



Quality in every drop

## EMBU WATER AND SANITATION COMPANY LIMITED

OCTOBER 2025

### OPERATIONS AND NON-REVENUE WATER MANAGER JOB REFERENCE: EWASCO/HR/TECH/D001/2025

Embu Water and Sanitation Company Limited, a private water utility Company fully owned by the County Government of Embu and with a mandate to provide water and sanitation services in Embu County is seeking to recruit a self-driven individual for the position of **Operations and Non-Revenue Water (NRW) Manager**.

Reporting to the **Head of Technical Services**, the successful candidate will be responsible for overseeing and coordinating all water distribution activities including plant operations, Non-Revenue Water management, quality assurance and maintenance of minimal levels of water wastage.

#### **Key Responsibilities**

##### **Managerial Responsibilities**

1. Provide direction and coordinate in the management of water distribution, sewerage, quality assurance and management of non-revenue water functions.
2. Provide sound leadership and supervision to the staff in the department.
3. Ensure the adequacy and allocation of working tools and resources for all the functions.
4. Participate in preparation of the department's Prepare comprehensive annual budgets.
5. Ensure compliance with approved budgets including prudent and timely spending.
6. Undertake performance management for the section.
7. Ensure timely reporting of sectional performance.
8. Ensure sound systems, policies and procedure for effective functioning of the department are in place.

##### **Operational Responsibilities**

1. Prepare designs and bills of quantities for various projects.
2. Develop plans on reduction of water wastage.
3. Ensure set targets in regards to water distribution, NRW and plant deliverables are met.
4. Develop and submit proposals on water distribution related projects.
5. Develop and maintain networks with key stakeholders to facilitate effective technical operations including relevant government and private institutions.
6. Anticipate by studying operating targets, modes of operation, section limitations and monitoring unit performance, and put in place measures to mitigate identified operational problems.
7. Improve operational quality results of the supervised functions by studying, evaluating, and recommending process re-design and relevant appropriate changes to designs, works, work flow and modification of teams.

8. Determine operational priorities by assessing operational objectives and determining project objectives, and ensure maintenance of efficiency, cost saving, safety, environmental quality and timeliness in meeting the laid down objectives.
9. Identify operational problems through monitoring and evaluating the various functions supervised, observing and studying system functioning and performance results, investigating complaints and suggestions, and feedback from process supervisors and operators, and undertake troubleshooting procedures.
10. Maintain safe and healthy work environment for all functions supervised by enforcing standards and procedures both internal and statutory.
11. Requisition and facilitate supply of requirements to facilitate operations.
12. Collect, analyze, compile and submit reports as required.
13. Undertake continuous professional development to keep up with current engineering and operating trends.
14. Undertake any other duties as may be assigned.

## **A. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

### **Key Qualifications and Experience**

1. Bachelor's degree in Civil or Water Engineering
2. At least 10 years' experience, 3 of which should be in a managerial position.

### **Key Skills**

1. Proficiency in ICT with strong MS office and internet ability
2. Excellent Networking and stakeholder management abilities
3. Strong project management abilities
4. Excellent planning and organizational skills
5. Strong analytical skills
6. Excellent communication and interpersonal relations
7. Strong leadership skills
8. Problem solving skills

### **Key Attributes**

1. Teamwork
2. Independence of mind
3. Confidentiality, integrity and honesty
4. Objectivity
5. Professionalism
6. Good judgement
7. Time management
8. Strategic insight
9. Attention to detail

## **TERMS OF EMPLOYMENT**

The appointment will be for a contract term of **3 YEARS** renewable subject to satisfactory performance evidenced by continuous achievement of performance targets.

## **APPLICATION INSTRUCTIONS**

Application packages which include a cover letter, CV of not more than 5 pages, and certified copies of certificates and testimonials should be sent by post or courier to: -

**The Managing Director  
Embu Water and Sanitation Company Limited  
Off Meru-Embu Road next to National Library  
P.O. Box 2142, 60100  
EMBU**

**In addition to the hard copy, a soft copy of the application should be sent to [recruitment@embuwater.co.ke](mailto:recruitment@embuwater.co.ke) before the expiry of the closing date (13<sup>th</sup> November 2025, 17:00 Hours) with the VACANCY NUMBER as the email subject.**

**Note:**

- Female and persons living with disability are encouraged to apply
- The Vacancy number should be clearly marked on the left top corner of the outer envelope of the application package
- Only shortlisted candidates will be contacted
- Canvassing in any way will lead to automatic disqualification

**CLOSING DATE: 13<sup>th</sup> NOVEMBER 2025, 17:00 Hours**