



JOB OPPORTUNITY

Nithi Water and Sanitation Company limited is one of the Water service providers Contracted by Tana Water Works Development Agency and the County Government of Tharaka Nithi to provide water and sanitation services in Tharaka Nithi County under the Water Act 2016. To fulfil the company’s vision and mission, we are seeking a visionary customer centric and result- oriented technologically survey and experienced individual to fill the position of a **procurement officer**.

PROCUREMENT OFFICER

KEY DUTIES AND RESPONSIBILITIES

- a) Develop and implement effective stock control systems
- b) Procure required goods at the most competitive and economic prices
- c) Ensure timely delivery of goods ordered to stores
- d) Liaise with other departments on sourcing of required material and equipment
- e) Receive procurement requests from users and process as per approved policy
- f) Maintain an updated list of qualified and approved suppliers, contractors and consultants.
- g) Ensure sound management of stores and monitor levels of items to maintain minimum reorder levels
- h) Maintain accurate records on procurement
- i) Ensure proper control of stores materials/items
- j) Receive tender documents, analyze and prepare reports for the Tender Committee for discussions and approval
- k) Ensure compliance with Public Procurement Act 2015 and Regulations 2020 and any other regulation and directives that may be made by the government from time to time on procurement issues.
- l) Prepare annual procurement plans
- m) Ensure proper disposal of obsolete items according to Public Procurement and Disposal Act.
- n) Perform any other duties as may be assigned from time to time

MINIMUM QUALIFICATIONS

EDUCATIONAL QUALIFICATIONS	-	-KCSE grade C+ -Degree in Supply Chain Management
PROFESSIONAL	-	-Must be a valid member of KISM -Must have a valid practicing license from KISM

QUALIFICATIONS		
OTHER COMPETENCIES	- - - - - - - -	-Strong interpersonal and communication skills -Must be a team player -Must have self-drive -Ability to work without supervision -Strong analytical skills
WORKING EXPERIENCE	-	-Overall two (2) years experience, -An year experience in water sector will be an added advantage
OTHERS	-	10 Compliance with Chapter 6 of the constitution of Kenya 2010 submit clearance certificate from: a) Ethics and Anticorruption Commission (EACC); b) Higher Commission Loan Board(HELB); c) Credit Reference Bureau (CRB); d) Criminal Investigation Department(CID); e) Kenya Revenue Authority (KRA).

TERMS OF SERVICE:

The successful candidate will be offered a 3- year renewable contract based on satisfactory performance.

HOW TO APPLY

Applications accompanied by a copy of National ID Card/Passport, Two (2) Coloured Passport size photos, Detailed Curriculum Vitae (CV), copies of all relevant academic certificates and other testimonials should be submitted in sealed envelopes to reach the office on or before **3rd August, 2022 by 5.00 pm.**

Applications should be addressed to:

**THE MANAGING DIRECTOR
NITHI WATER AND SANITATION
COMPANY LTD.P.O BOX 263 – 60400

CHUKA**

Applications can also be submitted via email to md@nithiwater.co.ke or hand delivered to NIWASCO Head Offices at Chuka.

NIWASCO is an equal opportunity Employer committed to diversity and gender equality within the organization. Applicants comprising persons with special needs are encouraged to apply.

ANY FORM OF CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION.

Only shortlisted candidates will be contacted.

You can now access your water bills via USSD CODE *873*58#

Bills /Exhauster Payment Modes:

You can pay your bills via Mpesa paybill no 901325 and 802064 for Kibunga Customers

Visit any bank or agent to pay via Postbank, Cooperative bank or Family bank.

For exhauster services call our office line 0700364785 and pay at KCB Bank via paybill 522522 Account Number 1219598690