



OTHAYA-MUKURWEINI WATER AND SANITATION PLC.



0702145585 /0800724072

www.omwasco.co.ke



P.O. BOX 482-10106 Othaya



omwasco@gmail.com

SYSTEMS ADMINISTRATOR (SA) – ONE POST

JOB REF: - OMWASCO/2025/SA/04

Othaya-Mukurwe-ini Water and Sanitation Public Limited Company (OMWASCO) is a public water service provider owned by the County Government of Nyeri. The company operates in accordance with the Water Act 2016, with the mandate to provide water and sanitation services to the residents of Nyeri South (Othaya) and Mukurwe-ini sub-counties.

The Company is seeking to recruit a highly competent, proactive and self-driven individual to fill the position of Systems Administrator, Grade OM6

Overall Responsibility:

To develop, implement and maintain an efficient ICT system for the company

Objectives:

- a) Efficient and effective ICT system;
- b) Safe custody of data;
- c) Effective support to staff;
- d) Achievement of set performance targets.

DUTIES AND RESPONSIBILITIES:

An officer at this level will be answerable to the Managing Director. Duties and responsibilities will entail:

- a) Oversee the planning and implementation of new systems and improvements to the supporting infrastructure: servers, operating systems, storage, networks (LAN, WAN & internet) and operations systems (billing, meter reading) while ensuring such systems conforms to Omwasco policies, procedures and standards.
- b) Ensure that consumers have access to affordable and sustainable services through the use of ICT by providing technical assistance to the organization in order to optimize

adoption and use of ICT systems that render information/services to consumers; namely but not limited to: Website, billing system, meter reading system, customer complaints system (namely Maji voice), accounting systems, Human resources systems and other systems that may be acquired from time to time.

- c) Coordinate resolution of consumer issues arising from the use of ICT systems as described above and ensure that relevant departments are notified of these issues to carry out corrective action.
- d) Implement, track and monitor ICT security controls (firewall, Antivirus, network access permissions, and access control).
- e) Ensure ICT infrastructure assets are secured, used and maintained responsibly.
- f) Liaise with service providers and enforce service level agreements to ensure that the agreed service level agreement requirements are met.e.g on internet service
- g) Monitor ICT systems and business application platforms at all levels and implement action plans to improve their reliability and ensure the security and availability of data and systems are maintained.
- h) Keep abreast with changes in technology and advise management on upgrades or purchase of new technology, as appropriate and recommend adoption of effective service delivery solutions.
- i) Implementation and management of emailing, internet/website and the intranet for secure information dissemination for both inter/ external use and to ensure OMWASCO website is regularly updated and complies with website transparency guidelines as prescribed by the regulator.
- j) Development, implementation and management of comprehensive ICT strategy/policy including geographical information systems (GIS). In regard, the officer will offer advice to management on all matters relating to ICT to ensure that decisions are made based on standard procedures and practices.
- k) Perform any other duties as assigned from time to time.

For appointment to this position, a candidate must have:

- a) Bachelor's Degree in computer science, Information and communication technology, Information Systems or equivalent from a recognized university in Kenya.
- b) Minimum of 5 Years in ICT roles, at least 3 in a supervisory capacity in a busy institution.

- c) Professional certification such as Cisco, Certified Network Professional (CCNP), CCNA, MCSE, MCSA, MCSD or its equivalent.
- c) Must fulfil the requirements of Chapter Six of the Constitution.

Key Competencies and Skills:

- a) Should possess strong problem solving skills.
- b) Demonstrated outstanding administrative and managerial capability in the management of ICT services, preferably in the public sector.
- c) Must have a sound sense of integrity and the ability to maintain confidentiality.
- d) Must be self-motivated and able to work under minimum supervision.
- e) Ability to work under pressure, adhere to strict deadlines and deliver results.
- f) Must have strong leadership skills and team- building ability.

Terms of Employment

The appointment will be on a **three (3) year renewable contract**, subject to performance.

