

EXCITING CAREER OPPORTUNITIES

NCWSC invites applications from dynamic, highly skilled, and experienced professionals capable of thriving in a challenging and fast-paced environment for the following **five (5) -year term appointments (renewable based on performance and business needs):**

1. **Managing Director** (1 position) – Ref: NCWSC/HA/2026/001
2. **Company Secretary & Director, Legal Services** (1 position) – Ref: NCWSC/HA/2026/002
3. **Director, Internal Audit & Risk Management** (1 position) – Ref: NCWSC/HA/2026/003
4. **Director, Commercial Services** (1 position) – Ref: NCWSC/HA/2026/004

1. MANAGING DIRECTOR

Directorate:	Overall Company
Location:	Headquarters-Kampala Road Industrial Area
Grade:	1
Reporting to:	Board of Directors
Supervises:	Directorate Heads

Broad Role

The Managing Director will provide strategic leadership, ensuring efficient and effective management, planning, directing, and controlling the operations of the Company to meet stakeholder expectations, regulatory standards (WASREB), and financial targets. He or she shall represent the management in the Board. Appointment to the position shall be for a period of five (5) years, renewable once, subject to satisfactory performance.

Duties and Responsibilities

- i. **Strategic Leadership:** Develop and implement the company's strategic plans, business plans, and annual operating budgets to enhance profitability and service delivery.
- ii. **Operations Management:** Oversee day-to-day operations, ensuring high-quality, reliable, and sustainable water supply and sanitation services.
- iii. **Financial Management:** Ensure sound financial management, including revenue enhancement, cost control, and optimal asset utilization.
- iv. **Compliance & Governance:** Ensure compliance with the Water Act, WASREB guidelines, and other legal, regulatory, and statutory requirements.
- v. **Stakeholder Management:** Maintain positive relations with the County Government, National Government, community, donors, and regulatory bodies.
- vi. **Corporate Culture:** Lead and mentor staff, promoting a culture of high

performance, integrity, and safety.

Education, Professional Qualifications and Work Experience:

- i. Bachelor's Degree in Engineering, ICT, Human Resources, Finance, Economics, Environmental Studies, Business Related Field or Law.
- ii. A Master's Degree in any of the disciplines in (i) above.
- iii. 10 years' experience in utility management or service industry.
- iv. Must be registered and in good standing with a relevant professional body.
- v. Certificate in Strategic Leadership Development Program from Kenya School of Government or its equivalent.
- vi. Experience in Public Sector Management.

Required Skills and Competencies:

- i. Strong management, leadership and negotiation skills.
- ii. Computer literacy and familiarity with standard office computer applications.
- iii. Excellent interpersonal and communication skills.
- iv. Ability to work under pressure and meet deadlines.
- v. Able to multitask in a fast-paced environment.

2. COMPANY SECRETARY & DIRECTOR, LEGAL SERVICES

Directorate:	Company Secretary and Legal Services
Location:	Headquarters-Kampala Road Industrial Area
Grade:	2
Reporting to:	Managing Director
Supervises:	Legal Coordinators

Broad Role

To provide corporate secretarial and legal services in an efficient, effective and timely manner that enhances compliance with legal and statutory requirements. Appointment to the position shall be for a period of five (5) years, renewable once, subject to satisfactory performance and business needs.

Duties and Responsibilities:

a. Company Secretarial Services:

This role involves implementing the Company's continuing obligations and provision of efficient, professional and informed Board secretariat services and corporate governance support to the Board in line with constitutive documents, applicable codes of corporate governance, the Companies Act and best practice. It includes:

- i. Providing guidance to the Board on their duties and responsibilities and on matters of governance.
- ii. Assisting the Board in carrying out the following:
 - a. Board induction and training;
 - b. Updating the Board and committee charters;
 - c. Preparation of Board work plans;
 - d. Board evaluation;
 - e. Governance audit; and
 - f. Implementation of the code of conduct and ethics.
- iii. Ensuring timely preparation and circulation of Board and committee papers and minutes.
- iv. Proper use and custody of the company seal and accounting to the Board for its use.
- v. Maintaining and updating the register of conflicts of interest.
- vi. Ensuring that Board members are aware of all relevant laws affecting the organization.
- vii. Facilitating effective communication between the organisation and the shareholders.
- viii. Ensuring that annual returns and statutory notices are promptly filed with the relevant authorities.

