



**TETU ABERDARE WATER AND SANITATION COMPANY**  
**COUNTY GOVERNMENT OF NYERI**  
**VACANCIE**



Tetu Aberdare Water and Sanitation Company is mandated to provide water and sanitation services in Tetu Sub County. To strengthen our management team and ensure continued success and growth, the company is inviting application from highly competent and experienced Human Resources and Administration Officer who is proactive and self-driven to fill the following post. The position of a Human Resource Officer is on three years performance renewable contract.

**HUMAN RESOURCES AND ADMINISTRATION OFFICER**

**Designation :** Human Resources and Administration Officer

**Department :** HR and Administration

**Reports to :** General Manager

**Responsible for:** Drivers, Secretary and Office Assistant

**JOB PURPOSE**

The overall responsibility is Effective management of human resources and the administration functions of the company.

**OBJECTIVES:**

- Effective resourcing
- Effective relationships between staff and management
- Efficient record system
- Conducive working environment
- Comprehensive HR policies
- Effective human resources training and development
- Achievement of set performance targets

**DUTIES AND RESPONSIBILITIES:**

- a. Aligning the company's human resource requirements to the company's immediate short, medium and long term goals for the achievement of the company's goals and overall objectives
- b. Coordinate recruitment and selection process and inducting all new employees

- c. Advise on all matters relating to compensation and benefits and performance based rewards
- d. Prepare the payroll
- e. Spearhead the target setting and performance contracting
- f. Managing staff grievances in accordance with the company policies, CBA and Kenyan labour laws
- g. Providing data, information and advice to management on all issues relating to Human Resource
- h. Coordinating the company's disciplinary matters
- i. Coordinating staff training and development
- j. Preparing the human resource and administration budget components for the company
- k. Liaising with the relevant government and other related institutions on staff matters.
- l. Managing the administrative function of the company.
- m. Maintain updated staff records and ensure their safe custody
- n. Identify social evils(drugs and substance abuse, corruption) and recommend for action
- o. Coordinate the social Investment programs
- p. Performing any other duties as may be assigned from time to time

### **Minimum Qualifications**

- A degree in Human Resource Management OR Degree in social sciences and a diploma in human resource management
- Well versed with the Kenya labour laws
- Member of a professional body Institute of Human Resources Management
- At least 5 years working experience in human resources and administration
- Ability to work under pressure and meet deadlines with minimum supervision
- Strong analytical and interpersonal skills

### **Terms of Service: 3 years renewable Contract**

#### **NOTE**

All Applicants MUST attach their certified copies of the following documents:

- Academic and Professional Certificates.
- National Identity Card

Applicants must also attach the following documents in compliance with Chapter 6 of the Kenyan Constitution:

- Certificate of Good conduct from the Criminal Investigation Department (C.I.D).
- A certificate from a recognized Credit Reference Bureau (C.R.B)
- Clearance from the Higher Education Loans Board (H.E.L.B).

- Clearance certificates from the Ethics & Anti-Corruption Commission (E.A.CC).
- Tax compliance certificate from the Kenya Revenue Authority (K.R.A)

Interested candidates should forward their applications with updated CVs, names and telephone of three professional referees with copies of academic and professional certificates, testimonials, current and expected salary in envelopes clearly marked “**APPLICATION FOR THE POST OF HUMAN RESOURCES AND ADMINISTRATION OFFICER** to:-

**The Board Chairman**

**Tetu Aberdare Water and Sanitation Company Limited**

**P.O Box 1089-10100**

**NYERI**

Email: [teawasco@gmail.com](mailto:teawasco@gmail.com) or, [info@teawasco.co.ke](mailto:info@teawasco.co.ke)

Detailed information on the post can be found at [www.teawasco.co.ke](http://www.teawasco.co.ke)

Applications should be received not later than **Friday 7th February 2020**

Only shortlisted candidates shall be contacted and canvassing will lead to automatic disqualification.

***Tetu Aberdare Water and Sanitation Company is an equal opportunity employer***