

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	Office Administrator I	KIBMWSC/05/2026/05	One (1)	Three (3) years contract renewable subject to satisfactory performance.

Office Administrator I – KM 4

Objective

To provide strategic administrative oversight, lead office operations, and ensure efficient and compliant administrative systems.

Duties and Responsibilities

1. Lead and supervise all administrative functions and staff.
2. Implement and monitor office procedures, workflow, and policies.
3. Coordinate communication between departments and management.
4. Prepare high-level reports, briefs, and presentations.
5. Oversee document control, filing systems, and information management.
6. Ensure compliance with organizational, regulatory, and statutory requirements.
7. Provide mentorship and professional guidance to administrative staff.
8. Plan and manage office resources, supplies, and logistics.

Reporting to the Managing Director

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

Requirements for Appointment

1. Bachelor's degree in Office Administration, Business Management, or equivalent.
2. Minimum 3 years of relevant experience.
3. Proven competence in strategic office management and leadership.

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 written applications enclosing current Curriculum Vitae, copies of academic, professional certificates and other testimonials and ID card in a sealed envelope clearly indicating the position applied for on the envelope and addressed to;

The Managing Director,

Kibwezi-Makindu Water and Sanitation Company Limited,

P.O Box 104 – 90137,

Kibwezi.

Hand delivered 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.

And sent via email to:

Email: human.resource@kibmawasco.com

A handwritten signature in black ink, appearing to be 'H. Patel', written over a horizontal line.

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AND SANITATION CO LTD.
P. O. Box 104 - 90137,
KIBWEZI

The Managing Director

Kibwezi-Makindu Water and Sanitation company limited.