

KIBWEZI - MAKINDU WATER AND SANITATION COMPANY.LTD



DC's office compound
P.O. BOX 104 – 90137 KIBWEZI
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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	Senior Procurement Officer	KIBMWSC/05/2026/03	One (1)	Three (3) years contract renewable subject to satisfactory performance.

Senior Procurement Officer – KM 3

Objective

To provide strategic leadership and oversight in the procurement function, ensuring effective, transparent, and compliant acquisition of goods, services, and works in line with KIBMAWASCO's policies and public procurement regulations.

Reporting to the Managing Director

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

Duties and Responsibilities

1. Maintain and update annually standing lists of registered tenderers required by the procuring entity and liaise with the Authority in respect of the Authority's register of suppliers and procuring agents:
2. Prepare, publish and distribute procurement and disposal opportunities including invitations to tenders on tender, prequalification documents and invitations for expressions of interest:

3. Co-ordinate the receiving and opening of tender documents:
4. Maintain and safeguard procurement and disposal documents and records in accordance with these Regulations;
5. Submits, shortlists and lists of pre-qualified tenderers to the tender committee or procurement committee for approval:
6. Issue procurement and disposal documents to candidates in accordance with the Act and the Regulations:
7. Propose the membership of evaluation committee to the accounting officer for approval:
8. Co-ordinate the evaluation of tenders, quotations and proposals;
9. Recommend a negotiation team for appointment by the accounting office where negotiations are allowed by the Act and these Regulations and participate in such negotiations;
10. Prepare and publish notices of award notices of tender acceptance;
11. Prepare and issue rejection and debriefing letters:
12. Prepare contract variations and modifications to documents;
13. Maintain and achieve documents and records of the procurement and disposal activities for the required period:
14. Provide information, as required, for any petition or investigation to debar a tenderer or contractor or any investigation under review procedure:
15. Implement the decisions of the procurement, tender and disposal committees, including coordinating all activities of these committee:
16. Act as a secretariat to the tender, procurement and disposal committees:
17. Liaise with the Authority and other bodies on matters relating to procurement and disposal:
18. Prepare and submit to the Authority reports required under the Act, these Regulations and guidelines of the Authority:
19. Monitor contract management by user departments to ensure implementation of contracts in accordance with the terms and conditions of the contracts:
20. Report any significant departures from the terms and condition of the contract to the head of the procuring entity:
21. Recommend the delegation of a procurement or disposal function to another procuring entity by the head of the procuring entity whenever a need arises:

22. Prepare consolidated procurement and disposal plans;
23. Advise the procuring entity on aggregation of procurement to promote economies of scale;
24. Co-ordinate internal monitoring and evaluation of the supply function;
25. Carry out periodic, market surveys to inform the placing of orders or adjudication by the relevant award committee;
26. Conduct periodic and annual stock taking;
27. Certify the invoices and payment vouchers to suppliers;
28. Approve the extension of the tender validity period;
29. Verify that the available stock levels warrant initiating a procurement process;
30. Carry out any other functions or duties as may be provided under the Act or these Regulations and any other functions that might be stipulated by the Authority.

Requirements for Appointment

1. Cumulative service period of nine (9) years' relevant work experience, three (3) of which must have been at the grade of Senior Procurement Officer I or in comparable position
2. Bachelor's Degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Management, Procurement, Commerce (Supplies Management Option) Business Administration (Supplies Management option), Marketing or an equivalent qualification from a recognized Institution;
3. Senior Management Course from a recognized institution will be an added advantage.
4. Proficiency in procurement systems and computer applications.
5. Knowledge of public procurement laws, regulations, and strategic sourcing.
6. Membership to the Kenya Institute of Supplies Management (KISM) or Chartered Institute of Purchasing and Supplies (CIPS); and
7. 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.



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

The Managing Director

Kibwezi-Makindu Water and Sanitation company limited.