



JOB ADVERTISEMENT

Meru Water and Sewerage Services whose mandate is to provide water services within its area of its jurisdiction wishes to recruit competent and qualified persons to fill the following positions:

1. SALES & MARKETING OFFICER

a) Job's Responsibility

The position exists to oversee the bottling water business.

b) Key Result Areas

- Develop and implement the bottling water customer base and operating plans that reflect the long-term corporate goals
- Identify potential business markets
- Reviewing and developing production plans and strategies and establishing performance standards
- Development and implement production and sales management systems with proper internal control and checks
- Ensure quality products to the customers in accordance with the established standards.
- Obtains feedback from internal and external customers on the quality of water services and take necessary action required to rectify errors.
- Study the business operating environment in Kenya and the world and advise the Management on the implications of current and future political, economic or social climate.
- Keep abreast of changes in the rules, laws and regulations as well as regional trade bodies; associations in order to identify and advise the Management,
- Periodically review current range of businesses products and advice the management on direction and focus.
- Supervising, appraising staff and identifying their training and development needs
- Performing any other duties as may be assigned from time to time.

c) Academic/Professional/Experience Required

- University Degree in social sciences or equivalent OR:
- Diploma in business related course such as Business Management, Marketing, Project Planning or equivalent
- At least 2yrs work experience in a similar position
- Must be computer literate with high proficiency in Ms Excel and Word.

2. SALES & MARKETING REPRESENTATIVE (2 POSTS)

a) Job's Responsibility

Create route to market for bottled water.

b) Key Result Areas

- Identify potential business markets.
- Obtains feedback from internal and external customers and take necessary action.
- Study the business operating environment and creating new route to market for bottled water.
- Keep abreast of changes in the rules, laws and regulations as well as regional trade bodies; associations in order to identify and advise the Marketing Officer.
- Periodically review current range of businesses products and advice the Marketing Officer on direction and focus.
- Participating in trade shows, conventions, or other events to meet with existing clients or identify new clients who might be interested in a product or services.
- Preparing proposals for clients based on their needs and requirements.
- Reviewing market conditions and developing a strategic business plan bottled water sales.
- Conducting research on potential clients or target markets to identify their interests and needs.
- Developing proposals for new clients based on their requirements, goals, and budget constraints.
- Tracking all sales activities in the Sales Management Information System and updating account information.
- Monitoring account receivables and ensuring that they are within the allowed credit period.
- Performing any other duties as may be assigned from time to time.

c) Academic/Professional/Experience Required

- Diploma in business related course such as Business Management, Business Administration, and Marketing, Project Planning or equivalent, University Degree in Social Sciences or equivalent will be an added advantage.
- At least 2 years work experience selling fast moving consumer goods.
- Must be computer literate with high proficiency in Ms Excel and word.

3. PRO-POOR ASSISTANT (1 POST)

a) Job Purpose (Overall Responsibility)

To assist in providing, establishing and maintaining effective links between the organization and the community

b) Key Result Areas (Main Responsibilities)

- Prepare, develop and implement a pro-poor policy.
- Collect relevant data and create a pro-poor data base.
- Undertake sector surveillance and prepare timely proposals for funding.
- Establish and maintain effective links between the organization and the community.
- Continuously carry out the pro-poor needs assessment and report all progress and challenges.
- Supervise the operations, maintenance and extension of the water distribution network, in the pro-poor areas.
- Perform any other duties as may be assigned from time to time based on need and suitability of the circumstance.

c) Academic/Professional/Experience Required

- Diploma in Business Administration / Human Resource Management/Community Development and Social work or equivalent, University Degree in Social Sciences or management will be an added advantage.
- At least 1 year hands on experience in a similar position.
- Must be computer literate with high proficiency in Ms Excel and Word.

Remuneration will be based on the Meru Water and Sewerage Services salary structure and ability to pay.

The **successful** candidates will be required to submit:-

- Certificate of good conduct from Directorate of Criminal Investigation;
- Clearance Certificate by Higher Education Loans Board.
- Clearance Certificate by Credit Reference Bureau.
- Certificate of tax compliance from the Kenya Revenue Authority.

The Meru Water and Sewerage Services is an equal opportunity employer and respects diversity. Youth, Women and people living with disability are encouraged to apply.

How to apply

All written applications, curriculum vitae, copies of certificates, testimonials and Identity card should be submitted in a sealed envelope clearly marked on the left-hand side the position being applied for and addressed to:

**Ag. Chief Executive Officer
Meru Water and Sewerage Services
P.O. Box 859 – 60200
MERU**

All applications should reach the Ag. Chief Executive Officer on or before the **25th August, 2023** at **4:00 pm**

Canvassing will lead to automatic disqualification. Only successful candidates will be contacted.