicating the position applied for, reference number and addressed to:

The Managing Director,  
TAVEVO Water and Sewerage Company Ltd,  
P. O. Box 6 - 80300,  
VOI.

or

Scanned and emailed to [recruitment@tavevowater.co.ke](mailto:recruitment@tavevowater.co.ke)

Applications should be received on or before 2<sup>nd</sup> May 2023 at 4.00 p.m.

## IMPORTANT INFORMATION

- Candidates found Canvassing will be disqualified.
- Only Shortlisted candidates will be contacted.
- TAVEVO Water and Sewerage Company is an Equal Opportunity Employer.

Dated 24<sup>th</sup> April 2023



## TAVEVO WATER AND SEWERAGE COMPANY LIMITED

Telephone 0713-676213  
0780-676213

P. O. Box 6 -80300  
Voi

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### VACANCY ADVERTISEMENT

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S/No	POSITIONS	JOB REFERENCE NO.	NO. OF VACANCIES	TERMS OF SERVICE
1	PIPE FITTERS	TVO/04/2023/001	40	Permanent and pensionable

JOB TITLE: PIPE FITTERS

NUMBER OF POSTS: FORTY (FORTY)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

REPORTING: FUNCTIONALLY TO TECHNICAL OFFICER OPERATIONS AND MAINTENANCE AND ADMINISTRATIVELY TO THE BRANCH MANAGER

GENERAL PURPOSE

- To perform all required pipefitting tasks, safely, consistently and in accordance with the company requirements, procedures and specifications.

DUTIES AND RESPONSIBILITIES

1. Routine inspection and reporting of pipes, water tanks, washouts and valves for leaks, bursts, no water and illegal connections.
2. Inspecting and verification of reported pipes, water tanks, washouts and valves for leaks, bursts, no water and illegal connections.
3. Promptly prepare and submit requisition for repairs, resolving no water issues and dismantling illegal connection.
4. Promptly collect repair material and undertake quality repair work for leaks, burst, no water issues and illegal connections and submit report of completed work.
5. Assessment of new customer connection requirements, prepare requisition for pipe, fittings and other material for new customer connection.
6. Promptly collect pipes fittings and other material, excavate trench, lay and joint pipe, test and disinfect pipe and back fill of trench.
7. Undertake maintenance work on water storage tanks and valve chambers as shall be directed by supervisor.
8. Routine testing, servicing and repair of water meters, compiling and submission of reports
9. Prompt Ad-hoc testing, servicing and repair of water meters, compiling and submission of reports.
10. Promptly undertaking assigned connecting and disconnecting of water meters, compiling and submission of reports.
11. Daily operation of rationing and control valves as per approved rationing programme record and submit report.

12. Routine inspection and reporting of bulk water meters, water tanks, pipes, washouts and valves for leaks, bursts and no water.
13. Ensure, operationalize and observe approved occupational safety and healthy rules and guidelines reporting any breach to head of human resource department through human resource officer.
14. Promptly prepare and submit monthly reports in a prescribed standard format on:
  - i. Leaks and burst reporting and repairs for pipes, washouts and valves and material used.
  - ii. No water and illegal connections reported, resolved and dismantled and material used.
  - iii. New customer connection requested, connected and material used.
  - iv. Water storage tanks and valve chambers issues reported, resolved and material used.
  - v. Meter testing, servicing, repair and materials used
  - vi. Water meter connection and disconnection and material used.
15. Any other duties as maybe assigned by your supervisor from time to time.

## Personal Specifications

For appointment to this grade, an officer must have: -

- i. A minimum of a KCSE or at least three (3) years experience in plumbing and pipefitting works
- ii. Plumbing/pipefitting Grade III certificate will be an added advantage
- iii. Good communication, organization and time management skills
- iv. Good interpersonal skills to work in a team

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S/No	POSITIONS	JOB REFERENCE NO.	NO. OF VACANCIES	TERMS OF SERVICE
1	Pump Attendants	TVO/04/2023/002	30	Permanent and pensionable



JOB TITLE: PUMP ATTENDANTS

NUMBER OF POST: THIRTY (30)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

REPORTING: FUNCTIONALLY TO TECHNICAL OFFICER OPERATION AND MAINTENANCE AND ADMINISTRATIVELY TO THE BRANCH MANAGER

GENERAL PURPOSE

To undertake routine checks of pumps and plan the schedule of pump operation

DUTIES AND RESPONSIBILITIES

1. Undertake daily checks of pump, control panel, sump and rising main as prescribed in operation manual before starting the pump record and submit report
2. Daily start and stop pump(s) according to the approved operation schedule, record timings and submit report
3. Routine checkup of pumping system as per operation manual record and submit monthly report.
4. Daily morning check and report of water meter inflows(production), water meter outflows (distribution), water levels in storage tank and inlet and outlet pipeline water pressure
5. Daily operation of rationing and control valves as per approved rationing programme record and submit report.
6. Routine inspection and reporting of bulk water meters, water tanks, pipes, washouts and valves for leaks, bursts and no water.
7. Operate and maintain water works, air valves, inlet, outlet, washout and scour valves record and submit report.
8. Promptly record and report in a prescribed format observed anomalies in the pumping system.
9. Promptly record and report in a prescribed format observed security issues and any other challenges.

- 10.Undertake mixing and dosing of water treatment chemicals into the water at the dosing units, water sump and water storage tanks in the approved quantities as shall be instructed.
- 11.Record and submit report on chemicals received, used and the quantities remaining.
- 12.Undertake chemical tests and chlorine residual test and determine chemical dosage record and submit report
- 13.Check and ensure water is treated before distribution record and submit report
- 14.Ensure, operationalize and observe approved occupational safety and healthy rules and guidelines reporting any breach to head of human resource department through human resource officer.
- 15.Prepare and submit ad-hoc and or monthly, quarterly and annual reports submit to your supervisor for management decision.

### Personal Specifications

For appointment to this grade, an officer must have: -

- i. A minimum of a KCSE or at least three (3) years of relevant work experience
- ii. Good communication, organization and time management skills
- iii. Good interpersonal skills to work in a team

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S/No	POSITIONS	JOB REFERENCE NO.	NO. OF VACANCIES	TERMS OF SERVICE
1	Waste Water System Attendants	TVO/04/2023/003	4	Permanent and pensionable

**JOB TITLE: WASTE WATER SYSTEM ATTENDANTS**

**NUMBER OF POST: FOUR (4)**

**TERMS OF SERVICE: PERMANENT AND PENSIONABLE**

**REPORTING: SANITATION OFFICER**

**GENERAL PURPOSE**

Inspection, unblocking and cleaning of waste water

**DUTIES AND RESPONSIBILITIES**

1. Inspection, unblocking and cleaning of waste water inspection chambers and sewer age pipelines record and submit report.
2. Removal and disposal of sludge as shall be directed by your supervisor record and submit report.
3. Daily operation and maintenance of sludge drying beds, waste water treatment lagoons, decentralized waste water treatment facilities and sludge handling facilities record and submit report.
4. In liaison with your supervisor assess waste water asset condition, make recommendations for improvement or repair, make requisition for requirements to resolve observed issues, repair and or resolve confirmed issues record and submit report.
5. In liaison with your supervisor promptly assess and resolve reported problems record and submit report.
6. Observe and record any risks and challenges and promptly report with recommendation to your supervisor.
7. Ensure, operationalize and observe approved occupational safety and healthy rules and guidelines reporting any breach to head of human resource department through human resource officer.
8. Prepare and submit ad-hoc and or monthly, quarterly and annual reports submit to your supervisor for management decision.
9. Any other duties as maybe assigned by your supervisor from time to time.