Application Procedure:

Interested and qualified candidates should submit their applications enclosing:

- A detailed and up-to-date **Curriculum Vitae (CV)**.
- Certified copies of academic and professional certificates.
- National Identity Card or Passport.
- Contact details of at least **three (3) referees**.
- Clearance/Compliance Certificates in line with **Chapter Six of the Constitution of Kenya, 2010** which must be issued within 3 months of application from:
 - Higher Education Loans Board (HELB)
 - Kenya Revenue Authority (KRA)
 - Ethics and Anti-Corruption Commission (EACC)
 - Credit Reference Bureau (CRB)
 - Directorate of Criminal Investigations (Police Clearance Certificate)

Applications should be submitted in a sealed envelope clearly marked “**Application for the Position of System Administrator**” and addressed to:

Chairman

Board of Directors

Othaya-Mukurweini Water and Sanitation Company PLC (OMWASCO)

P.O. Box 482 – 10106

Othaya, Kenya

Hand-delivered, courier, or postal submissions will be accepted.

Application Deadline

All applications must be received on or before **23rd September 2025 at 11:00 a.m.** Only shortlisted candidates will be contacted.

Note:

OMWASCO PLC is an **equal opportunity employer**. Women, persons with disabilities, and candidates from special interest groups are strongly encouraged to apply.

A. MANAGING DIRECTOR – (ONE POST) REF:- OMWASCO/2025/MD/01

The Board of Directors of **OMWASCO PLC** invites applications from qualified, visionary, and results-driven professionals for the role of **Managing Director**.

This is a senior executive role responsible for providing strategic leadership, governance, and operational oversight to ensure effective service delivery, regulatory compliance, and the company's long-term sustainability.

About the Company

OMWASCO PLC is a limited liability company incorporated under the Companies Act, 2015 as a Water Service Provider (WSP) company wholly owned by the County Government of Nyeri. The company is mandated to provide efficient and economical provision of water and sanitation services within Othaya and Mukurweini constituencies.

Job summary

To fulfill this mandate, OMWASCO PLC is seeking to recruit a motivated, qualified, experienced, self-driven professional and results-oriented visionary leader with a strong commitment to OMWASCO PLC mandate to fill the role of the Managing Director. The Managing Director will be the Company's accounting officer overseeing the day to day implementation of the Company's Mandate, is the principal Company spokesperson, executes and communicates the Board's strategies and decisions. The Managing Director is tasked with reporting to the Board of Directors, and the successful candidate is expected to implement the Company's Strategic Vision and Mandate.

As the Vision bearer, the Managing Director shall lead, co-ordinate and motivate the staff of OMWASCO PLC, be innovative and spearhead the Company's change management while ensuring operational efficiency, service delivery and performance. Working with the Board, the Managing Director shall be the face of the Company, collaborate, engage and network with various stakeholders and management.

Key Duties and Responsibilities

1. Lead the water companies' management team and shall be responsible for the day to day operations of the company;
2. Develop and recommend to the Board the long- term strategy, Corporate plans, performance management, and establish appropriate internal monitoring and control systems and procedures to support the achievement of the Company's Mandate;
3. Prepare and recommends annual budgets to the Board for approval and ensure prudent utilization of Company resources as per guidelines provided by the Government while ensuring accurate and timely audits;
4. Ensure compliance with all applicable policies, laws, regulations and procedures;
5. Build and manage relationships with Key stakeholders to mobilize resources for the Company and develop strategies to increase funding to meet the objectives of the Company;
6. Represents the Company at national and international stakeholder forums, including government bodies, donors and the community;
7. Coordinate and prepare business-related proposals, projects, reports and other submissions for consideration by the Board;
8. Coordinate the Company's development programs, project formulation, funding implementation, appraisal, monitoring and evaluation
9. Identify and source for suitable development partners and beneficiaries for collaboration;
10. Establish internal monitoring and controls systems and procedures in line with the Company's guidelines and best practice;
11. Ensure regular, thorough and prompt communication to the Board on key financial, technical and administrative matters;
12. Provide leadership to Management and be a link between the Board and Management;
13. Develop and institutionalize an effective performance management culture and ensure the Company has an effective performance management system;
14. Maintain a conducive work environment for attracting talent, retaining and motivating employees and foster a corporate culture that promotes ethical practices and good corporate citizenship and high performance;
15. Initiating training and sensitization programs for employees and water users;
16. Foster conducive corporate culture that promotes ethical practices and good governance in line with the Constitution of Kenya;

17. Leading a cultural transformation and organizational restructuring to position the utility as a leader in the water sector;
18. Driving Business automation to leverage on technology and improve on operational efficiency, effectiveness and business growth.