- ix. Convening and attending the meetings of the Board of Directors and its Committees in consultation with the Managing Director.
- x. Preparing for and attending all annual and extraordinary general meetings of the Company in consultation with the Managing Director.
- xi. Any other company secretarial duties as may be assigned from time to time by the Managing Director.

b. Legal Services:

This role entails providing legal services in an efficient manner in order to enhance compliance with legal and statutory requirements and ensuring effective resolution of cases and disputes in a timely manner. It includes:

- i. Attending to disputes involving the Company.
- ii. Management of court cases: ensuring compliance with court decisions; and adequate representation of the Company in court.
- iii. Handling contractual matters: preparation and review of contracts, memoranda of understanding, deeds, leases, and other legal papers of a routine nature.
- iv. Legal advisory services: researching on relevant statutes, rulings and precedents to be used as a basis for answering requests for legal opinions; providing legal advice with a view to ensuring compliance with legal and regulatory requirements on matters relating to business operations; reviewing and formulating legal policies, procedures and regulations; reviewing recent legislation, court cases, correspondence and publications pointing out matters of note or which necessitate management action.
- v. The Managing Director may assign any other duties relating to legal services from time to time.

Education, Professional Qualifications and Work Experience:

- i. Master's Degree in Law (LLM).
- ii. Bachelor's Degree in Laws (LLB).
- iii. Post Graduate Diploma in Law from the Kenya School of Law.
- iv. Advocate of the High Court of Kenya with a valid current Practicing Certificate.
- v. A member of the Law Society of Kenya (LSK) in good standing with a valid current Certificate of Good Standing.
- vi. A registered CPS (K) member of the Institute of Certified Secretaries (ICS) of Kenya in good standing, with at least five (5) years' experience as a Certified Public Secretary.
- vii. Certificate in Strategic Leadership Development Program from Kenya School of Government or its equivalent.
- viii. A minimum of ten (10) years' experience, five (5) years of which must be in senior management.

- ix. Experience in Public Sector Management.

Required Skills and Competencies:

- i. Strong management and negotiation skills.
- ii. Computer literacy and familiarity with standard office computer applications.
- iii. High level of integrity and commitment to ethical standards.
- iv. Excellent interpersonal and communication skills; and
- v. Ability to work under pressure and meet deadlines.

3. DIRECTOR, INTERNAL AUDIT & RISK MANAGEMENT

Directorate:	Internal Audit & Risk Management
Location:	Headquarters-Kampala Road Industrial Area
Grade:	2
Reporting to:	Administratively to Managing Director and Functionally to the Audit, Risk & Governance Committee of the Board
Supervises:	Internal Audit Manager, Corporate Risk Manager

Broad Role

The jobholder will be responsible for providing independent and objective assurance on the effectiveness of the Company's internal controls, governance processes and risk management to support the achievement of the organization's strategic objectives. Appointment to the position shall be for a period of five (5) years, renewable once, subject to satisfactory performance and business needs.

Duties and Responsibilities:

- i. Provide Leadership to the Internal Audit and Risk Management Staff.
- ii. Provide Secretarial services to the Board Audit Committee.
- iii. Participate in the Board of management meetings and offer advisory services.
- iv. Participate in strategic matters relating to the Company's strategic plan implementation.
- v. Provide liaison role to the external auditors and independent consultants on the progress of audit activities.
- vi. Ensure the current practices in internal audit and risk management comply to the best practices and in line with the technological advancement.
- vii. Liaising with functional heads to ensure the implementations of audit recommendations and closure.
- viii. Ensure proper methodologies, policies and programs have been established to guide the internal audit on planning, execution and timely reporting.
- ix. Formulating and coordinating the implementation of internal audit and risk management strategies, policies, and plans.
- x. Providing assurance on the efficiency, effectiveness and adequacy on internal controls, risk management and governance processes.
- xi. Providing feedback and advice on effectiveness of risk mitigation processes.
- xii. Monitoring compliance with various laws, regulations and procedures impacting on the Company's operations.
- xiii. Spearhead and coordinate integrity and ethics activities within the Company under the leadership and guidance of the Managing Director.

- xiv. Coaching, mentoring, and developing staff using relevant human resource tools.
- xv. Preparing, implementing, and monitoring Directorate budget.
- xvi. Implementing procurement plans for the Directorate.

Education, Professional Qualifications and Work Experience:

- i. Bachelor's Degree in any of the following: Commerce, Accounting, Economics, ICT, Engineering, Finance or equivalent from a recognized institution.
- ii. Master's Degree in any of the following: Business Administration, Accounting, Finance or equivalent qualification from a recognized institution.
- iii. Be in possession of Certified Public Accountant (K) or Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA), or Chartered Certified Accountant (CCA), or Certified Management Accountant (CMA), or Certified Information Systems Auditor (CISA), or Certified Forensic Examiner (CFE).
- iv. A member of Institute of Certified Public Accountants (ICPAK) or Institute of Internal Audit (IIA) or Association of Chartered Certified Accountants (ACCA), or Association of Certified Fraud Examiners (ACFE), or Institute of Certified Management Accountants (ICMA), or Information Systems Audit and Control Association (ISACA).
- v. Certificate in Strategic Leadership Development Program from Kenya School of Government or its equivalent.
- vi. A minimum of ten (10) years' experience, five (5) years of which must be in senior management.
- vii. Demonstrated high performance and leadership in previous roles.
- viii. Experience in Public Sector Management.