## **Personal Specifications**

For appointment to this grade, an officer must have: -

- i. A minimum of KCSE or at least three (3) years experience as a Waste Water System Attendant
- ii. Must be in good physical health
- iii. Must be knowledgeable in general occupational, safety and health standards
- iv. Good communication, interpersonal and time management skills

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S/No	POSITIONS	JOB REFERENCE NO.	NO. OF VACANCIES	TERMS OF SERVICE
1	Operator - water treatment works	TVO/04/2023/004	3	Permanent and pensionable

**JOB TITLE: OPERATOR - WATER TREATMENT WORKS**

**NUMBER OF POST: THREE (3)**

**TERMS OF SERVICE: PERMANENT AND PENSIONABLE**

**REPORTING:** FUNCTIONALLY TO TECHNICAL OFFICER OPERATION AND MAINTENANCE AND ADMINISTRATIVELY TO THE BRANCH MANAGER

**GENERAL PURPOSE**

To ensure optimum performance of water treatment works as per the company operation manual

**DUTIES AND RESPONSIBILITIES**

1. Undertake daily checks of the water treatment works as prescribed in the operation manual record and submit report.
2. Operation and maintenance of the treatment works as prescribed in the operation manual record and submit report.
3. Daily morning check and report of water meter inflows(production), water meter outflows (distribution), water levels in storage tank and inlet and outlet pipeline water pressure
4. Undertake mixing and dosing of water treatment chemicals into the water at the dosing units, water sump and water storage tanks in the approved quantities as shall be instructed.
5. Record and submit report on chemicals received, used and the quantities remaining.
6. Undertake chemical tests and chlorine residual test and determine chemical dosage record and submit report
7. Check and ensure water is treated before distribution record and submit report
8. Daily operation of rationing and control valves as per approved rationing programme record and submit report.
9. Routine inspection and reporting of bulk water meters, water tanks, pipes, washouts and valves for leaks, bursts and no water.



10. Operate and maintain water works, air valves, inlet, outlet, and washout and scour valves record and submit report.
11. Operate backwash tank, filters and record as per operation manual and record filter wash time and submit report.
12. Ensure, operationalize and observe approved occupational safety and healthy rules and guidelines reporting any breach to head of human resource department through human resource officer.
13. Prepare and submit ad-hoc and or monthly, quarterly and annual reports submit to your supervisor for management decision.
14. Any other duties as maybe assigned by your supervisor from time to time.

### **Personal Specifications**

For appointment to this grade, an officer must have: -

- i. A minimum of a KCSE or at least three (3) years of experience as a water operator
- ii. A Certificate in Water Supply Operator from a recognized institution will be an added advantage
- iii. Good communication, interpersonal and organization skills

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Dated 24<sup>th</sup> April 2023





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S/N	POSITIONS	JOB REFERENCE NO.	NO. OF VACANCIES	TERMS OF SERVICE
1	METER READERS/ENFORCEMENT OFFICERS	TVO/04/2023/005	24	Permanent and pensionable

JOB TITLE: METER READERS/ENFORCEMENT OFFICERS

NUMBER OF POST: TWENTY FOUR (24)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

REPORTING: TO THE BRANCH MANAGER

#### GENERAL PURPOSE

To ensure prompt reading and reporting of meters in the approved meter cycle

#### DUTIES AND RESPONSIBILITIES

1. Ensure the Mobile Meter reading Assistant is stored safely, diligently used and maintained and in good working condition at all times.
2. Promptly record and report in a prescribed format observed anomalies on the Mobile Meter reading Assistant as shall be directed by your supervisor.
3. Promptly inform your supervisor in the event you have not received the meter reading data by the due date.
4. Undertake meter reading according to the approved meter reading cycle
5. Undertake meter reading according to the approved format.
6. Promptly record, report giving reasons and request for reassignment of the meter reading data.
7. Upload and send duly completed meter(s) reading(s) as scheduled.
8. Promptly check anomalies from the anomalies report issued by your supervisor or commercial officer correct, record and submit report.
9. Ensure no account(s) meter reading is submitted on estimate.

10. Promptly assess, record, resolve and report in a prescribed format observed challenges hindering actual meter reading.

11. Promptly report on suspected illegal connections, water theft or meter tampering including but not limited to tampered seals, meter reversals, e.t.c.

12. Prepare and submit report in the prescribed format after every meter reading cycle on any issues, observed challenges, conclusion of findings and recommendations including but not limited to suspected faulty and tampered meters, suspected underground leaks and other visible leaks.

13. Ensure, operationalize and observe approved occupational safety and healthy rules and guidelines reporting any breach to head of human resource department through human resource officer.

14. Prepare and submit ad-hoc and or monthly, quarterly and annual reports submit to your supervisor for management decision

15. Prepare and submit report in the prescribed format after every assignment on any issues, observed challenges, conclusion of findings and recommendations.

### Personal Specifications

For appointment to this grade, an officer must have: -

- i. A minimum of a KCSE or at least three (3) years of experience as a meter reader
- ii. A Meter Installation Certificate from a recognized institution will be an added advantage
- iii. Good communication, interpersonal and time management skills

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### VACANCY ANNOUNCEMENT

S/No	POSITIONS	JOB REFERENCE NO.	NO. OF VACANCIES	TERMS OF SERVICE
1	CUSTOMER SERVICE OFFICER	TVO/04/2023/006	9	Permanent and pensionable



JOB TITLE: CUSTOMER SERVICE OFFICER

NUMBER OF POSTS: NINE (9)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

REPORTING: TO THE BRANCH MANAGER

GENERAL PURPOSE

To ensure prompt, fair and satisfactory customer service to the clients of the company

DUTIES AND RESPONSIBILITIES

1. Receive, promptly record and resolve customer orders, requests, applications, inquiries and complaints related to water supply, billing, waste water and any other relevant issue.
2. Receive, promptly record and escalate to branch manager, operation manager commercial, operation & maintenance manager water, operation & maintenance manager waste water and transport officer on customer orders, inquiries and complaints related to water supply, billing, waste water and any other relevant issue
3. Advice customer on conditions required to update customer account details, superseding of account, stop billing, account termination and new account application seek clearance from your supervisor and update.
4. Create superseded account, new account, stop billing, terminate account, and update account details, new customer connection application information and connection approval details in the billing system.
5. Check system and give confirmation to requested clarification on customer payments.
6. Follow up on progress of resolving escalated issues and proactively give frequent feedback on progress to customer(s)
7. In liaison with other departments, undertake planning, organizing, implementing, coordinating and execution of company's internal and external customer care and public relations events as shall be instructed by your supervisor.

8. In liaison with other departments, undertake planning, organizing, coordinating and represent the company at external public relations events including but not limited to customer service and public relation outreach programmes to stakeholders and the general public as shall be instructed by your supervisor.

9. Ensure, operationalize and observe approved occupational safety and healthy rules and guidelines reporting any breach to head of human resource department through human resource officer.

10. Prepare ad-hoc and monthly reports included but not limited to customer orders inquiries and complaints categorized to reported, resolved and pending. All by customer category, overall, per branch and per meter reading book send to your supervisor for clearance and any other for management decision.

