



**MERU WATER AND SEWERAGE SERVICES COMPANY LTD
(MEWASSCO)**

Tel: 064-3132591
0717527707

E-mail: meruwater@gmail.com

P. O. Box 859-60200

MERU

Website: www.mewass.or.ke

JOB ADVERTISEMENT

The Meru Water and Sewerage Services Company Limited (MEWASSCO) whose mandate is to provide and manage water and sanitation services in the Meru town and its environs wishes to recruit competent and qualified persons to fill the following positions:

1) Executive Secretary/ Personal Assistant (1 post)

a) Job Purpose (Overall Responsibility)

To provide an efficient and responsive administrative, organizational and logical services to the MD helping him to manage and priorities time.

b) Key Result Areas (Main Responsibilities)

- Ensure busy diary commitments, papers and travel arrangements are managed effectively including producing a daily folder with diary, necessary papers etc.
- Filter general information, enquiries, phone calls and invitation to the MD by redirecting or taking forward such contacts as appropriate.
- Taking dictation and minutes
- Organize and attend meetings and ensure that MD is well prepared for the meeting
- Devising and maintaining office systems including data management and filing
- Carry out background research and present findings
- Liaise with clients, stakeholders and other staff on behalf of MD
- Performing any other duties as may be assigned from time to time by the Managing Director.

c) Academic/Professional/Experience Required

- Degree in Social Sciences, Master's degree in Project Planning and Management will be an added advantage
- A minimum of 1 year experience

2) Administrative Assistant (1 Post)

a) Job Purpose (Overall Responsibility)

To assist in providing office administration services to all staff.

b) Key Result Areas (Main Responsibilities)

- Assist in maintaining accurate records as and when necessary
- Initiating the requisitioning and continuously monitoring the use of cleaning materials
- Monitoring the usage and safety of cleaning materials and other equipment
- Monitoring and reporting any malfunction of facilities
- Monitoring and evaluating the cleanliness' of facilities
- Evaluating And monitoring the cleaning the offices

- Evaluating monitoring and ensuring the compounds are clean, grass and flowers are attended to.
- Performing any other duties as may be assigned from time to time

c) Academic/Professional/Experience Required

- Bachelor's Degree in Public relations or equivalent.
- At least 1 year experience.
- Computer literate

3) Customer Relations Assistant (1 post)

a) Job Purpose (Overall Responsibility)

Provision of quality service to customers in accordance with the approved policies, procedures and established standards.

b) Key Result Areas (Main Responsibilities)

- Ensuring timely response to customer enquiries and complaints by keeping track of the complaints and taking appropriate measures.
- Monitoring customer's issues, handling and ensuring compliance with strategic plan and WASREB guideline
- Put in place a system that ensures prompt response to customer queries and correspondence.
- Creating a communication system that transcends between the company and customers to evolve a conducive working atmosphere.
- Ensuring provision of quality service to customers in accordance with the established standards.
- Ensuring the fostering of good working relationships with customers by providing efficient service in a timely manner.
- Promoting positive corporate image at all times.
- Building good publicity through participation in community initiatives and feature articles in the media.
- Maintaining accurate and up-to-date record on customers.
- Supervising, appraising staff and identifying their training and development needs.
- Preparing timely reports and distributing to users.
- Performing any other duties as may be assigned from time to time

c) Academic/Professional/Experience Required

- Bachelor's Degree in Finance or equivalent. CPA III will be an added advantage.
- Must be computer literate with high proficiency in Ms Excel

4) Internal Audit Assistant (1 post)

a) Job Purpose (Overall Responsibility)

To ensure that the business processes and practices are appropriate and management policies and procedures are adhered to; and internal controls are sound and operate effectively.

b) Key Result Areas (Main Responsibilities)

- Assist in Reviews and assesses the appropriateness of the short and long term financial plans.
- Assist in continuously assessing the appropriateness and efficiency of the business processes and practices.
- Assist in ensuring that accounting, financial and other operating controls are sound, adequate and operating effectively.
- Assist in monitoring and ensuring there are which are operating to give assurance that company assets are accounted for and safeguarded from losses of all kind.
- Assist in assessing the timeliness and reliability of the management information.
- Carries out special assignments, for example investigations as directed by the Audit Manager.
- Plans internal Audit assignments and designs appropriate strategies, including the choice of human resources.

c) Academic/Professional/Experience Required

- Graduate degree in Accounting / Finance, Masters in Business Administration is an added advantage
- At least 3 years job experience.

5) Stores Clerk (1 post)

a) Job Purpose (Overall Responsibility)

Servicing all departments of the Company by issuing them with their requirements from the store as per approved policies and procedures.

b) Key Result Areas (Main Responsibilities)

- Maintaining accurate records of stores
- Receiving and issuing materials as per approved policies and procedures
- Monitoring the consumption of stores materials
- Carrying out reconciliation of stocks accounts as required
- Assist in Maintaining primary books in the stores
- Conducting stock taking regularly and as per approved procedures
- Assist in Posting stores transactions to appropriate accounts
- Reporting of obsolete items in the store
- Report stock levels at the minimum reorder levels as per approved policies and procedures

c) Academic/Professional/Experience Required

- Diploma in purchasing and supplies management
- At least 1 year experience.

The successful candidate(s) will be placed on a **three year** renewable employment contract subject to satisfactory performance.

Remuneration will be based on the Company's salary structure in accordance to the Salaries and Remuneration Commission of Kenya.

Other requirements that a successful candidate will be required to possess are:

- 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 Company Limited is an equal opportunity employer and respect 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:

The Managing Director
Meru Water and Sewerage Services Company Limited
P.O. Box 859-60200
MERU

All applications should reach the Managing Director on or before the **31st January, 2024** at 4.00pm

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