Required Skills and Competencies:

The incumbent must also have the following demonstrated knowledge, skills, and abilities:

- i. Extensive knowledge of and skill in applying internal auditing and accounting principles and practices, and management principles and preferred business practices.
- ii. Considerable knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by The Institute of Internal Auditors.
- iii. Knowledge of management information systems terminology, concepts, and practices.
- iv. Considerable knowledge of industry program policies, procedures, regulations, and laws.
- v. Skill in conducting quality control reviews of audit work products.

- vi. Skill in collecting and analysing complex data, evaluating information and systems, and drawing logical conclusions.
- vii. Extensive skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines.
- viii. Considerable skill in negotiating issues and resolving problems.
- ix. Skill in using a computer with word processing, spreadsheet, and other business software to prepare reports, memos, summaries, and analyses.

4. DIRECTOR, COMMERCIAL SERVICES

Directorate:	Commercial Services
Location:	Headquarters-Kampala Road Industrial Area
Grade:	2
Reporting to:	Managing Director
Supervises:	Commercial & Billing Manager, Customer Relations Manager

Broad Role

To provide effective leadership and strategy for service delivery, revenue generation and customer satisfaction. Appointment to the position shall be for a period of five (5) years, renewable once, subject to satisfactory performance and business needs.

Duties and Responsibilities:

- i. Ensure provision of timely and high-quality client services that meets or exceeds their expectations.
- ii. Ensure timely, complete and accurate reading and billing of services and revenue collection. Manage and supervise commercial aspects of the Company's operations, particularly as they relate to meter reading, billing and customer enrolment.
- iii. Develop short and long-term business strategies and operating plans that reflect the Company's goals and priorities.
- iv. Ensure the provision of comprehensive commercial information systems, including up-to-date customer database, to achieve the overall Company customer base objectives.
- v. Develop the directorates' policies and procedures and action plans in line with overall Company mission and objectives.
- vi. Develop and implement a modern customer service charter meant to enhance services to the customer.

Education, Professional Qualifications and Work Experience:

- i. A Bachelor's degree.
- ii. Master's in Commerce, Marketing or business-related field.
- iii. A minimum of ten (10) years' experience, five (5) years of which must be in senior management.
- iv. Certificate in Strategic Leadership Development Program from Kenya School of Government or its equivalent.
- v. Demonstrated high performance and leadership in previous roles.
- vi. Experience in Public Sector Management.

Required Skills and Competencies:

- i. Excellent interpersonal and communication skills.
- ii. Computer literacy and proficiency with standard office computer applications.
- iii. Ability to work under pressure and meet timelines.
- iv. A good understanding of complexities in developing systems for customer identification, billing, and motivating them and staff to cooperate in meter reading and revenue collection.

Successful candidates will be required, to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 through provision of:

- i. Certificate of Good Conduct from the Directorate of Criminal Investigations
- ii. Clearance Certificate from the Higher Education Loans Board
- iii. Tax Compliance Certificate from the Kenya Revenue Authority
- iv. Clearance from the Ethics and Anti-Corruption Commission, and
- v. Report from an Approved Credit Reference Bureau.

An attractive remuneration package and benefits determined in line with prevailing public sector guidelines awaits the successful candidates.

If you believe you meet the relevant criteria for any of the roles stated above, please submit your application including your **Curriculum Vitae (CV)** and **Cover Letter**. You should also include other details such as your current position, email address and telephone contacts of three (3) referees who are familiar with your qualifications, work experience and abilities.

Applications should be sent through clicking the relevant link as below:

1. **Managing Director** (1 position) – Ref: NCWSC/HA/2026/001 - [Apply Here For NCWSC/HA/2026/001](#)
2. **Company Secretary & Director, Legal Services** (1 position) – Ref: NCWSC/HA/2026/002 - [Apply Here For NCWSC/HA/2026/002](#)
3. **Director, Internal Audit & Risk Management** (1 position) – Ref: NCWSC/HA/2026/003 – [Apply Here For NCWSC/HA/2026/003](#)
4. **Director, Commercial Services** (1 position) – Ref: NCWSC/HA/2026/004 - [Apply Here For NCWSC/HA/2026/004](#)

All applications **MUST** be received by **11.59pm, Wednesday, 1st April 2026**. This should be sent electronically, as no physical applications will be accepted.

Please note:

- Only shortlisted candidates will be contacted.
- Human Asset Consultants does not charge any fees during the recruitment process. Beware of recruitment scams.
- Canvassing will result in automatic disqualification.
- NCWSC is an equal opportunity employer and values diversity in its workforce.