### Personal Specifications

For appointment to this grade, an officer must have: -

- i. A minimum of KCSE or at least three (3) years experience in customer care/service work
- ii. A Diploma in Marketing, Reception, Business Management, Business Administration or any equivalent certificate from a recognized institution will be an added advantage
- iii. Good communication, interpersonal and time management skills
- iv. Proficiency in computer skills

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S/No	POSITIONS	JOB REFERENCE NO.	NO. OF VACANCIES	TERMS OF SERVICE
1	COMMERCIAL OFFICER	TVO/04/2023/007	1	Permanent and pensionable

JOB TITLE: COMMERCIAL OFFICER

NUMBER OF POST: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

REPORTING: TO THE BRANCH MANAGER

GENERAL PURPOSE

To ensure accurate and prompt recording of customer information and payments

DUTIES AND RESPONSIBILITIES

1. Collect debtors and customer disconnection list from your supervisor.
2. Promptly collect customer contact information record and submit report to your supervisor and customer care officer.
3. Advise customer to visit or contact customer care office to update customer account details.
4. Request and record customer payments receipts and confirm with office.
5. Undertake disconnection and or reconnections as per approved disconnection and or reconnection list or as shall be instructed by your supervisor.
6. Undertake and record cut off or turn on meter readings according to the prescribed format and submit report.
7. Record in the approved prescribed format, collect and return all disconnected water meters as shall be directed by the supervisor.
8. Collect approved new connection list and reconnection list and water meters and connect or reconnect as shall be instructed by your supervisor record and submit report.
9. Collect and deliver demand notices to defaulters
10. Promptly record and report suspected underground leaks and other visible leaks
11. Promptly report on suspected illegal connections, water theft or meter tampering including but not limited to tampered seals, meter reversals, etc.

12. Ensure, operationalize and observe approved occupational safety and healthy rules and guidelines reporting any breach to head of human resource department through human resource officer.
13. Prepare and submit ad-hoc and or monthly, quarterly and annual reports submit to your supervisor for management decision
14. Prepare and submit report in the prescribed format after every assignment on any issues, observed challenges, conclusion of findings and recommendations.

### Personal Specifications

For appointment to this grade, an officer must have: -

- i. A Diploma in Marketing, Business Management, Business Administration or an equivalent certificate from a recognized institution.
- ii. At least three (3) years of experience as a commercial officer
- iii. Good communication and interpersonal skills
- iv. Demonstrate a high customer-focus attitude

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Dated 24<sup>th</sup> April 2023



## TAVEVO WATER AND SEWERAGE COMPANY LIMITED

Telephone 0713-676213  
0780-676213

P. O. Box 6 -80300  
Voi

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### VACANCY ADVERTISEMENT

TAVEVO Water and Sewerage Company Ltd was established to operate and provide water within Taita Taveta County.

Our vision is to be the leading water service provider of quality affordable water and sanitation services in Taita Taveta County.

To achieve this, we need to strengthen our manpower. We therefore invite applications from suitable qualified and experienced candidates with excellent credentials to fill the position of Billing Officer

S/No	POSITIONS	JOB REFERENCE NO.	NO. OF VACANCIES	TERMS OF SERVICE
1	BILLING OFFICER	TVO/04/2023/008	1	Permanent and pensionable



JOB TITLE: BILLING OFFICER

NUMBER OF POST: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

REPORTING: TO THE BRANCH MANAGER

GENERAL PURPOSE

To ensure an accurate, efficient and effective customer billing is achieved in the company

DUTIES AND RESPONSIBILITIES

1. Promptly generate meter reading books in the billing system according to the approved Billing cycle and send to Information Communication Technology (ICT) officer through the billing system.
2. Promptly confirm from ICT officer, access linked meter reading books in meter reading system and assign to Meter readers.
3. Promptly confirm receipt of submitted meter readings in meter reading system and send to billing system verify Meter reading photograph against the submitted corresponding meter readings and correct submitted mismatched readings in the billing system.
4. Generate Exceptional/Anomaly reports submit to and instruct meter reader to address, collect feedback update submitted information in billing system, record and submit report of noted issues to your supervisor.
5. Generate ad-hoc and or monthly customer water bill(s) per meter reading book send to your supervisor for clearance, collect and send approved bills to ICT officer for onward delivery to customers.
6. Promptly generate debtors and customer disconnection list, seek approval for disconnection of defaulters and assign enforcement officers to undertake disconnections as per approved list of defaulted accounts.
7. Check system and give confirmation to requested clarification on customer payments.

8. Issue water meters and or receive disconnected water meters, verify submitted disconnection, reconnections and new connections as per approved list and update cutoff, turn on meter readings, meter details, customer details and other approved information in the billing system.

9. Seek approval from your supervisor and update in the billing system and meter reading system submitted customer contact information, payment details, authorized customer adjustments and amendments.

10. Advise customer on conditions required to update customer account details, superseding of account, stop billing, account termination and new account application seek clearance from your supervisor and update.

11. Create superseded account, new account, stop billing, terminate account, update account details, new customer connection application information and connection approval details in the billing system.

12. Collect report on any issues, observed challenges, conclusion of findings and recommendations from enforcement officers, resolve and or escalate to your supervisor.

13. Ensure, operationalize and observe approved occupational safety and healthy rules and guidelines reporting any breach to head of human resource department through human resource officer.

14. Prepare and submit ad-hoc and or monthly reports including but not limited to billing versus collection, estimated versus actual meter reading, active versus inactive accounts, customer complains analysis, monthly water billing summary report. All by customer category, overall per branch and per meter reading book send to your supervisor for clearance and any other for management decision.

### Personal Specifications

For appointment to this grade, an officer must have: -

- i. Diploma in ICT, Business Management, Business Administration or any equivalent or relevant certificate from a recognized institution.
- ii. At least three (3) years experience as a billing officer
- iii. Good communication, interpersonal and time-management skills
- iv. Proficiency in computer skills

## HOW TO APPLY

Download and print the job application form from the Company Website <https://tavevowater.co.ke> , fill and hand deliver to the Office of the Managing Director in a sealed envelope indicating the position applied for, reference number and addressed to:

The Managing Director,  
TAVEVO Water and Sewerage Company Ltd,  
P. O. Box 6 - 80300,  
VOI.

or

Scanned and emailed to [recruitment@tavevowater.co.ke](mailto:recruitment@tavevowater.co.ke)

Applications should be received on or before 2<sup>nd</sup> May 2023 at 4.00 p.m.

## IMPORTANT INFORMATION

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Dated 24<sup>th</sup> April 2023



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S/No	POSITIONS	JOB REFERENCE NO.	NO. OF VACANCIES	TERMS OF SERVICE
1	ASSISTANT ADMINISTRATIVE SECRETARY	TVO/04/2023/009	1	Permanent and pensionable

JOB TITLE: ASSISTANT ADMINISTRATIVE SECRETARY

NUMBER OF POST: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

REPORTING: TO THE HUMAN RESOURCE AND ADMINISTRATION  
MANAGER

GENERAL PURPOSE

#### DUTIES AND RESPONSIBILITIES

1. Making, answering, routing phone calls to the correct person, taking and delivering messages.
2. Receiving, resolving, escalating inquires and giving feedback.
3. Write, receive, reply, sort and distribute routine correspondences
4. Taking oral dictation; word and data processing from manuscripts.
5. Handling both incoming and outgoing correspondence memos, letters and forms.
6. Assist in preparation of regularly scheduled reports including processing, typing and formatting reports.
7. Develop, undertake, maintain up to date manual and computer filing system, document copying, scanning, filing and retrieval including of confidential material, corporate records, documents and reports.
8. Ensuring security of office equipment, documents and records.
9. Helping in preparing and scheduling meetings and appointments including preparing meeting/events facilities, refreshments and meals.
10. Take accurate minutes of meetings.
11. Handle sensitive information in confidential manner.
12. Book and organize travel arrangements for the Board of Directors, Managing Director and head of departments.
13. Book conference calls, rooms, taxis, hotels for the Managing Director and Senior managers.

