

**B. HUMAN RESOURCE AND ADMINISTRATION MANAGER -(ONE POST) JOB REF: -
OMWASCO/2025/HRAM/02**

Reports to: Managing Director

In charge of: Human Resource and Administration Department

Responsible for: Human Resource Assistant, Secretary.

Overall responsibility

- ✓ Effective management of the Company's Human Capital and supervision of the administrative functions of the company.
- ✓ Responsible for developing, implementing and effectively managing Human capital and Administration policies, strategies, systems and processes and ensures these are aligned to the corporate strategic objectives and increase productivity and enhance organizational effectiveness.

Duties, Roles and Responsibilities

- Provide mechanism for design of organizational and departmental work plans, Performance Contracting implementation (Incl; cascading organizational objectives to departmental work plans, alignment of departmental work plans to organizational Strategic Plans, supervisors delegation to subordinates, define tasks and activities from organizational objectives and departmental work plans, coordination of tasks and activities among team members, among others) measuring performance, evaluating and assessing each departments including subordinates and supervisors.
- Development, Communication, Implementation Monitoring and evaluation of Organizations & Departmental Policies, Standard Operating Procedures, and Internal Control Systems within the Organization with the objectives of motivating employees and reinforcing non-compliance in the HR Department.
- Development, Communication, Implementation (Co-ordination, Collaboration, delegate, supervise, effectively & accurate collect feedback from subordinates to management,

promote teamwork, among others) of HR departmental PC's, work plans and inter-departmental annual work plans, performance contract reviews, continuous improvement Plans within the department and overall organization, assessment of effectiveness of proposed initiatives in the department and overall organization, and periodically report accurately on departmental, inter-departmental and organizational challenges on achievements or challenges on meeting set objectives.

- Handling of Organization's Administration documents, verification, correspondence, versioning and filling as per Information.
- Coordination of Inter-departmental roles needs assessment, interdepartmental conflicts, coordination and develop plan of activities to harmonize inter-departmental competition conflicts and dispute resolution mechanisms
- Ensure Organizations compliance with Industry based Labor practices, Employment Act and labor related laws such as WIBA, OSHA, Workers Compensation, among others.
- Develop, trace and document in consultation with departmental heads the need analysis of the employees to perform their roles and responsibilities including tools, training needs, skills, etc
- Develop, trace and document programs for handling labor unions, CBA agreements, negotiations, grievance handling and disputes resolutions in the organization.
- Develop and document proper mechanism of appropriate employee disciplinary process handling while promoting equity in the organizations that entails; disciplinary incidents identification, tracking& recording, investigation, grievances handling, dispute resolution, reinforcing affected employees and employee rectification process
- Develop and document proper mechanism of appropriate employee reward process handling while promoting equity in the organizations that entails; reward incidents and activities identification, tracking & recording, effectiveness of the activities in response to rewards, staff reward mechanism, reinforcing affected employees and employee rectification process.
- Preparation, collation and consolidation of common use budget requests from staff and formulation of overall of departmental budget
- Payroll administration and management.
- Ensuring that the Company premises are properly secured.

- Handling of all staff Welfare matters
- Timely preparation of reports as and when required.
- Team Leader in the Performance management and appraisal of the organizational workforce, job evaluation, training need assessment, staffing need analysis
- Knowledge of employee career development, monitoring, collaboration and coaching tools such as SCRUM Master
- Ensure Performance Management by operationalizing performance Contracts and Staff Appraisal System.
- Oversee the Management of Change process within the Company, team building and positive work attitude.
- Ensure timely Preparation of Departmental Work plan, Budget and Reports.
- Coordinate compilation and submission of relevant Departmental performance reports for the attention of the Managing Director.
- Automation of HR function to enhance efficiency and effectiveness.
- Develop and implement performance rewards and motivation system.
- Developing and updating sound human resources policies based on the Labour laws, create awareness of the policies and ensure safe custody, implement Human Resource Policies and Procedures aimed at enhancing workplace relations and ensuring that employees are treated fairly, uniformly and equitably.
- Conduct workforce analysis, determine optimum staff requirements and design organizational structures that maximize synergies across functions to support the implementation of the approved Strategic Plan.
- Develop Job Descriptions and Competency profiles in liaison with other departments to facilitate human capital planning, staff recruitment and selection, performance management, training and development, job evaluation and pay structure design, as well as career planning.
- Develop and implement the performance management system and ensure that individual and team performance is continuously monitored and measured against targets aligned to the strategic direction by clearly defining performance measures and indicators, expected timeframe as well as resource requirements.

