

KIBWEZI - MAKINDU WATER AND SANITATION COMPANY.LTD



DC's office compound
P.O. BOX 104 – 90137 KIBWEZI
Tel: 0711697087

Email: info@kibmawasco.com

VACANCY ANNOUNCEMENT

Kibwezi-Water and Sanitation company limited (KIBMAWASCO) is a water service provider established under Makueni County Water Services Act of Makueni County Assembly (Makueni Acts No. 3 of 2020) to provide clean portable water and Sanitation services to the residents of Makueni in Kibwezi, Makindu, Mtito Andei and its environs. To achieve, this we wish to recruit a competent and qualified person to fill the following position.

S/No.	JOB TITLE	JOB REF. No.	No. OF POSITIONS	TERMS OF SERVICE
1.0	Human Resources Officer I	KIBMWSC/05/2026/04	One (1)	Three (3) years contract renewable subject to satisfactory performance.

Human Resources Officer I – KM 4

Objective

To oversee and implement human resource functions including policy execution, records management, benefits administration, and strategic reporting, ensuring alignment with KIBMAWASCO operational standards and regulatory requirements.

Reporting to the Finance and Human Resources Manager.

Remuneration- It will be as guided by the company salary structure.

Duties and Responsibilities

1. Implement Human Resource policies and procedures.
2. Update and maintain recruitment, selection, and training records.
3. Verify and compile information related to recruitment, appointments, transfers, HR records, and complement control.

4. Draft quarterly and annual performance contract reports.
5. Participate in updating retirement benefits and medical schemes.
6. Update and maintain bio data for newly employed staff.
7. Process and distribute staff employment cards.
8. Collect and collate data for training needs analysis.
9. Draft board papers on human resource-related matters.

Requirements for Appointment

1. Cumulative service period of four (4) years relevant work experience in the grade of Human Resource Management Officer II or in a comparable position.
2. Bachelor's degree in Human Resource Management, Human Resource Development, Human Resource Planning, Commerce (HR Option), or any other relevant qualification from a recognized institution; OR
3. Bachelor's degree in Economics, Social Sciences, Education, Public/Business Administration, Government, Commerce plus a Post Graduate Diploma in Human Resource Management/Development or equivalent qualification from a recognized institution.
4. Proficiency in computer application skills.
5. Shown merit and ability as reflected in work performance and results.

Other Requirements

- 1) Be a Kenyan citizen,
- 2) Candidates must attach a clear copy of their national identity card or passport,
- 3) Satisfy the requirements of Chapter Six of the constitution of Kenya 2010 by obtaining clearance from Higher Education Loans Board (HELB), Directorate of Criminal Investigation (DCI), Kenya Revenue Authority (KRA), Credit Reference Bureau (CRB) and Ethics and Anti-Corruption Commission (EACC). These must be availed at the interview.

Application Procedure

Interested and qualified candidates should submit their applications addressed to;

The Managing Director,

Kibwezi-Makindu Water and Sanitation Company Limited,

P.O Box 104 – 90137,

Kibwezi.

together with updated CV, copies of academic and professional certificates, and testimonials to:

Email: human.resource@kibmawasco.com

And

Delivered by hand at the reception desk of Kibwezi Makindu – Water and Sanitation Company Limited offices located at DCC's Office compound Kibwezi on or before **5.00pm 16th June 2026**. KIBMAWASCO is an equal opportunity employer. Youth, women and persons with disabilities are encourage to apply.



The Managing Director

Kibwezi-Makindu Water and Sanitation company limited.