14. Help in managing the board of Directors calendar of events and meetings, diary of scheduled events and meetings for the Managing Directors office.
15. Welcome and provide general support to visitors, staff, clients, service providers and other stake holders and provide information by diligently answering questions and requests and or directing them accordingly.
16. Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs, maintaining equipment inventories systems to make them more efficient.
17. Develop, coordinate office procedures and update administrative
18. Any other duties as may be assigned by your supervisor from time to time

### Personal Specifications

For appointment to this grade, an officer must have: -

- i. A Diploma in Secretarial Studies from a recognized institution
- ii. Have relevant work experience of not less than three (3) years in a reputable organization.
- iii. Proficiency in computer skills
- iv. Good communication, interpersonal and time management skills

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Scanned and emailed to [recruitment@tavevowater.co.ke](mailto:recruitment@tavevowater.co.ke)

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Dated 24<sup>th</sup> April 2023



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S/No	POSITIONS	JOB REFERENCE NO.	NO. OF VACANCIES	TERMS OF SERVICE
1	OFFICE ASSISTANTS	TVO/04/2023/010	5	Permanent and pensionable



JOB TITLE: OFFICE ASSISTANTS

NUMBER OF POST: FIVE (5)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

REPORTING: TO THE HUMAN RESOURCE OFFICER- PAYROLL, WELFARE AND ADMINISTRATION

GENERAL PURPOSE

Undertake daily and routine cleaning

DUTIES AND RESPONSIBILITIES

- 1 Undertake daily and routine general cleaning of compound, offices, office furniture and equipment and any other item as shall be directed by your supervisor.
2. Orderly arrangement of office furniture and equipment shall be directed by your supervisor.
3. Disposal of generated office waste as shall be directed by your supervisor.
4. In liaison with your supervisor prepare work plan and requirements and submit for approval.
5. Inspection, recording and reporting of noted or observed defects on including but not limited to office structures, doors, windows, ceilings, office furniture and equipments and any other item.
6. Any other duty as may be assigned by your supervisor from time to time.

Personal Specifications

For appointment to this grade, an officer must have: -

- i. A minimum of a KCSE or at least three (3) years of experience as an office assistant
- ii. Have excellent communication, organization and time management skills
- iii. Good interpersonal skills to work in a team

## HOW TO APPLY

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### VACANCY ADVERTISEMENT

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S/No	POSITIONS	JOB REFERENCE NO.	NO. OF VACANCIES	TERMS OF SERVICE
1	ACCOUNT ASSISTANT RECEIVABLES	TVO/04/2023/011	1	Permanent and pensionable

JOB TITLE: ACCOUNT ASSISTANT - RECEIVABLES

NUMBER OF POST: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

REPORTING: TO THE MANAGEMENT ACCOUNTANT

GENERAL PURPOSE

To process invoices, keep track of payments and safeguard income by confirming and publishing receipts

DUTIES AND RESPONSIBILITIES

1. Daily prompt reporting to supervisor for assignment as per agreed work plan.
2. Receive and post in accounting system invoices from other internal departments and file appropriately as they await payments.
3. Promptly collect pre-requisite documents including but not limited to petty cash claims, end month dues (salaries & wages), invoices raise respective vouchers as assigned by supervisor.
4. Forward prepared payment vouchers to supervisor for examination, Head of Finance Department for clearance and Managing Director for approval.
5. Promptly collect staff imprest requests, raised warrants, surrenders and forward the same to supervisor for examination, Head of Finance Department for clearance and Managing Director for approval.
6. Prepare and dispatch cheques for approved payment vouchers to payee's either by banking or calling for collection.
7. Collect deposit slip, stamped transfer letter for cash deposit and cash transfer transactions and post payments onto the automated accounting system, stamp the paid voucher as paid and file appropriately.
8. Ensure key monthly obligations including but not limited to payment(s) vouchers for statutory deductions, Electricity bills, Bulk water bill, KRA bills are prepared and submitted for approval for payment before stated deadlines.

9. Prepare monthly payables reports and forward to supervisor for further instruction.
10. Attend to enquiries on payments by staff, suppliers or any other payments
11. Monthly reconciliation of all company's official revenue collection bank accounts, forward reconciliations for checking and signing by both supervisor and Head of Finance Department.
12. Ensure, operationalize and observe approved occupational safety and healthy rules and guidelines reporting any breach to head of human resource department through human resource officer.
13. Prepare and submit ad-hoc and or monthly, quarterly and annual reports submit to your supervisor for management decision
14. Any other duty as may be assigned by your supervisor from time to time.

#### Personal Specifications

For appointment to this grade, an officer must have: -

- i. Diploma in Accounting, Business Management, Business administration or a minimum of a CPA III
- ii. A Bachelors Degree in Commerce, Business Management or Business Administration- Accounting or Finance option from a recognized institution will be an added advantage
- iii. At least three (3) years of experience in accounts receivables work
- iv. Good communication, interpersonal and time-management skills

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Dated 24<sup>th</sup> April 2023



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### VACANCY ADVERTISEMENT

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S/No	POSITIONS	JOB REFERENCE NO.	NO. OF VACANCIES	TERMS OF SERVICE
1	DRIVERS	TVO/04/2023/012	12	Permanent and pensionable

JOB TITLE: DRIVER

NUMBER OF POST: TWELVE (12)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

REPORTING: TO THE TRANSPORT OFFICER

GENERAL PURPOSE

Transportation of materials and staff to various sites after sanctioned to undertake the journey.

DUTIES AND RESPONSIBILITIES

1. Carry out daily checks on the vehicle before operating the vehicle, record and report any anomalies noted and maintain register.
2. In liaison with the transport officer resolve all reported anomalies before operating the vehicle.
3. Ensure to always clean and maintain the vehicle in a clean and operational status.
4. Ensure vehicle is adequately fuelled and in good operating condition before commencing any journey.
5. Drive company vehicle according to the prevailing traffic laws and company policy while carrying company staff, materials and equipment to approved destination.
6. Ensure safety of passengers, materials and equipments during the journey.
7. Ensure to adhere to the approved travel route during a journey.
8. Ensure security of the vehicle on and off the road.
9. Update vehicle work ticket and obtain authorization to travel before any journey.
10. Daily update of the work ticket.
11. Undertake Routine checks, servicing and maintenance of vehicle according to manufacturer's operation manual.



12.Undertake routine inspection, detection and reporting any observed defects or malfunction.

13.Ensure the vehicle and driver is compliant to all legal requirements before commencing of journey.

