



**COUNTY GOVERNMENT OF NYERI AND TETU ABERDARE
WATER AND SANITATION COMPANY (TEAWASCO)**

PUBLIC NOTICE

**APPLICATION FOR PERSONS WISHING TO REPRESENT STAKEHOLDERS IN THE BOARD OF DIRECTORS OF TETU ABERDARE
WATER AND SANITATION COMPANY LIMITED AND NOTICE OF BOTH STAKEHOLDERS' CONFERENCE AND ANNUAL
GENERAL MEETING**

A- APPLICATION FOR POSITIONS IN THE BOARD OF DIRECTORS OF TEAWASCO

Tetu Aberdare Water and Sanitation Company Limited (TEAWASCO) is a legal entity under the companies' Act 2015 of the laws of Kenya wholly owned by the County Government of Nyeri. The company is responsible for efficient and economical provision of water and sanitation services within Tetu Sub County and its environs.

In Preparation of TEAWASCO's Annual General Meeting, the County Government of Nyeri in collaboration with TEAWASCO intends to sensitize the Stakeholders and general public on performance results of the Company over the last one year, and the established procedure for application of vacant position of the Board of Directors in line with the Corporate Governance guidelines in the Water Services sector by Water Services Regulatory Board (WASREB).

The Board of the Company have two (2) vacancies for Directors to be filled by representatives of stakeholders from: -

1. One (1) Director representing Special Interest Group; Youth, Association of persons Living with Disabilities - PWD, Minorities and NGOs.
2. One (1) Director representing Registered Women Organizations.

This is therefore to invite applications from nominees of the above stakeholder. **The applicants should enclose a letter of nomination from the stakeholder organization/institution together with their own applications and curriculum vitae (CV) including certified copies of academic, professional certificates and testimonials.** To be eligible all the persons appointed to the Board shall have: -

- i. Must have a minimum of a Bachelor's degree from a recognized university in Kenya.
- ii. Must have a minimum of seven (7) years working experience in the core profession of the person or have run a registered own enterprise for a minimum of seven years.
- iii. Must be nominated by a Stakeholder group registered with TEAWASCO.
- iv. **Must complete and sign FIT AND PROPER TEST FORM to be downloaded from WASREB (www.wasreb.go.ke) or Company (www.teawasco.co.ke) website signed by the applicant and authenticated by a commissioner of oath.**
- v. Be a resident of the area served by the Company.
- vi. Must meet the requirements of Chapter 6 of the constitution of Kenya 2010;
 - a) Certificate of Good Conduct from Criminal Investigation Department (CID)
 - b) Clearance Certificate from accredited Credit Reference Bureau (CRB)
 - c) Clearance Certificate from Higher Education Loans Board (HELB)
 - d) Tax Compliance Certificate from Kenya Revenue Authority (KRA)
 - e) Clearance Certificate from Ethics and Anti-Corruption Commission (EACC)

Note

1. Applicant must be nominated by a Stakeholder group from the approved list available at TEAWASCO offices at Kamakwa or company website.
2. Suppliers and other trading associates of the Company are not eligible for Directorship positions of the company.
3. Persons in current professional or social relationships with Directors of the Company cannot become Directors in the Company
4. **Nominating organizations are encouraged to nominate women for considerations to ensure the one third gender rule as required under the constitution.**

The applications in a sealed envelope marked "**APPLICATION FOR DIRECTORSHIP IN TEAWASCO**" should be submitted to reach the address below on or before **Friday the 14th June 2024 at exactly 11.00 am** or be deposited in the Tender Box at TEAWASCO main offices at Kamakwa.

Chairperson, Selection Committee
Tetu Aberdare Water and Sanitation Company Limited (TEAWASCO)
P.O BOX 1089 -10100 NYERI

Submitted applications will be opened soon after closing at the Company's board room in the presence of the stakeholders or their representatives who wish to attend.

B. NOTICE ON STAKEHOLDERS' CONFERENCE AND ANNUAL GENERAL MEETING

The General Public who are the existing or potential customers of Tetu Aberdare Water and Sanitation Company Ltd are also notified that there shall be Stakeholders Conference at **Wamagana Catholic Hall** on **Friday, 31st May 2024 starting at 11.00a.m.** Kindly note the Annual General Meeting will be held at the same venue on **Friday the 21st June 2024** starting at **11.00 a.m.** **The Notice of Stakeholders conference and the AGM is available on our website.**

The stakeholders identified are in line with Water Services Regulatory Board (WASREB) approved Corporate Governance Guidelines. The identified stakeholders are invited to attend the conference or their representatives as per the list available on our website: **www.teawasco.co.ke**

The general public is notified that the stakeholders shall carry out the agenda/business of the conference on behalf of all the categories of consumers who benefit or are potential beneficiaries from Tetu Aberdare Water and Sanitation Company Ltd Services.

