

**1. Manager, Water and Sewerage Services - Ref No. EPZA/1/06/2023**

Job Title:	<b>Manager, Water and Sewerage Services</b>
Grade:	EPZA 3
Ministry /Institution:	Export Processing Zones Authority
Directorate:	Commercial and Technical Services
Department :	Water and Sewerage Services
Section / Unit:	N/A
Location / Work station:	EPZA Head Office
<b>Reporting Relationships</b>	
Reports to:	General Manager, Commercial and Technical Services
Direct reports:	c) Assistant Manager Water Services d) Assistant Manager Sewerage & Environment
Indirect reports:	All other staff in Water and Sewerage Services department
Remuneration	The basic pay attached to the position ranges from Kshs. 140,318.00 to Kshs. 350,000.00. Total for other allowances is Kshs. 143, 800.00
Employment Terms	Four (4) years contract renewable subject to satisfactory performance.
<b>Job Purpose</b>	
The job holder is responsible for overseeing the Authority's water and sewerage services and ensuring optimal returns on these resources in order to meet demands of investors, other clients and meet the financial objectives of the Authority. The holder is also responsible for ensuring compliance with environmental standards.	
<b>Key Responsibilities / Duties / Tasks</b>	
III. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> <li>a) Develop work plans and budgets for the Water and Sewerage Department for approval;</li> <li>b) Oversee provision of quality services for water and sewerage to investors and other customers;</li> <li>c) In charge of implementation and enforcement of the Environmental Management and Coordination Act, 1999; Public Health Act and Occupational Health and Safety Act, 2007 (including other National, Regional and International legal requirements) in public and private Export Processing Zones.</li> <li>d) Direct the evaluation of environmental quality standard violations and the development of pollution control strategies and ensure compliance with those standards.</li> <li>e) Coordinate the design and construction of water and sewerage infrastructure.</li> <li>f) Manage the EPZA Wastewater Treatment System (Connections, Conveyance, Treatment and Disposal of Effluent to the Natural Environment)</li> <li>g) Develop and implement water and sewerage policies, procedures, rules and regulations;</li> <li>h) Provide professional advice to the Authority in technical areas relating to Water &amp; Sewerage;</li> <li>i) Generate revenues for the authority from water and sewerage assets through prudent management and pricing;</li> <li>j) Oversee the execution of the approved department's work plans and budgets;</li> </ul>	

- k) Oversee performance management in the Department;
- l) Prepare and submit all monthly, quarterly and annual reports for the department;
- m) Identify training needs for the department staff;
- n) Participate in workforce planning and recruitment of staff within the department;
- o) Identify procurement needs of the department;
- p) Mentor and coach departmental staff; and
- q) Participate in various committees in the institution.

**IV. Operational Responsibilities / Tasks**

- a) Determine unaccounted for water (UFW) on a monthly basis and advice on remedial measures.
- b) Maintenance and major repairs of EPZA water infrastructure and installations to keep them in high utility and standards for investors and customers use;
- c) Development and improvement of Water network through upgrading of existing reticulation system and water chambers to secure bulk meters;
- d) In charge of implementing and enforcing compliance with relevant legal requirements and regulations (standard specifications) pertaining to potable water, wastewater and air quality in addition to prevention of environmental pollution
- e) In charge of management and control of wastes (that includes liquid, solid, emissions of flue gasses and air particulate matters) in the Export Processing Zones and enterprises.
- f) Liaise with all relevant statutory, public and private agents in environmental, water, forestry, occupational health safety, public health including Government Ministries, State Corporations, and County Governments among others in matters on sustainable development, environmental and public health quality management.
- g) Authorize laboratory methods and analysis carried out by EPZA laboratories in liaison with other third party statutory or private accredited laboratories in areas of wastewater, water, emissions, health and food analysis parameters;
- h) Participate in authorization of installation and handling of waste water treatment, air emissions equipment and plants within the EPZs in liaison with the investor, technology provider and relevant statutory lead agencies;
- i) Coordinate investigations and site inspections to determine environmental quality impacts of proposed new sources of pollution and propose land use activities;
- j) Gather and assimilate technical information for the preparation of reports assessing the economic, social and environmental impacts of proposed pollution control strategies and the Authority's requirements
- k) Attend and conduct public hearings and meetings to discuss pollution and environmental quality issues and licenses or permits applications

**Job Dimensions:**

**V. Financial Responsibility:**

- a) Development of budgets for water and sewerage department;
- b) Develop and monitor procurement of water and sewerage spare parts inventory; and
- c) Recommend expenses for approval.

**VI. Responsibility for Physical Assets**

<ul style="list-style-type: none"> <li>d) Responsible for physical assets assigned by the EPZA; and</li> <li>e) Provide oversight for all the Departmental physical assets.</li> </ul>
<b>VII. Decision Making:</b>
<ul style="list-style-type: none"> <li>f) Make strategic, operational and financial decisions;</li> <li>g) Plan the work of subordinates; and</li> <li>h) Appraise/evaluate subordinates' performance.</li> </ul>
<b>VIII. Working conditions:</b>
<p>Works predominantly within the office; and</p> <p>Field work when monitoring infrastructure development; and customer visits.</p>
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic Qualifications</b>
<ul style="list-style-type: none"> <li>a) Masters Degree in Physical Sciences, Biological Sciences, Environmental Health /Water Engineering or relevant degree from a recognized Institution;</li> <li>b) Bachelors degree in Physical Sciences, Biological Sciences, Resource Management, Sanitary Sciences, Environmental Health, Environmental Engineering or any other relevant degree from a recognized Institution.</li> </ul>
<b>Professional Qualifications / Membership to professional bodies</b>
<ul style="list-style-type: none"> <li>c) Registered Environmental Impact Assessment and Audit Lead Expert by a national environmental protection agency e.g. NEMA;</li> <li>d) Membership to a relevant professional body;</li> <li>e) Have attended Leadership course lasting not less than 4 weeks from a recognized Institution;</li> <li>f) Certificate in Computer Proficiency; and</li> <li>g) Meets the provision of Chapter Six of the Constitution.</li> </ul>
<b>Previous relevant work experience required.</b>
<p>Have nine (9) years' relevant experience with three (3) years served in the position of Assistant Manager Sewerage and Environment or Assistant Manager, Water Services or comparable position in the Public Service or reputable organization</p>