### Personal Specifications

For appointment to this grade, an officer must have: -

- i. A minimum of a KCSE or relevant work experience of not less than three (3) years in a reputable organization
- ii. Possession of a valid driving license (Class BCE).
- iii. Possession of a suitability/ Occupational Test, Grade 2 Certificate will be an added advantage
- iv. Have excellent communication, interpersonal and time management skills

### HOW TO APPLY

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Dated 24<sup>th</sup> April 2023



## TAVEVO WATER AND SEWERAGE COMPANY LIMITED

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0780-676213

Voi

P. O. Box 6 -80300

### VACANCY ADVERTISEMENT

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To achieve this, we need to strengthen our manpower. We therefore invite applications from suitable qualified and experienced candidates with excellent credentials to fill the position of Supply Chain Management Officer- Procurement

S/N o.	POSTS	JOB REF. NO	NO. OF POSITION(S)	TERMS OF SERVICE
1	SUPPLY CHAIN MANAGEMENT OFFICER - PROCUMENT	TVO/04/2023/013	One (1)	PERMANENT AND PENSIONABLE

JOB TITLE: SUPPLY CHAIN MANAGEMENT OFFICER- PROCUREMENT

NUMBER OF POST: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

REPORTING: TO THE SUPPLY CHAIN MANAGEMENT OFFICER

### Job Purpose

The Supply Chain Management Officer is responsible to the Supply Chain Management Officer for interpretation and application of the Public Procurement and Asset Disposal Law and support the Tavevo Water and Sewerage Company's Supply Chain processes in procurement, stores/inventory management and contract management.

### KEY RESPONSIBILITIES

1. Ensuring the implementation and interpretation of supply chain management policies, regulations and procedures;
2. Oversee the procurement processes and procedures to ensure compliance with the Public Procurement and Asset Disposal Act 2015, Public Procurement and Disposal Regulations, 2006 and other laws and policy documents that impact on procurement;
3. Ensure to advise the Board on supply chain management matters;
4. Timely prepare annual procurement plans for goods and services;
5. Ensure security and proper preservation of stores;
6. Co-ordinate and or manage, requisition, receive and issue stores;
7. Ensure to liaise with the National Treasury and the Public Procurement Oversight Authority on matters related to procurement and asset disposal;
8. Ensure to procure and dispose goods and services;
9. Ensure prompt payment to suppliers;
10. Ensure to maintain updated lists of pre-qualified and approved suppliers;
11. Ensure to introduce of modern inventory management techniques and approaches; prepare tender and prequalification documents for expression of interest for the Board;
12. Ensure to monitor contract management by the user department to ensure implementation of contracts in accordance with the terms and conditions of contracts;

13. Ensure to carry out market surveys to inform the placing of orders or adjudication by the relevant awarding authority;
14. Ensure to conduct periodic and annual stock taking;
15. Ensure to maintain and archive procurement and asset disposal documents and records for the required period; and
16. Ensure to submit quarterly reports to the National Treasury and Public Procurement Regulatory Authority (PPRA).
17. Ensure, operationalize and observe approved occupational safety and healthy rules and guidelines reporting any breach to head of human resource department through human resource officer.
18. Collect reports, compile, prepare and submit ad-hoc and or monthly, quarterly and annual reports submit to your supervisor for management and board decision.

## QUALIFICATION

- A Bachelors Degree in Procurement and Supplies Chains Management Procurement and Logistics, Commerce, Business Administration (Supplies Management Option), Economics or other relevant and equivalent qualifications from a recognized institution
- At least three (3) years of relevant work experience in a reputable organization
- Must be a Full member to a professional body either KISM or CIPS or both.
- Must be a Certified Supplies Practitioner by KISM
- Good communication, organization and time management skills

## HOW TO APPLY

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24<sup>th</sup> April 2023



## TAVEVO WATER AND SEWERAGE COMPANY LIMITED

Telephone  
0780-676213

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P. O. Box 6 -80300

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S/N o.	POSTS	JOB REF. NO	NO. OF POSITION(S)	TERMS OF SERVICE
1	SUPPLY CHAIN MANAGEMENT OFFICER - STORES	TVO/04/2023/0 14	ONE (1)	PERMANENT AND PENSIONABLE

JOB TITLE: SUPPLY CHAIN MANAGEMENT OFFICER- STORES

NUMBER OF POST: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

REPORTING: TO THE SUPPLY CHAIN MANAGEMENT OFFICER

### Job Purpose

The Supply Chain Management Officer- Stores is responsible to the Supply Chain Management Officer for interpretation and application of the Public Procurement and Asset Disposal Law and supports the Tavevo Water and Sewerage Company's Supply Chain processes in procurement, stores/inventory management and contract management.

### KEY RESPONSIBILITIES

1. Daily and ad-hoc assessment, reconciliation, recording and reporting of available stock, supplied stock and issued stock including any observed variance.
2. Control critical areas of the stock system including but not limited to monitor and establish rate of consumption of stock, establish minimum and maximum order levels, to avoid shortage or unnecessary abundance of items in stores, advise supervisor on stock outs and process internal requisition for approval.
3. Promptly collecting, receiving and processing of requisitions from other departments and submit to supervisor.
4. Continuously follow up on orders made, receive, promptly ensure inspection and acceptance, issuing of goods entering in respective bin cards or register, receiving and issuance voucher and maintain all transaction records.
5. Issue gate pass for any asset or goods issued out requiring to be moved out from any company premises to other destination.
6. Promptly collect, review goods delivery report, verify that inspection and acceptance has been concluded, report to your supervisor rejected goods,



collect and process supplier's invoices for accepted goods and forward through your supervisor to accounts department for payment.

7. Maintaining stores to prescribed standards, keeping it clean, well-organized and identify obsolete and redundant stock record and submit report.

8. Maintain and safeguard all stock and associated records.

9. Ensure, operationalize and observe approved occupational safety and healthy rules and guidelines reporting any breach to head of human resource department through human resource officer.

10. Undertake in liaison with other departments annual and or periodic stock taking record and submit to your supervisor.

11. Establish, review, update and maintain asset movement registers and liaise with management accountant through your supervisor to ensure fixed assets added and or disposed are recorded in the fixed asset register.

12. Ensure continuous compliance to relevant prevailing legislations, policies and guidelines including but not limited to the public procurement and asset disposal act, 2015.

13. Prepare and submit ad-hoc and or monthly, quarterly and annual reports submit to your supervisor for management decision.

14. Any other duties as may be assigned to you by your supervisor from time to time.

## QUALIFICATION

- A Bachelors Degree in Procurement and Supplies Chains Management Procurement and Logistics, Commerce, Business Administration (Supplies Management Option), Economics or other relevant and equivalent qualifications from a recognized Institution
- At least three (3) years of relevant work experience in a reputable organization
- Must be a Full member to a professional body either KISM or CIPS or both.
- Must be a Certified Supplies Practitioner by KISM
- Good communication, organization and time management skills

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S/No	POSITIONS	JOB REFERENCE NO.	NO. OF VACANCIES	TERMS OF SERVICE
1	Water Quality Officer	TVO/04/2023/015	1	Permanent and Pensionable

JOB TITLE: WATER QUALITY OFFICER

NUMBER OF POST: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

REPORTING: TECHNICAL OFFICER-WATER QUALITY ASSURANCE

GENERAL PURPOSE

Sampling, collection, testing and analysis as required by WASREB.