Only invited stakeholders shall attend the conference. In case of any stakeholder institution that has reason to believe that it has not been included in the attached list; you are kindly requested to apply in writing to the undersigned not later than **Wednesday the 29th May 2024.** The County Government of Nyeri and TEAWASCO have the discretion to accept or reject the application in line with the WASREB Guidelines.

The Managing Director
Tetu Aberdare Water and Sanitation Company Limited
P.O BOX 1089-10100
NYERI

LIST OF THE TEAWASCO STAKEHOLDERS

NO	INSTITUTION	STAKEHOLDER
1	Nyeri County Government	1. County Executive Secretary - Water, Environment & Natural Resources.
2	Tana Water Works Development Agency	2. Chief Executive Officer.
3	Provincial Administration	3. Deputy Commissioner.
4	GoK Ministries and Departments	4. Sub-County Water officer. 5. Sub-County Public Health Officer. 6. Sub-County Youth Officer. 7. Sub-County Ecosystem Conservator. 8. KeRRa – Tetu Sub-County.
5	CDF Office	9. Tetu Constituency.
6	Major Religious Organizations	10. Wamagana Catholic Parish. 11. PCEA Gaaki Parish. 12. Kiandu Baptist Church. 13. A.I.P.C.A Kigogoini Church.
7	Institutions	14. Kagumo Teachers College. 15. Kiriti Secondary School. 16. Tetu Girls Primary School. 17. Wandumbi Dispensary.
8	Farmer's Organization	18. Aguthi Coffee Co-operative Society. 19. Gathuthi Tea Factory. 20. New United Tetu Dairy Federation.
9	Business Community	21. Kenya National Chamber of Commerce and Industry- Tetu Chapter 22. Aguthi Jua Kali Association.
10	Women's Organization	23. Maendeleo ya Wanawake.
11	Youth Organization	24. Tetu Youth CBO.
12.	Organization of People with Disabilities	25. Tetu Sub-County Disability Organization.
13.	Water Resource Management	26. Sub Regional Office WRMA – Murang'a. 27. Lower Gura River Water Resource Users Association.
14.	Professional Bodies	28. ICPAK

WASREB - NATIONAL CORPORATE GOVERNANCE STANDARDS FIT AND PROPER TEST FORM

To Be Filled by Applicants to the Board of Directors for a water service provider

NOTE: Read the declaration on Section 6 below before completing this form. In case the space provided is inadequate, use additional paper.

1. WATER SERVICE PROVIDER

a) Name.....

b) Certificate No.Date of
Registration.....

2. PERSONAL INFORMATION

a) Surname.....Other Names.....

b) Previous Names (if any) by which you have been known:

.....

c) Year and Place of birth:

d) Personal Identification Number.....

e) ID. Card/Passport number and date of issue.....

f) Postal Address:

g) Previous Postal Addresses (if any).....

h) Physical Address.....

i) Educational Qualification and year
obtained.....

.....

j) Professional Qualifications and years obtained.....

.....

.....

k) Name(s) of your bankers during the last 5 years.....

.....

.....

3. EMPLOYMENT/ BUSINESS RECORD

Name of Employer /Business	Address	Period	Position Held	Dates - From	Dates - To	Reasons for Leaving

4. DESCRIPTION OF YOUR PAST AND CURRENT ACTIVITIES

4.1 SHAREHOLDING (DIRECTLY OWNED OR THROUGH NOMINEES)

Name of Institution	Date of Incorporation	Amount of Shareholding	% of	Past Shareholding		Remarks
				A	B	

A: Refers to date of closure or surrender of shares

B: Refers to reasons for closure or surrender

4.2 DIRECTORSHIP Name of Institution

Name of Institution	Date of Incorporation	Amount of Executive or Non-Executive	Position held in case of executive	Past Directorships		Remarks
				C	D	

C: Refers to date of retirement

D: Refers to reasons for retirement or resignation

4.3 PROFESSIONAL BODIES

Name of Body	Membership No	Position	Past Memberships		Remarks
			E	F	

E: Refers to date of retirement

F: Refers to reasons for retirement or resignation

4.4 SOCIAL CLUBS

Club name	Membership No	Position held	Past Memberships		Remarks
			G	H	

G: Refers to date of retirement

H: Refers to reasons for retirement or resignation

4.5 BORROWINGS

Name of Borrower	Lending Institution	Type of Facility	Date of Offer	Security offered	Value of Security	Remarks

* Borrower to indicate individual/personal as well as the private Company shareholdings in excess of 5%.