Eligibility Criteria

To be eligible for appointment persons shall meet the following requirements:

- i) Be a Kenyan citizen;
- ii) Be a holder of a Bachelor's degree from a university recognized in Kenya in either of the following backgrounds: Civil Engineering, Water Engineering, Business Management, Finance, Development Studies, Environmental sciences, Economics, Law or equivalent qualifications;
- iii) A postgraduate qualification shall be an added advantage;
- iv) Must have a relevant Professional qualification, membership to a professional body where applicable and must be in good standing;
- v) Must have a minimum of fifteen (15) years working experience, ten (10) of which must be in a senior management position in water sector (attach appointment letter or any other relevant document);
- vi) Experience in senior leadership in the Kenyan water sector is an added advantage (Attach evidence);
- vii) Must be versed with water sector reforms and operations in Kenya;
- vii) Competency in Management information systems relevant to the water sector;
- viii) Have demonstrated high leadership and management capability;
- ix) Must be a dedicated person of integrity and proven track record;
- x) Excellent communications skills;
- xi) A leadership or management course training lasting more than 6 weeks shall be an added advantage.
- xii) Demonstrated track record in change management and transformative leadership.
- xiii) Must fulfill the leadership and integrity criteria under the Constitution Chapter 6 and attach the following documents not older than 3 months at the date of submission:

a) Certificate of Good Conduct from Directorate of Criminal investigations

(DCI)

- b) Clearance Certificate from accredited Credit Reference Bureau (CRB)**
- c) Clearance Certificate from Higher Education Loans Board (HELB)**
- d) Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)**
- e) Clearance Certificate from Ethics and Anti-Corruption Commission (EACC)**

Skills and Competencies

1. Possess analytical, planning and leadership skills;
2. Strategic and innovative thinking;
3. Ability to prepare and present briefs under pressure and meet tight deadlines;
4. Be digital literate and conversant with computer online and platform applications;
5. Possess good oral and written communication skills including report writing;
6. Demonstrate a high degree of professionalism and competence in the work performance;
7. Possess negotiation and conflict resolution skills;
8. Resource mobilization skills; and
9. Have good interpersonal, negotiations and high leadership qualities.

Terms of service and remuneration

OMWASCO PLC offers a competitive remuneration package in line with public service guidelines.

The position of the Managing Director will be on a **contract basis** renewable based on delivery of set performance targets and evaluation by the Board of Directors. A competitive remuneration will be paid in accordance with OMWASCO PLC Terms and Conditions of service.

Application Instructions

Interested qualified candidates should submit their Application packages in a sealed envelope clearly marked **“APPLICATION FOR THE POSITION OF**

MANAGING DIRECTOR IN OMWASCO PLC - JOB REF: OMWASCO/2025/MD/01” which should include cover letter, Curriculum Vitae (CV) including names of three referees and their full contacts, certified copies of academic testimonials, professional certificates, proof of work experience/ recommendations from previous and current employer, national identity card, and two (2) colored passport size photos.

The application should reach the below address **on or before 23rd September 2025 at 11.00am**

Suitable qualified candidates are invited to apply.

All applications should be sent by hand delivery, post or courier addressed and delivered to:

Address to:
THE CHAIRPERSON
BOARD OF DIRECTORS
OTHAYA MUKURWE-INI WATER & SANITATION PLC (OMWASCO)
P.O. BOX 482 – 10106
OTHAYA, KENYA

Note:

OTHAYA MUKURWE-INI WATER & SANITATION PLC (OMWASCO) is an equal opportunity employer and encourages women and persons with disabilities to apply;

Only shortlisted candidates will be contacted; and

Any form of canvassing will lead to automatic disqualification.



B. HUMAN RESOURCE AND ADMINISTRATION MANAGER-(ONE POST)

JOB REF: - OMWASCO/2025/HRAM/02

Reports to: Managing Director

In charge of: Human Resource and Administration Department

Responsible for: Human Resource Assistant, Secretary.