## 2. Manager, Finance and Accounts ~ Ref No. 2/06/2023

Job Title:	Manager, Finance and Accounts
Grade:	EPZA 3
Ministry /Institution:	EPZA
Directorate:	Finance, Human Resource and Administration
Department:	Finance and Accounts
Section / Unit:	N/A
Location / Work station:	EPZA Headquarters
<b>Reporting Relationships</b>	
Reports to:	General Manager-Finance Human Resource and Administration
Direct reports:	a) Assistant Manager Management Accounting b) Assistant Manager Financial Accounting
Indirect reports:	a) All other staff in Finance and Accounts department
Remuneration	The basic pay attached to the position ranges from Kshs. 140,318.00 to Kshs. 350,000.00. Total for other allowances is Kshs. 143, 800.00
Employment Terms	Four (4) years contract renewable subject to satisfactory performance.
<b>Job Purpose</b>	
The Job holder is responsible for maintaining an adequate and efficient financial accounting system to facilitate effective carrying out of Authority's activities, facilitate departments with required necessary financial accounting support and advice to enable smooth functioning for the Authority.	
<b>Key Responsibilities / Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
<ul style="list-style-type: none"> <li>a) Providing advisory services on all financial and accounting matters to the Authority;</li> <li>b) Ensuring proper interpretation and implementation of financial regulations and procedures, Treasury circulars, letters and instructions;</li> <li>c) Liaise with other Departments so as to ensure that financial and related regulations are complied with and where applicable give procedural guidance on treasury circulars, letters and instructions;</li> <li>d) Coordinate the preparation of the Authority's annual work plans and budgets</li> <li>e) Developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;</li> <li>f) Preparation of Authority's annual budget by consolidation of all departmental budgets as per Government Policy and presentation to the Board for approval;</li> <li>g) Ensuring provision of quality and timely accounting services;</li> <li>h) Develop and implement budget and expenditure controls so as to ensure that financial expenditure is planned, controlled and properly authorized</li> <li>i) Authorizing payments and signing cheques;</li> <li>j) Monitoring expenditure on projects and programme implementation on a periodic basis and ensuring that timely corrective measures are taken;</li> <li>k) Mentor, train and appraise staff;</li> </ul>	

<ul style="list-style-type: none"> <li>l) Ensure that payments to suppliers are made on a timely and accurate basis and creditors' accounts reconciled;</li> <li>m) Coordinating the design and financial aspect for all donors and agreements with donor agencies; and</li> <li>n) Ensuring all statutory reports are prepared as per the required law</li> </ul>
<b>II. Operational Responsibilities / Tasks</b>
<ul style="list-style-type: none"> <li>a) Prepare general ledger entries and reconciliations for month-end closure.</li> <li>b) Analyze financial data on a monthly basis and report on variances.</li> <li>c) Prepare draft monthly, quarterly and annual accounting reports of expenditure and cash flow management and review monthly expenditure statements and variance analysis.</li> <li>d) Prepare financial statements, footnotes and supplemental information and coordination of audits.</li> <li>e) Checking and recommending payments – verifying payment vouchers in accordance with laid down rules and principles and determine aggregate expenditure</li> <li>f) Controlling of expenditure and below-the-line (BTL) Authority's accounts;</li> <li>g) Provide operational support on expenditure management to include short term action plans and expenditure scheduling.</li> <li>h) Manage fixed asset process, policy and procedure.</li> </ul>
<b>Job Dimensions:</b>
<b>I. Financial Responsibility:</b>
<ul style="list-style-type: none"> <li>• Develop budgets.</li> <li>• Approval of expenditure.</li> </ul>
<b>II. Responsibility for Physical Assets</b>
<ul style="list-style-type: none"> <li>• Responsible for physical assets assigned by the institution;</li> <li>• Provide oversight for all directorate/ departmental/divisional/ physical assets</li> </ul>
<b>III. Decision Making / Job Influence</b>
<ul style="list-style-type: none"> <li>• Plans and assign work to subordinates.</li> <li>• Monitor subordinates work performance.</li> <li>• Appraise/evaluate subordinates performance.</li> </ul>
<b>IV. Working Conditions:</b>
Works largely in an office environment with occasional travel
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic Qualifications</b>
<ul style="list-style-type: none"> <li>a) Masters degree in any of the following fields:- Finance, Accounting, Business Administration, Commerce or equivalent qualification from a recognized institution;</li> <li>b) Bachelors degree in Commerce (Accounting or Finance option), Business Administration (Accounting option), or equivalent qualification from a recognized institution;</li> </ul>
<b>Professional Qualifications / Membership to professional bodies</b>
<ul style="list-style-type: none"> <li>a) Have Certified Public Accountant (CPA)K, Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;</li> <li>b) Attended Leadership course lasting not less than four (4) weeks from a recognized institution;</li> <li>c) Membership of ICPAK or relevant professional body;</li> <li>d) Computer proficiency course from a recognized institution and</li> </ul>

e) Meets the provisions of chapter six of the constitution

Previous relevant work experience required.

Have nine (9) years relevant experience with at least three (3) years served in the grade of Assistant Manager Finance and Accounts or comparable position in the Public Service or large and reputable organization