



LAKE VICTORIA NORTH WATER SERVICES BOARD

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VACANCIES

Lake Victoria North Water Services Board is one of the eight water services Boards established under the water act 2002 and through Gazette Notice No. 1717 of 11th May, 2004 as part of the reforms in the water sector. The mandate of the Board is to: contract, monitor and enforce agreements between the Board and Water Services Providers in accordance with regulations set by the Water Services Regulatory Board, ensure effective and economical provision of water services, monitor and acquire assets, take custody of water services provision assets and plan, manage and develop water and sewerage services

The board is now seeking to recruit a suitable candidate who should be, self driven, results oriented, innovative and highly qualified to fill the following position:

1. FINANCE AND ADMINISTRATION MANAGER

Position Scope

He or she will be responsible for the management of the financial and human resources of the Board.

Key Responsibilities

The Finance and Administration Manager will be the head of the Finance and Administration department and will be responsible to the Chief Executive Officer for:

- Formulation and implementation of sound financial policies, strategies and systems
- Managing all the Board's internal and external financial reporting, budgeting and forecasting requirements.
- Overseeing the production of timely and accurate monthly, quarterly and annual financial management accounts and other reports.
- Implementing financial and accounting systems
- Ensuring adequate controls that support the Board's financial operational efficiency and compliance.
- Procurement and distribution of the Board's office equipment, services and assets.
- The development and management of human resources as well as the administrative operations and functions of the Board.

Qualifications and skills

- Bachelor of Commerce in Finance or Accounting from a recognized university and CPA (K).
- Minimum of twelve (12) years of experience with five (5) years experience at senior level.
- Team player, highly analytical and able to travel when called upon.
- Good interpersonal relations and communications skills
- Should be able to work with minimum supervision.
- Working knowledge in financial and accounting package and computer literate.
- Thorough knowledge of Government Financial Regulations, practices and procedures
- A good understanding of relevant requirements particularly the statutory guidelines on Public Procurement and Disposal Act, 2005
- Working knowledge of labour legislations and the Employment Act, 2007, and their implications at the workplace
- Ability to manage staff and provide good leadership skills.

Terms of offer

A competitive remuneration package commensurate with the position will be offered to the right candidate on a three (3) year contract.

2. TECHNICAL SERVICES MANAGER

Position Scope

He or she will be responsible for the management of Technical /Operation services of the Board.

Key Responsibilities

The Technical Services Manager will be the head of the technical services department and will be responsible to the Chief Executive Officer for:

- (a) Coordinating all technical aspects related to corporate planning, design and implementation of water and sewerage services in the Board area.
- (b) Ensuring design, construction and maintenance standards are adhered to and maintained.
- (c) Coordination of Boards strategic and business plan for development of investment and infrastructure in the Board area.
- (d) Development and promotion of the use of information technology.
- (e) Design and development of appropriate and cost effective models for water appropriation, storage purification and distribution.
- (f) Design and development of strategies to reduce unaccounted for water (UFW), achieve desired operational efficiency and improvement.
- (g) Promoting, developing and contracting sustainable and viable water service delivery in urban and rural schemes constructed by the Board.
- (h) Supervising and monitoring of urban and rural water service providers.
- (i) Preparing, executing and enforcing compliance to water and sanitation service agreements.
- (j) Contribute to the preparation of the Boards statutory and other reports required by Government or development partners.

Qualifications and skills

- Must have a University degree in Civil Engineering from a recognized Institution
- Must be a registered Engineer with ERB and a corporate member of IEK
- A Masters degree will be an added advantage
- A minimum of 12 years experience in a busy organization 5 years of which must have served in a Senior Management position
- A wide experience in management of water and sanitation services which includes project planning, design, monitoring and management of contracts and knowledge of the water sector reforms.
- Proven and demonstrated leadership, managerial and administrative skills
- Effective interpersonal, communication, influencing and negotiation skills
- Proficiency in computer applications.

Terms of offer

A competitive remuneration package commensurate with the position will be offered to the right candidate on a three (3) year contract.

Interested and suitable candidates should forward their applications enclosing copies of their academic and professional certificates, detailed curriculum vitae giving details of telephone contact, e-mail address, current position and remuneration, names and contacts of three (3) referees on or before 12th November, 2008:

The Chief Executive Officer,
P.O. BOX 673 - 50100, KAKAMEGA, KENYA.
Or Email: info@lvnwsb.co.ke

Note: Only short listed candidates will be contacted and canvassing will result in automatic disqualification.