Overall responsibility

- ✓ Effective management of the Company's Human Capital and supervision of the administrative functions of the company.
- ✓ Responsible for developing, implementing and effectively managing Human capital and Administration policies, strategies, systems and processes and ensures these are aligned to the corporate strategic objectives and increase productivity and enhance organizational effectiveness.

Duties, Roles and Responsibilities

- Provide mechanism for design of organizational and departmental work plans, Performance Contracting implementation (Incl; cascading organizational objectives to departmental work plans, alignment of departmental work plans to organizational Strategic Plans, supervisors delegation to subordinates, define tasks and activities from organizational objectives and departmental work plans, coordination of tasks and activities among team members, among others) measuring performance, evaluating and assessing each departments including subordinates and supervisors.
- Development, Communication, Implementation Monitoring and evaluation of Organizations & Departmental Policies, Standard Operating Procedures, and Internal Control Systems within the Organization with the objectives of motivating employees and reinforcing non-compliance in the HR Department.
- Development, Communication, Implementation (Co-ordination, Collaboration, delegate, supervise, effectively & accurate collect feedback from subordinates to management,

promote teamwork, among others) of HR departmental PC's, work plans and inter-departmental annual work plans, performance contract reviews, continuous improvement Plans within the department and overall organization, assessment of effectiveness of proposed initiatives in the department and overall organization, and periodically report accurately on departmental, inter-departmental and organizational challenges on achievements or challenges on meeting set objectives.

- Handling of Organization's Administration documents, verification, correspondence, versioning and filing as per Information.
- Coordination of Inter-departmental roles needs assessment, interdepartmental conflicts, coordination and develop plan of activities to harmonize inter-departmental competition conflicts and dispute resolution mechanisms
- Ensure Organizations compliance with Industry based Labor practices, Employment Act and labor related laws such as WIBA, OSHA, Workers Compensation, among others.
- Develop, trace and document in consultation with departmental heads the need analysis of the employees to perform their roles and responsibilities including tools, training needs, skills, etc
- Develop, trace and document programs for handling labor unions, CBA agreements, negotiations, grievance handling and disputes resolutions in the organization.
- Develop and document proper mechanism of appropriate employee disciplinary process handling while promoting equity in the organizations that entails; disciplinary incidents identification, tracking& recording, investigation, grievances handling, dispute resolution, reinforcing affected employees and employee rectification process
- Develop and document proper mechanism of appropriate employee reward process handling while promoting equity in the organizations that entails; reward incidents and activities identification, tracking & recording, effectiveness of the activities in response to rewards, staff reward mechanism, reinforcing affected employees and employee rectification process.
- Preparation, collation and consolidation of common use budget requests from staff and formulation of overall of departmental budget
- Payroll administration and management.
- Ensuring that the Company premises are properly secured.

- Handling of all staff Welfare matters
- Timely preparation of reports as and when required.
- Team Leader in the Performance management and appraisal of the organizational workforce, job evaluation, training need assessment, staffing need analysis
- Knowledge of employee career development, monitoring, collaboration and coaching tools such as SCRUM Master
- Ensure Performance Management by operationalizing performance Contracts and Staff Appraisal System.
- Oversee the Management of Change process within the Company, team building and positive work attitude.
- Ensure timely Preparation of Departmental Work plan, Budget and Reports.
- Coordinate compilation and submission of relevant Departmental performance reports for the attention of the Managing Director.
- Automation of HR function to enhance efficiency and effectiveness.
- Develop and implement performance rewards and motivation system.
- Developing and updating sound human resources policies based on the Labour laws, create awareness of the policies and ensure safe custody, implement Human Resource Policies and Procedures aimed at enhancing workplace relations and ensuring that employees are treated fairly, uniformly and equitably.
- Conduct workforce analysis, determine optimum staff requirements and design organizational structures that maximize synergies across functions to support the implementation of the approved Strategic Plan.
- Develop Job Descriptions and Competency profiles in liaison with other departments to facilitate human capital planning, staff recruitment and selection, performance management, training and development, job evaluation and pay structure design, as well as career planning.
- Develop and implement the performance management system and ensure that individual and team performance is continuously monitored and measured against targets aligned to the strategic direction by clearly defining performance measures and indicators, expected timeframe as well as resource requirements.