5. QUESTIONNAIRE

5.1 Have you or has any entity with which you are associated as director, shareholder or manager, ever been investigated by the EACC or the DCIO? If so, give particulars

.....
.....
.....

Was the investigation completed? If so, give particulars on the outcomes

.....
.....

Have you at any time been convicted of any criminal offence in any jurisdiction?

..... If so, give particulars of the court in which you were convicted, the offence, the penalty imposed and the date of

Conviction.....

.....
.....

5.2 Have you, or any entity with which you have been involved, been censured, disciplined, warned as to future conduct, or publicly criticized by any regulatory authority or any professional body in any country? If so, give particulars

.....
.....
.....

5.3 Have you, or has any entity with which you are involved, or have been associated as a director, shareholder or manager, been the subject of an investigation, in any country, by a government department or agency, professional association or other regulatory body?

..... If

So, give particulars

.....
5.4 Have you ever been dismissed from any employment, or been subject to disciplinary proceedings by your employer or barred from entry of any profession or occupation?

..... If so give particulars

.....
.....
5.5 Have you failed to satisfy any debt adjudged due and payable by you on an order of court, or have you made any compromise arrangement with your creditors within the last 10 years?

..... If so, give particulars

.....
.....
5.6 Have you ever been declared bankrupt by a court or has a bankruptcy petition ever been served on you? If so, give particulars.

.....
5.7 Have you ever been held liable by a court, for any fraud or other misconduct? If

So, give particulars.....

.....
.....
5.8 Has any entity with which you were associated as a director, shareholder or manager in any country made any compromise or arrangement with its creditors, been wound up or otherwise ceased business either while you were associated with it or within one year after you ceased to be associated with it? If so, give particulars

.....
.....
5.9 Are you presently, or do you, other than in a professional capacity, expect to be engaged in any litigation in any country? If so, give

Particulars.....

.....
5.10 Indicate the names, addresses, telephone numbers and positions of three individuals of good standing who would be able to provide a reference on your personal and professional

integrity. The referees must not be related to you, and should have known you for at least five years.

i).....

ii).....

iii).....

5.11 Is there any additional information which you consider relevant for the consideration of your suitability or otherwise for the position(s) held/to be held? if so give

Particulars.....

.....

.....

NOTE: The information given in response to this questionnaire shall be kept confidential by the WASREB except in cases provided for by law. The omission of material facts may represent the provision of misleading information.

6. DECLARATION I am aware that it is an offence to knowingly or recklessly provide any information, which is false or misleading in connection with an application for to serve in water service provider in Kenya. I am also aware that omitting material information intentionally or un-intentionally shall be construed to be an offence and may lead to rejection of my application and legal action being taken against the offender. I certify that the information given above is complete and accurate to the best of my knowledge, and that there are no other facts relevant to this application of which WASREB should be aware. I undertake to inform the WASREB of any changes material to the applications which may arise while the application is under consideration. Further, I confirm that I have agreed to fulfil the responsibilities related to this position.

Name: Signed:

Dated atthis..... Day of20.....

WITNESSED BEFORE ME: SIGNED. (Witness)

COMMISSIONER FOR OATHS/ MAGISTRATE

Name.....

Signature. Address

.....

.....

.....

NOTES FOR COMPLETION OF APPLICATION FORMS GENERAL these completion instructions are issued to give further guidance on completion of certain items in the application forms for a licence to provide water services. These include.

(i). Fit and Proper Test This should be completed by all persons proposed as directors and senior management. In the case of senior management, the following officers: managing director, his deputy if any or the equivalent by whatever title they are called by the water service provider and the officers in charge of finance and audit functions or any other officer as may be determined by the WASREB.

(ii). Educational qualification - State only qualifications attained at college level or highest educational qualification.

(iii). The rest of the items are considered self-explanatory and should be completed as fully as possible.

(iv) Copy of the form must be submitted to WASREB.