"THE BOARD IS AN EQUAL OPPORTUNITY EMPLOYER"



The International Federation of Red Cross and Red Crescent Societies Eastern Africa Zone Office, Nairobi

The Federation's vision is to strive, through voluntary action, for a world of empowered communities, better able to address human suffering and crises with hope, respect for dignity and a concern for equity. Our mission is to improve the lives of vulnerable people by mobilizing the power of humanity.

1. Program Coordinator – Kenya (American Red Cross)

The Programme Coordinator for the American Red Cross reports to the Regional Director, Africa. The American Red Cross (ARC) has been working in Kenya since 2001 and has supported projects in the areas of water and sanitation, disaster response and planning. In January 2009 ARC plans to start a 3 year HIV/AIDS project in collaboration with the Kenyan Red Cross. The project, which includes home based care, OVC programming, and prevention education will work in two districts in Western Kenya. The American Red Cross is seeking a Program Coordinator to manage this project, as well as to provide oversight to its other projects in Kenya. The Program Coordinator will also have representational duties of ARC office in Kenya. S/he will be based in Nairobi, with about 30% of travel to the field. The key duties for this position among others will be:

1. Serve as the primary technical and management officer for a new multi-year HIV/AIDS program in Western Kenya, overseeing the implementation and evaluation of program activities, including technical and financial management.
2. Provide oversight to a disaster planning project in the coastal region of Kenya.
3. Ensure compliance with ARC regulations, procedures, and policies.
4. Ensure project work is completed within the approved plans, budgets and time frames.
5. Support the Federation in rolling out ARC contribution to the HIV Global Alliance as requested.

Target profile

1. Minimum 5 years relevant work experience (2+ years in East Africa).
2. Master's degree in public health or related discipline.
3. Must have technical knowledge and experience in HBC, OVC and HIV prevention programs.
4. Competent in planning, project design, monitoring and evaluation, financial management, management/reporting of US Government grants required.
5. Experience leading proposal development and other business development activities
6. Excellent communication and writing skills with computer literacy in Word and Excel.
7. Fluency in English.

2. Logistics Manager

Reporting to the Deputy Head of Zone, the Logistics Manager is to deliver cost-effective and efficient logistics services to the Zone office, Sub Zone offices, Participating National Societies and to National Societies in the Eastern Africa Zone especially in the areas of warehousing, procurement, and in fleet management. The key duties for this position among others will be:

1. Maintain and implement Federation standard practices in supply chain management, procurement, warehousing, fleet management and asset inventory management and render such advise, training and reports as may be necessary on a timely basis.
2. Plan and implement the forwarding of any locally, regionally or internationally procured/donated/received/mobilised material and equipment by sea/land/air as may be required from time to time.
3. Provide timely and up- to- date records and reports including, but not limited to, procurement, warehouse management, commodity tracking, transportation, fleet maintenance, fuel consumption, and asset inventory.
4. Liaise with international, government and non-government agencies and collaborate with them as appropriate including the relevant Desks and the Logistics Service at the Secretariat in Geneva and Dubai Regional Logistics Unit.
5. Provide management, guidance and maintenance of logistical fixed assets, including the arrangement of insurance; asset acquisition, replacement and disposal.
6. Provide overall management and coordination of the transport operations of the Eastern Africa Zone office including operations and management of the vehicle fleet, dispatch planning and the management of drivers.

Target profile

1. Masters Degree in Logistics/ Procurement, Business Administration or Engineering plus professional Logistics/Procurement qualifications.
2. 7 years or more experience in logistics/procurement management, planning, reviews and capacity building
3. A solid track record in provision of logistics support in emergencies, and in the capacity building of National Societies
4. Post graduate qualifications in Fleet management, customs clearance or in any other relevant discipline.
5. Practical knowledge of computers (Word processing, spreadsheets, word processing, power point and e-mail)
7. Experience in warehousing, procurement and in stock management
8. Experience in coaching and facilitation in trainings and workshops
9. Fluency in English
10. Working knowledge of French
11. Experience in planning and managing budgets and projects, and in reporting

Applications should be submitted to the **Zone Human Resources Manager, Eastern Africa Zone, the International Federation of Red Cross and Red Crescent Societies, P.O. Box 41275 - 00100 Nairobi or by email to: hr.nairobizoneoffice@ifrc.org** on **30th October 2008**. Only short-listed candidates will be contacted. The International Federation of the Red Cross and Red Crescent Societies is an equal opportunity employer.