- Assess training needs and carry out baseline attitude surveys in order to design and implement relevant training programs aimed at building staff capacity.
- Resolve employee grievances and disciplinary cases, recommending appropriate action to solve problems and assist employees in finding satisfactory solutions to personal problems through counselling services.
- Manage the recruitment and selection policies and process in consultation with the Managing Director in order to ensure that OMWASCO PLC has qualified human capital with the required competencies necessary for implementation of functional strategic management plans.
- Develop and coordinate the implementation of staff induction and on-the-job orientation programs aimed at providing new staff with relevant information about the technical and social aspects of their work.
- Advice on the terms and conditions of service and remuneration as revised periodically in conformity with the prevailing Labour market and WASREB guidelines as need arise to promote staff morale and enhance sense of belonging amongst staff.
- Oversee the implementation of an effective Human Resource Management Information System for monitoring, tracking and evaluating employee activities including staff training, performance management, medical, pension and welfare programs.
- Oversee the administration of employee medical and insurance packages including workers' compensation through the appropriate benefit schemes such as NHIF, NSSF, and other employee welfare programs.
- Oversee and coordinate the functions of the administration section and provides guidance on related matters such as cost-effective mail delivery systems and front office reception services.
- Any other duties as may be assigned from time to time by the Managing Director or the Board.

Job Specifications:

- a) Bachelors' Degree in Human Resources Management from a recognized Kenyan University.
- b) At least five (5) years relevant working experience after graduation in the Human Resources field in a busy **public institution** at a supervisory level.
- c) Full member of the Institute of **Human Resources Management (IHRM)** with an active practising license and in good standing.
- d) **CHRP (K)** or Higher National Diploma
- e) Proficient in Ms. Word and excel spreadsheets
- f) Fluent in both English and Swahili
- g) Understanding of Labour Laws.
- h) Computer Knowledge and understanding of ERP system.
- i) Report Writing Skills, Demonstrated High Performance and Leadership in previous roles.
(SHOW EVIDENCE)
- j) A leadership or management course training lasting more than 6 weeks shall be an added advantage.
- k) Demonstrated track record in change management and transformative leadership.
- l) Must fulfill the leadership and integrity criteria under the Constitution Chapter 6 and attach the following documents not older than 3 months at the date of submission:

a) Certificate of Good Conduct from Directorate of Criminal investigations

(DCI)

b) Clearance Certificate from accredited Credit Reference Bureau (CRB)

c) Clearance Certificate from Higher Education Loans Board (HELB)

d) Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)

e) Clearance Certificate from Ethics and Anti-Corruption Commission (EACC)

Skills and Competencies

1. Possess analytical, planning and leadership skills;
2. Strategic and innovative thinking;
3. Ability to prepare and present briefs under pressure and meet tight deadlines;
4. Be digital literate and conversant with computer online and platform applications;
5. Possess good oral and written communication skills including report writing;
6. Demonstrate a high degree of professionalism and competence in the work performance;
7. Possess negotiation and conflict resolution skills;
8. Resource mobilization skills; and
9. Have good interpersonal, negotiations and high leadership qualities.
10. Key Competence and Skills
11. High level of integrity and maturity including team working/ building skills
12. Public Relations Skills
13. Ability to work under pressure and multitask
14. Ability to drive change and innovations
15. Professional in good standing
16. Planning Skills
17. Sound Judgement

Terms of service and remuneration

OMWASCO PLC offers a competitive remuneration package in line with public service guidelines.

The position of the **HUMAN RESOURCE AND ADMINISTRATION MANAGER** will be on a **Three (3) year contract.**

Application Instructions

Interested qualified candidates should submit their Application packages in a sealed envelope clearly marked “**APPLICATION FOR THE POSITION OF HUMAN RESOURCE AND ADMINISTRATION MANAGER IN OMWASCO PLC - JOB REF: OMWASCO/2025/HRAM/02**” which should

include cover letter, Curriculum Vitae (CV) including names of three referees and their full contacts, certified copies of academic testimonials, professional certificates, proof of work experience/ recommendations from previous and current employer, national identity card, and two (2) colored passport size photos.

The application should reach the below address **on or before 23rd September 2025 at 11:00a.m**

Suitable qualified candidates are invited to apply.