### **DUTIES AND RESPONSIBILITIES**

In liaison with the Supervisor:

1. Prepare and submit water quality test results and analysis and maintain test reports.
2. Advise the technical team on the water quality levels and appropriate actions to be taken.
3. Operate and maintain water quality testing and analysis laboratory.
4. Sustain quality standards and specifications.
5. Operate and maintain safe custody of materials, tools and equipment for water quality testing and analysis.
6. Prepare chemical mixing and dosing schedules and instructions.
7. Instruct and supervise operators for water treatment works and reservoir attendants on water quality, chemical mixing and dosing.
8. In liaison with the Human Resource Department, train and or recommend for training new or existing personnel or operators for water treatment works and reservoir attendants on Water quality, chemical mixing and dosing.
9. Collect review chemical mixing and dosing schedules and reports from branches.
10. Collect, review, chemical delivery, usage and chemical quantity balances reports from branches.
11. Request collect and deliver chemicals to the water treatment stations and reservoirs.

12. Ensure, operationalize and observe approved occupational safety and healthy rules and guidelines reporting any breach to head of human resource department through human resource officer.
13. Prepare and submit monthly, quarterly and annual reports on all the above and or as prescribed by Water Services Regulatory Board (WASREB).
14. Any other duties as may be assigned by your supervisor from time to time.

## **QUALIFICATION**

- Be a holder of a Diploma in Analytical Chemistry or an equivalent qualification from a recognized institution.
- At least three (3) years experience as a Water Quality Officer
- Proficiency in Computer skills
- Good communication, interpersonal and time management skills

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Applications should be received on or before 2<sup>nd</sup> May 2023 at 4.00 p.m.

## **IMPORTANT INFORMATION**

- Candidates found Canvassing will be disqualified.
- Only Shortlisted candidates will be contacted.

- TAVEVO Water and Sewerage Company is an Equal Opportunity Employer.

Dated 24<sup>th</sup> April 2023



## TAVEVO WATER AND SEWERAGE COMPANY LIMITED

Telephone 0713-676213  
0780-676213

P. O. Box 6 -80300  
Voi

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### VACANCY ADVERTISEMENT

TAVEVO Water and Sewerage Company Ltd was established to operate and provide water within Taita Taveta County.

Our vision is to be the leading water service provider of quality affordable water and sanitation services in Taita Taveta County.

To achieve this, we need to strengthen our manpower. We therefore invite applications from suitable qualified and experienced candidates with excellent credentials to fill the position of **Electromechanical Officer**.

S/No	POSITIONS	JOB REFERENCE NO.	NO. OF VACANCIES	TERMS OF SERVICE
1	Electro-Mechanical Officer	TVO/04/2023/016	1	Permanent and Pensionable

JOB TITLE: ELECTROMECHANICAL OFFICER

NUMBER OF POST: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

REPORTING: TO THE TECHNICAL OFFICER- ELECTROMECHANICAL

GENERAL PURPOSE

The undertake Maintenance of all the electro-Mechanical Infrastructure in the organization.

### **DUTIES AND RESPONSIBILITIES**

1. Undertake in liaison with approved service providers installations, testing and supervision of electromechanical equipment as shall be instructed by supervisor.
2. Undertake routine checks, servicing, testing and maintenance of Electro Mechanical equipment's including but not limited to pump and control panel as prescribed in operation and maintenance manual record and submit report.
3. Undertake prompt ad-hoc checks, servicing, repairs, testing and maintenance of Electro- Mechanical equipment's including but not limited to pump and control panel as prescribed in operation and maintenance manual record and submit report.
4. Undertake in liaison with your supervisor review, planning and preparation of operation schedule for pump(s) and other electro-mechanical equipment's as shall be guided by designers and manufacturers operation manual and requirements, record and submit report.
5. Promptly record and report in a prescribed format observed anomalies analysis of findings, conclusions and recommendations for the Electromechanical equipment's.
6. Fabricate and or advise on fabrication of required fittings upon approval by your supervisor.
7. Cleanliness of workshop, good care, usage and proper storage of tools.



8. Promptly prepare and submit requisitions for items required for installations, repairs, testing and maintenance.
9. Establish, prepare, review, update and maintain asset register to include but not limited to Electro- mechanical equipment; i.e Plant, Equipment's, Tools e.t.c
10. Continuously record and maintain register of all requisitions made and materials used to include but not limited to spare parts, fittings e.t.c.
11. Instruct and supervise Pump attendants on pump operations and procedures.
12. In liaison with the Human Resource Department, train and or recommend for training new or existing personnel or pump attendants on pump operations and procedures.
13. Ensure, operationalize and observe approved occupational safety and healthy rules and guidelines reporting any breach to head of human resource department through human resource officer.
14. Prepare and submit ad-hoc and or monthly, quarterly and annual reports submit to your supervisor for management decision.
15. Any other duties as may be assigned by your supervisor.

## **QUALIFICATION**

- Be a holder of Diploma in Mechanical Engineering- plant option, Electrical Engineering or equivalent qualification from a recognized institution
- At least three (3) years of relevant work experience
- Membership to the Engineers Board of Kenya will be an added advantage
- Proficiency in Computer skills
- Good communication, interpersonal and time management skills

## **HOW TO APPLY**

Download and print the job application form from the Company Website <https://tavevowater.co.ke> , fill and hand deliver to the Office of the Managing Director in a sealed envelope indicating the position applied for, reference number and addressed to:

The Managing Director,  
TAVEVO Water and Sewerage Company Ltd,  
P. O. Box 6 - 80300,  
VOI.

or

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S/No	POSITIONS	JOB REFERENCE NO.	NO. OF VACANCIES	TERMS OF SERVICE
1	BRANCH MANAGERS	TVO/04/2023/017	4	THREE (3) YEAR CONTRACT

JOB TITLE: BRANCH MANAGERS

NUMBER OF POST: FOUR (4)

TERMS OF SERVICE: THREE (3) YEAR CONTRACT

REPORTING: OPERATIONS MANAGER- COMMERCIAL SERVICES

#### GENERAL PURPOSE

To provide leadership in the Branches and to give effective and efficient supply of water within the zone.

#### DUTIES AND RESPONSIBILITIES

1. Manage the branch administrative duties, provide effective leadership and managerial support to employees to foster a cohesive and motivated team.
2. Coordinate customer care, public relations, commercial, technical, and administrative activities.
3. Manage and ensure timely maintenance of water supply, and waste water systems at the branch level to avoid interruption in water distribution.
4. Coordinate and facilitate repair, rehabilitation of water and waste water systems and facilitate minor pipeline extensions.
5. Ensure and keep track of water production, water distribution and system pipeline pressures at critical points as well as ensure adequate and equitable water distribution through customer connections as well prompt distribution through water bowsers.
6. Ensure good water quality standards are sustained.
7. Ensure prompt and accurate billing to customers, continuous, effective, and efficient debt collection operations.
8. Ensure prompt connection and disconnection of water meters as per approved schedule, effective, efficient, and diligent process in new customer connection.
9. Coordinate prompt collection, escalation resolution of customers complaints.
10. Ensure timely requisition of pipes, fittings, and other materials as well as meeting targets set by water services regulatory board (WASREB) are achieved as well as compliance the company's service charter.

11. In liaison with the human resource manager support and appraise staff on job performance and recommend staff for training.
12. Implement unit strategic plans in line with company's strategy and develop units' annual income and expenditure budgets.
13. Ensure, operationalize, and observe approved occupational safety and healthy rules and guidelines reporting any breach to head of human resource department through human resource officer.
14. Collect reports, compile, prepare and submit ad-hoc and or monthly, quarterly, and annual reports submit to your supervisor for management decision.

