



**KENYA SCHOOL OF GOVERNMENT**  
Empowering the Public Service  
**Department of Consultancy Services**



**CAREER OPPORTUNITY**  
**LABORATORY & QUALITY ASSURANCE OFFICER I**

Our client, Nyeri Water and Sanitation Company (NYEWASCO) was established as a limited liability company under the water sector reforms enshrined in the Water Act of 2002. Its main mandate is to provide high quality water and sanitation services to the people of Nyeri Central Sub County and its environs. The Company has a functional Organizational Structure, and has a well-defined strategic direction that is encapsulated in her vision and mission statements.

In an endeavor to grow to the next level, Nyeri Water and Sanitation Company seeks to recruit a highly motivated, visionary, dynamic and result-oriented candidate to fill the position of **Laboratory & Quality Assurance, Officer I**. Detailed job descriptions are as presented.

**JOB DESCRIPTION FOR LABORATORY & QUALITY ASSURANCE OFFICER I**

<b>Job Title</b>	Laboratory & Quality Assurance Officer I
<b>Grade</b>	NW05
<b>Corporation/Organization</b>	Nyeri Water and Sanitation Company Limited
<b>Directorate</b>	Technical Services
<b>Department</b>	N/A
<b>Division</b>	Laboratory & Quality Assurance
<b>Section / Unit</b>	N/A
<b>Location / Work Station</b>	Nyeri, Water testing Laboratory-Kamakwa
<b>Reporting Relationships</b>	
<b>Reports to</b>	Senior Officer Laboratory & Quality Assurance
<b>Direct Reports</b>	Officer II Laboratory & Quality Assurance
<b>Indirect Reports</b>	Laboratory & Quality Assurance Assistant
<b>Job Purpose</b>	

The job holder is responsible for ensuring the effective operations of the quality assurance section ensuring product compliance to applicable standards.

**Key Responsibilities/ Duties / Tasks**

**I. Managerial / Supervisory Responsibilities**

- a. Coach, mentor, train and develop staff to ensure an effective and motivated team; and
- b. Supervises and appraises staff.

**II. Operational Responsibilities / Tasks**

- 1) Establishes and implements monitoring programs for raw water quality, drinking water surveillance and pollution control to confirm efficiency and effectiveness in treatment processes.
- 2) Establishes sampling points within the water supply to cover all end points and sewage treatment plants.
- 3) Establishes relevant parameters for testing to assess the quality of the water and effluents from the water and sewage treatment plants respectively.
- 4) Establishes key performance indicators and assign targets.
- 5) Establishes monitoring frequencies based on risk assessment and/or as per requirements by regulatory agencies.
- 6) Identifies resources required and plan for their availability.
- 7) Oversees the inspections of treatment plants and sample collections for analysis are conducted at the designated points.
- 8) Oversees that a water and sewage effluent quality database is maintained.
- 9) Oversees that the quality of effluents from identified trade dischargers are regularly monitored to confirm compliance to prevailing regulatory requirements.
- 10) Provides technical content to the relevant company polices.
- 11) Collect, analyze and interpret data on the performance of Company's processes and convert it into information for decision making;
- 12) Prepare and delivery written and oral reports, papers and briefings; and prepare and speeches and briefs;
- 13) Prepare proposals and concept papers for Quality Assurance;
- 14) Design, develop, validate and optimize studies for purposes of determining effectiveness and efficiency of company's processes;

- 15) Compile reports, charts, and tables based on established statistical methods and communicate the information to users;
- 16) Implement the performance management and evaluation tools to ensure that they are effectively utilized by staff;
- 17) Implement quality management systems, risk management strategies and corruption prevention and mitigation strategies in the Company;
- 18) Prepare departmental annual budget, work plans and procurement plans;
- 19) Prepare and submit monthly, quarterly, and annual reports on strategy and planning;
- 20) Prepare reports to internal and external stakeholders including development partners and oversight institutions;
- 21) Implement departmental service delivery charter; and

#### **Job Dimensions:**

##### **I. Financial Responsibility**

N/A

##### **II. Responsibility for Physical Assets**

- 1) Furniture and fittings of approximately 8 million
- 2) Machines and equipment of approximately Kshs.25 million

##### **III. Decision Making/ Job Influence**

- 1) Operational decisions
- 2) Analytical decisions.

##### **IV. Working Conditions**

- 1) Works in a laboratory environment (80%)
- 2) Works in the field within the service area (20%)
- 3) Working beyond normal hours including weekends

#### **Job Competencies (Knowledge, Experience and Attributes / Skills).**

##### **Academic qualifications**

Bachelor's Degree Chemistry, Biology and/or related fields

##### **Professional Qualifications / Membership to professional bodies**

ISO/IEC 17025 certification will be added advantage

**Previous relevant work experience required.**

5 years' relevant experience with 3 years' Supervisory experience

**Functional Skills, Behavioural Competencies/Attributes:**

- 1) Report writing skills;
- 2) Communication skills;
- 3) Problem solving skills
- 4) Negotiation skills;
- 5) Critical thinking skills;
- 6) Planning skills;
- 7) Interpersonal skills;
- 8) Mentorship skills
- 9) Counselling skills;
- 10) Presentation skills; and
- 11) Conflict resolution skills.

**APPLICATIONS PROCESS**

- a. Applications are invited from suitably qualified candidates for the above position, Women, Youth and Persons with Disabilities and those from marginalized areas are encouraged to apply
- b. Application should be accompanied by detailed Curriculum Vitae including three (3) referees, mobile telephone contact, copies of National Identity Card, relevant certificates and other testimonials
- c. Applications for the position should be sent via email or hand delivered to the address indicated below so as to reach on or before Tuesday September 19, 2023 at 5.00pm, East African Time

**The Director**  
**Kenya School of Government, Embu Campus**  
**P.O Box 402-60100**  
**Embu**  
**Email: [nyewasco.recruitment@ksg.ac.ke](mailto:nyewasco.recruitment@ksg.ac.ke)**

Please note only shortlisted candidates will be contacted for interviews. NYEWASCO is an Equal Opportunity Employer committed to diversity and gender equality. Persons with disability (PWDs), women and those from marginalized areas are encouraged to apply. Any form of canvassing will lead to automatic disqualification.

This advertisement may also be found on Kenya School of Government website: [www.ksg.ac.ke](http://www.ksg.ac.ke) or Nyeri Water and Sanitation Company website: [www.nyewasco.co.ke](http://www.nyewasco.co.ke)