All applications should be sent by hand delivery, post or courier addressed and delivered to:

Address to:

BOARD CHAIRMAN

OTHAYA MUKURWE-INI WATER & SANITATION PLC (OMWASCO)

P.O. BOX 482 – 10106

OTHAYA, KENYA

Note:

OTHAYA - MUKURWEINI WATER & SANITATION PLC (OMWASCO PLC)

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C: POSITION: MANAGEMENT ACCOUNTANT (ONE POST)

JOB REF: - OMWASCO/2025/MA/03

Othaya-Mukurwe-ini Water and Sanitation Company PLC (OMWASCO) is a public water service provider wholly owned by the County Government of Nyeri. The Company operates under the provisions of the **Water Act, 2016**, with the mandate of providing sustainable, safe, and reliable water and sanitation services to residents of Othaya and Mukurwe-ini Sub-Counties.

In line with our mission to deliver quality and affordable services, the Company seeks to recruit a highly competent, proactive, and results-oriented individual to fill the position of **Management Accountant, Grade OM6**.

Overall Responsibility

The Management Accountant will be responsible for preparing timely, accurate, and comprehensive management and financial reports, ensuring compliance with statutory requirements, and supporting sound financial planning and decision-making.

Key Duties and Responsibilities

The successful candidate will report to the **Commercial Manager** and will be responsible for:

- Preparing periodic cash flow statements aligned with revenue collection.
- Preparing monthly creditors' reports and managing payments to suppliers.
- Ensuring timely remittance of statutory payments to relevant authorities (KRA, WASREB, AOG, WRA, SHA, NSSF).
- Maintaining accurate debtors' control accounts and updating customer payments through reconciliations.
- Compiling and analysing financial data to produce monthly, quarterly, and annual reports in compliance with accounting standards.
- Implementing and maintaining effective internal control procedures.
- Reviewing and confirming payroll before disbursement.
- Consolidating annual departmental budget estimates and monitoring expenditure against approved budgets.
- Ensuring compliance with all financial statutory requirements.
- Evaluating and advising on cash flow trends and financial performance.
- Maintaining proper books of accounts.
- Performing any other duties as may be assigned.

Minimum Qualifications and Requirements

Applicants must meet the following requirements:

1. A **Bachelor's Degree in Commerce (Accounting/Finance option)** or equivalent qualification from a recognized institution.
2. Must be a **Certified Public Accountant of Kenya (CPAK)** and a full member of ICPAK in good standing.
3. At least **five (5) years of relevant post-graduate experience** in a medium or large commercial organization.
4. Demonstrated knowledge of accounting and financial management practices.
5. Proficiency in computerized financial systems.
6. Ability to work under minimum supervision and meet strict deadlines.
7. Compliance with the provisions of **Chapter Six of the Constitution of Kenya, 2010**.

Key Competencies and Skills

- High integrity and ethical standards.
- Strong analytical and problem-solving skills.
- Excellent interpersonal and communication skills.
- Proficiency in IT applications.
- Effective planning, organizational, and time management abilities.
- Teamwork and collaboration skills.

Terms of Employment

The appointment will be on a **three (3) year renewable contract**, subject to performance.

Application Procedure

Interested and qualified candidates should submit their applications enclosing:

- A detailed and up-to-date **Curriculum Vitae (CV)**.
- Certified copies of academic and professional certificates.
- National Identity Card or Passport.
- Contact details of at least **three (3) referees**.
- Clearance/Compliance Certificates in line with **Chapter Six of the Constitution of Kenya, 2010** issued within 3 months from the date of application from:
 - Higher Education Loans Board (HELB)
 - Kenya Revenue Authority (KRA)
 - Ethics and Anti-Corruption Commission (EACC)
 - Credit Reference Bureau (CRB)
 - Directorate of Criminal Investigations (Police Clearance Certificate)

Applications should be submitted in a sealed envelope clearly marked "**Application for the Position of Management Accountant**" and addressed to:

The Chairman
Board of Directors
Othaya-Mukurweini Water and Sanitation Company PLC (OMWASCO)
P.O. Box 482 – 10106
Othaya, Kenya

Hand-delivered, courier, or postal submissions will be accepted.

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