- Assess training needs and carry out baseline attitude surveys in order to design and implement relevant training programs aimed at building staff capacity.
- Resolve employee grievances and disciplinary cases, recommending appropriate action to solve problems and assist employees in finding satisfactory solutions to personal problems through counselling services.
- Manage the recruitment and selection policies and process in consultation with the Managing Director in order to ensure that OMWASCO PLC has qualified human capital with the required competencies necessary for implementation of functional strategic management plans.
- Develop and coordinate the implementation of staff induction and on-the-job orientation programs aimed at providing new staff with relevant information about the technical and social aspects of their work.
- Advise on the terms and conditions of service and remuneration as revised periodically in conformity with the prevailing Labour market and WASREB guidelines as need arise to promote staff morale and enhance sense of belonging amongst staff.
- Oversee the implementation of an effective Human Resource Management Information System for monitoring, tracking and evaluating employee activities including staff training, performance management, medical, pension and welfare programs.
- Oversee the administration of employee medical and insurance packages including workers' compensation through the appropriate benefit schemes such as NHIF, NSSF, and other employee welfare programs.
- Oversee and coordinate the functions of the administration section and provides guidance on related matters such as cost-effective mail delivery systems and front office reception services.
- Any other duties as may be assigned from time to time by the Managing Director or the Board.

Job Specifications:

- a) Bachelors' Degree in Human Resources Management from a recognized Kenyan University.
- b) At least five (5) years relevant working experience after graduation in the Human Resources field in a busy **public institution** at a supervisory level.
- c) Full member of the Institute of **Human Resources Management (IHRM)** with an active practising license and in good standing.
- d) **CHRP (K)** or Higher National Diploma
- e) Proficient in Ms. Word and excel spreadsheets
- f) Fluent in both English and Swahili
- g) Understanding of Labour Laws.
- h) Computer Knowledge and understanding of ERP system.
- i) Report Writing Skills, Demonstrated High Performance and Leadership in previous roles.
(SHOW EVIDENCE)
- j) A leadership or management course training lasting more than 6 weeks shall be an added advantage.
- k) Demonstrated track record in change management and transformative leadership.
- l) Must fulfill the leadership and integrity criteria under the Constitution Chapter 6 and attach the following documents not older than 3 months at the date of submission:
 - a) **Certificate of Good Conduct from Directorate of Criminal investigations (DCI)**
 - b) **Clearance Certificate from accredited Credit Reference Bureau (CRB)**
 - c) **Clearance Certificate from Higher Education Loans Board (HELB)**
 - d) **Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)**
 - e) **Clearance Certificate from Ethics and Anti-Corruption Commission (EACC)**

Skills and Competencies

1. Possess analytical, planning and leadership skills;
2. Strategic and innovative thinking;
3. Ability to prepare and present briefs under pressure and meet tight deadlines;
4. Be digital literate and conversant with computer online and platform applications;
5. Possess good oral and written communication skills including report writing;
6. Demonstrate a high degree of professionalism and competence in the work performance;
7. Possess negotiation and conflict resolution skills;
8. Resource mobilization skills; and
9. Have good interpersonal, negotiations and high leadership qualities.
10. Key Competence and Skills
11. High level of integrity and maturity including team working/ building skills
12. Public Relations Skills
13. Ability to work under pressure and multitask
14. Ability to drive change and innovations
15. Professional in good standing
16. Planning Skills
17. Sound Judgement

Terms of service and remuneration

OMWASCO PLC offers a competitive remuneration package in line with public service guidelines.

The position of the **HUMAN RESOURCE AND ADMINISTRATION MANAGER** will be on a **Three (3) year contract.**

Application Instructions

Interested qualified candidates should submit their Application packages in a sealed envelope clearly marked “**APPLICATION FOR THE POSITION OF HUMAN RESOURCE AND ADMINISTRATION MANAGER IN OMWASCO PLC - JOB REF: OMWASCO/2025/HRAM/02**” which should

include cover letter, Curriculum Vitae (CV) including names of three referees and their full contacts, certified copies of academic testimonials, professional certificates, proof of work experience/ recommendations from previous and current employer, national identity card, and two (2) colored passport size photos.

The application should reach the below address **on or before 23rd September 2025 at 11:00a.m**

Suitable qualified candidates are invited to apply.

All applications should be sent by hand delivery, post or courier addressed and delivered to:

Address to:

BOARD CHAIRMAN

OTHAYA MUKURWE-INI WATER & SANITATION PLC (OMWASCO)

P.O. BOX 482 – 10106

OTHAYA, KENYA

Note:

OTHAYA - MUKURWEINI WATER & SANITATION PLC (OMWASCO PLC)

is an equal opportunity employer and encourages women and persons with disabilities to apply;

Only shortlisted candidates will be contacted; and

Any form of canvassing will lead to automatic disqualification.