### Personal Specifications

- i. Be a holder of Diploma in Business Management, Business Administration, Social Sciences or its equivalent from a recognized institution.
- ii. A Bachelor's Degree in Business Management, Business Administration, Social Sciences or its equivalent from a recognized institution will be an added advantage.
- iii. Membership to a professional body will be an added advantage.
- iv. At least Three (3) years of relevant work experience
- v. Proficiency in Computer skills

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S/No	POSITIONS	JOB REFERENCE NO.	NO. OF VACANCIES	TERMS OF SERVICE
1	HUMAN	TVO/04/2023/018	1	THREE (3)

	RESOURCE OFFICER- RECRUITMENT, TRAINING AND PERFORMANCE MANAGEMENT			YEAR CONTRACT
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JOB TITLE: HUMAN RESOURCE OFFICER- RECRUITMENT, TRAINING AND PERFORMANCE MANAGEMENT

NUMBER OF POST: ONE (1)

TERMS OF SERVICE: THREE (3) YEAR CONTRACT

REPORTING: TO THE HUMAN RESOURCE AND ADMINISTRATION MANAGER

GENERAL PURPOSE

Assist in planning and coordinating recruitment, training and performance management of staff members in the company

DUTIES AND RESPONSIBILITIES

1. In Liaison with your supervisor implement HR policies related to recruitment, promotions, and performance management.
2. Ensure to participate in the development and preparation of work plan and budget.
3. Ensure to recruit and select staff of the right calibre including preparation of job adverts, shortlisting, interviewing, reference checking and making offers to candidates.
4. Ensure to develop an orientation programme and oversee staff induction for new hires.
5. Promptly conduct training needs assessment and coordinate organization training needs assessment in liaison with Heads of Departments and organize staff training sessions, workshops and activities.



6. Ensure to coordinate the implementation of the performance management system that drives high work performance.
7. Ensure to develop and manage periodic performance appraisals as per the company policy.
8. Manage the recruitment and selection processes to ensure that the company is adequately resourced with the right caliber of staff
9. Manage the staff disciplinary process in line with the company's disciplinary policy.
10. Guide employee grievance handling and disciplinary matters in the company as per the company HR policy.
11. Administration of the organization's code of conduct, ethics and management of discipline process.
12. Guide programs such as personal development and succession plans to ensure the Company retains the best human resources.
13. Any other duties as may be assigned by your supervisor from time to time.

### Personal Specifications

- i. Hold a Diploma in Human Resource Management from a recognized institution.
- ii. A Bachelors Degree in Commerce, Business Management or Business Administration- Human Resource Management Option from a recognized institution will be an added advantage
- iii. Have at least Three (3) years of experience in human resource management
- iv. Valid membership to IHRM
- v. Have sound knowledge of Kenyan Labor Laws
- vi. Excellent communication skills, both oral and written
- vii. High level of integrity and ethics
- viii. Strong computer skills in basic software (MS- Word, Excel and PowerPoint)

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Dated 24<sup>th</sup> April 2023



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S/No.	POSTS	JOB REF. NO	NO. OF POSITION(S)	TERMS OF SERVICE
1	SUPPLY CHAIN MANAGEMENT OFFICER	TVO/04/2023/019	ONE (1)	THREE (3) YEARS CONTRACT

JOB TITLE: SUPPLY CHAIN MANAGEMENT OFFICER

NUMBER OF POST: ONE (1)

TERMS OF SERVICE: THREE (3) YEARS CONTRACT

REPORTING: TO THE MANAGING DIRECTOR

### Job Purpose

The Supply Chain Management Officer is responsible to the Managing Director for interpretation and application of the Public Procurement and Asset Disposal Law and oversees the Tavevo Water and Sewerage Company's Supply Chain processes in procurement, stores/inventory management and contract management.

### KEY RESPONSIBILITIES

1. Leading in Formulating & developing policies, plans and strategies in the areas of supply chain; including risk management and contractor performance measurement plans.
2. Ensuring the procurement and asset disposal processes are carried out in compliance with the procurement and asset disposal Law.
3. Ensuring development and review of the annual procurement and asset disposal plans in line with the Law and monitoring their implementation.
4. Providing procurement professional opinion to the MD on all procurement contracts for goods, works, services and consultancies
5. Providing professional advice to the Corporation as required in relation to procurement and asset disposal processes.
6. Ensuring development and implementing the Supply Chain Strategy and reporting in line with policies, processes & procedures.
7. Overseeing the management of inventory, stores and assets in compliance with the guidelines issued by the Corporation and the National Treasury
8. Ensuring development and maintaining an information communication technology inventory management system which shall comply with the Law.

9. Ensuring preparation of statutory and administrative procurement and asset disposal reports as required by the Corporation and other Government bodies, and the Corporation.
10. Monitoring Contract management to ensure conformity with the contract terms and conditions of contract, and reports to the MD on any significant departures from the terms and conditions of the contract.
11. Leading in capacity building programs in the Corporation in Supply Chain in order to ensure compliance of the procurement Law and the Company's procurement policies and procedures.
12. Ensuring development and management supply chain, capability and culture that reflect the values which facilitates performance, professionalism and initiative by staff throughout the Organization;
13. Ensuring that procurement and asset disposal records and data are maintained in accordance with the Law.

## QUALIFICATION

- Be a holder of Bachelor's Degree in any of the following: - Procurement and Supplies Management, Procurement and Logistics, Commerce, Business Administration (Supplies Management Option), Economics or other relevant and equivalent qualifications from a recognized Institution.
- At least (5) years experience, three (3) of which should be in senior management position.
- Must be a Full member to a professional body either KISM or CIPS or both
- Must be a Certified Supplies Practitioner by KISM
- Good communication, organization and time management skills

## HOW TO APPLY

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S/No	POSITIONS	JOB REFERENCE NO.	NO. OF VACANCIES	TERMS OF SERVICE
1	Technical Officer- Electro-Mechanical	TVO/04/2023/020	1	THREE (3) YEAR CONTRACT

JOB TITLE: TECHNICAL OFFICER-ELECTROMECHANICAL

NUMBER OF POST: ONE (1)

TERMS OF SERVICE: THREE (3) YEARS

REPORTING: TO THE OPERATION AND MAINTENANCE MANAGER WATER

GENERAL PURPOSE

TO oversee the maintenance of the electro-mechanical Infrastructure in the organization.

### **DUTIES AND RESPONSIBILITIES**

1. Undertake in liaison with approved service providers installations, testing and supervision of electromechanical equipment as shall be instructed by supervisor.
2. Oversee and manage the routine checks, servicing, testing and maintenance of Electro Mechanical equipment's including but not limited to pump and control panel as prescribed in operation and maintenance manual record and submit report.
3. Manage the prompt ad-hoc checks, servicing, repairs, testing and maintenance of Electro- Mechanical equipment's including but not limited to pump and control panel as prescribed in operation and maintenance manual record and submit report.
4. Undertake in liaison with your supervisor review, planning and preparation of operation schedule for pump(s) and other electro-mechanical equipment's as shall be guided by designers and manufacturers operation manual and requirements, record and submit report.
5. Promptly record and report in a prescribed format observed anomalies analysis of findings, conclusions and recommendations for the electro-mechanical equipments.
6. Fabricate and or advise on fabrication of required fittings upon approval by your supervisor.



7. Ensure cleanliness of workshop, good care, usage and proper storage of tools.
8. Promptly prepare and submit requisitions for items required for installations, repairs, testing and maintenance.
9. Establish, prepare, review, update and maintain asset register to include but not limited to Electro- mechanical equipment; i.e Plant, Equipment's, Tools e.t.c
10. Continuously record and maintain register of all requisitions made and materials used to include but not limited to spare parts, fittings e.t.c.
11. Instruct and supervise Pump attendants on pump operations and procedures.
12. In liaison with the Human Resource Department, train and or recommend for training new or existing personnel or pump attendants on pump operations and procedures.
13. Ensure, operationalize and observe approved occupational safety and healthy rules and guidelines reporting any breach to head of human resource department through human resource officer.
14. Prepare and submit ad-hoc and or monthly, quarterly and annual reports submit to your supervisor for management decision.
15. Any other duties as may be assigned by your supervisor.

## **QUALIFICATION**

- Be a holder of Diploma in Mechanical Engineering- plant option or Electrical Engineering from a recognized institution
- A Bachelors Degree in Mechanical Engineering- Plant Option or Electrical Engineering from a recognized institution will be an added advantage.
- Membership to the Engineers Board of Kenya will be an added advantage
- At least three (3) years of relevant work experience
- Proficiency in Computer skills
- Good interpersonal skills to work with a team

## HOW TO APPLY

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S/No	POSITIONS	JOB REFERENCE NO.	NO. OF VACANCIES	TERMS OF SERVICE
1	Technical Officer Operation and Maintenance	TVO/04/2023/021	4	THREE (3) YEAR CONTRACT

JOB TITLE: TECHNICAL OFFICER-OPERATION AND MAINTENANCE

NUMBER OF POST: FOUR (4)

TERMS OF SERVICE: THREE (3) YEARS CONTRACT

REPORTING: TO THE BRANCH MANAGER ADMINISTRATIVELY AND FUNCTIONALLY TO THE OPERATION AND MAINTENANCE MANAGER WATER

GENERAL PURPOSE

To undertake and coordinate all operation and maintenance activities of all water supply and distribution systems at the Branch.

### **DUTIES AND RESPONSIBILITIES**

1. In liaison with the operations and maintenance manager water, Planning and design engineer, collect, record, assess reports of pipes, water tanks, washouts and valves for leaks, bursts, no water and illegal connections, prepare annual operation and maintenance work plan to include but not limited to scheduled maintenance activities, material, equipment and personnel requirements, cost estimates and timelines and submit report to your supervisor for approval.
2. Undertake annual operation and maintenance work as per approved annual operation and maintenance work plan.
3. Promptly undertake daily collection, recording, assessing reports of pipes, water tanks, washouts and valves for leaks, bursts, no water and illegal connections, prepare work plan, assign work to and supervise pipefitters.
4. Promptly undertake daily collection, reviewing, update, recommend and submit requisition to Managing Director through branch manager or operation & maintenance manager(s), planning and design engineer or technical manager for approval.
5. Promptly collect, assess, review, approve and or recommend otherwise new customer connections advice applicant and or submit report to commercial officer.

6. Assign, instruct and supervise pipefitters to undertake new water or waste water connection work record and submit report to commercial officer.
7. Plan, coordinate, assign and supervise pipefitters to undertake routine and prompt ad-hoc testing, servicing and repair of water meters' record, compile, maintain and submit report to operation & maintenance manager water.
8. Assign and supervise pipefitters to promptly undertake approved connection and disconnection of water meters' compile and submit report.
9. Assign and supervise pipefitters to undertake daily, ad-hoc, routine operation and reporting of rationing and control valves as per approved rationing programme record and submit report.
10. Assign, supervise, pipefitters to undertake routine or ad-hoc inspection, repairs, maintenance and reporting of bulk water meters, water tanks, pipes, washout and valves for leaks, bursts and no water collect data, compile and submit report.
11. Ensure, operationalize and observe approved occupational safety and healthy rules and guidelines reporting any breach to head of human resource department through human resource officer.
12. Continuously collect reports from artisans, prepare and submit monthly, quarterly and annual reports in a prescribed standard format on:
  - a. Leaks and burst reporting and repairs for pipes, washouts and valves and material used.
  - b. No water and illegal connections reported, resolved and dismantled and material used.
  - c. New customer connection requested, connected and material used.
  - d. Water storage tanks and valve chambers issues reported, resolved and material used.
  - e. Meter testing, servicing, repair and materials used
  - f. Water meter connection and disconnection and material used.

## **QUALIFICATION**

- Be a holder of Diploma in Water Engineering or its equivalent qualification from a recognized institution.

- At least three (3) years relevant work experience
- Membership to the Engineers Board of Kenya will be an added advantage
- Proficiency in Computer skills
- Good interpersonal skill to work with a team
- Good communication, organization and time management skills

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S/No	POSITIONS	JOB REFERENCE NO.	NO. OF VACANCIES	TERMS OF SERVICE
1	<b>TECHNICAL OFFICER- WATER QUALITY ASSURANCE</b>	<b>TVO/04/2023/022</b>	<b>1</b>	<b>THREE (3) YEARS CONTRACT</b>

JOB TITLE: TECHNICAL OFFICER- WATER QUALITY ASSUARANCE

NUMBER OF POST: ONE (1)

TERMS OF SERVICE: THREE (3) YEARS CONTRACT

REPORTING: OPERATION AND MAINTENANCE MANAGER- WATER

GENERAL PURPOSE

Sampling, collection, testing and analysis as required by WASREB.

### **DUTIES AND RESPONSIBILITIES**

1. Routinely Prepare and submit water quality test results and analysis and maintain test reports.
2. Undertake to advise the technical team on the water quality levels and appropriate actions to be taken.
3. Promptly operate and maintain water quality testing and analysis laboratory.
4. Sustain quality standards and specifications.
5. Operate and maintain safe custody of materials, tools and equipment for water quality testing and analysis.
6. Undertake to prepare chemical mixing and dosing schedules and instructions.
7. Instruct and supervise operators for water treatment works and reservoir attendants on water quality, chemical mixing and dosing.
8. In liaison with the Human Resource Department, train and or recommend for training new or existing personnel or operators for water treatment works and reservoir attendants on Water quality, chemical mixing and dosing.
9. Collect review chemical mixing and dosing schedules and reports from branches.
10. Promptly collect, review, chemical delivery, usage and chemical quantity balances reports from branches.
11. Request collect and deliver chemicals to the water treatment stations and reservoirs.



- 12.Ensure, operationalize and observe approved occupational safety and healthy rules and guidelines reporting any breach to head of human resource department through human resource officer.
- 13.Prepare and submit monthly, quarterly and annual reports on all the above and or as prescribed by Water Services Regulatory Board (WASREB).
- 14.Any other duties as may be assigned by your supervisor from time to time.

## **QUALIFICATION**

- Be a holder of a Diploma in Analytical Chemistry or equivalent qualification from a recognized institution
- A Bachelors Degree in Analytical Chemistry or its equivalent from a recognized institution will be an added advantage
- At least three (3) years of relevant work experience
- Proficiency in Computer skills
- Good communication, organization and time management skills
- Good interpersonal skill to work with a team

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