

## **MATHIRA WATER AND SANITATION COMPANY**



### **JOB VACANCIES**

Mathira Water and Sanitation Company is a licensed Water Service Provider wholly owned by the County Government of Nyeri to provide water and sanitation services in Mathira East and Mathira West Sub Counties and their environs. To strengthen our team of staff, we invite applications from suitably qualified and experienced persons with relevant credentials to fill the following vacant positions.

#### **1. Technical Assistant - NRW & Metering III (2)**

**Job Type:** One (1) year renewable contract

#### **Job Purpose**

To undertake Non- Revenue Water management activities for achievement of set NRW reduction targets.

#### **Responsibilities**

- i. Install master, zonal and sub zonal meters at all abstraction and key distribution points
- ii. Install and service pressure reducing valves and maintain the data logs
- iii. To undertake minimum night flows to detect difficult underground water losses.
- iv. Undertake regular proactive leak detection within area of jurisdiction to minimize water losses.
- v. Attend to the meter status report to minimize cases of illegal connections, stopped, covered, faulty, misty and mis-aligned dial meters to minimize apparent water losses.
- vi. Utilize leak detection equipment to detect suspected underground water leakage.
- vii. Monitor terminated and disconnected accounts and report for appropriate actions.
- viii. Monitor zero consuming accounts and report for appropriate actions.
- ix. Participate in identifying sectional needs for budget formulation

#### **Required minimum academic qualifications and work experience**

- i. Certificate in water supply/plumbing/Non-Revenue Water Management from a recognized institution, Trade Test certificate in plumbing Grade III or equivalent qualification from a recognized institution;
- ii. Basic computer skills
- iii. KCSE Certificate D+ minimum
- iv. At least one (1) year relevant experience in a reputable organization
- v. Having a valid driving license(Motor Cycle) shall be an added advantage.

#### **2. Technical Assistant – Waste Water Management III (1)**

**Job Type:** One (1) year renewable contract

#### **Job Purpose**

To carry out effective operations and maintenance of the sewer network and treatment plants as may be assigned from time to time by the supervisor.

#### **Responsibilities**

- i. Undertake operations and maintenance of the sewer network and trunk sewer lines, pump stations and treatment works
- ii. Attend to sewer blockages and other faults in the system and rectify in a timely and economic manner
- iii. Prepare records of the operations

- iv. Undertake preventative maintenance to ensure proper functionality and maintenance of the sewer network, equipment and plants
- v. Control the operational valves within the treatment facilities
- vi. Timely removal of screens and grit in the treatment processes
- vii. Monitor waste water influent at the inlet
- viii. Conducting regular sewer network patrol and reporting on any fault(s)
- ix. Train students on attachment.

**Required minimum academic qualifications and work experience**

- i. Certificate in water supply/plumbing from a recognized institution, Trade test certificate in plumbing Grade III or equivalent qualification from a recognized institution;
- ii. Basic computer skills
- iii. KCSE Certificate D+ minimum
- iv. At least one (1) year relevant experience in a reputable organization
- v. Having a valid driving license(Motor Cycle) shall be an added advantage.

**3. Technical Assistant – Water Distribution III (2)**

**Job Type:** One (1) year renewable contract

**Job Purpose**

To ensure efficient operation and maintenance of the water distribution network ensuring quality and adequate water of supply to all customers

**Responsibilities**

- i. Ensuring effective operation and maintenance of water distribution network as per the developed maintenance schedule
- ii. Ensuring efficient and effective implementation of developed rationing program to guarantee equitable and efficient water distribution
- iii. Ensuring timely reporting and replacement of all malfunctioning appurtenances
- iv. Undertake timely, effective and efficient reporting and repair of all unidentified bursts and leaks
- v. Ensure regular maintenance of storage tanks as per approved maintenance schedule
- vi. Identify the sectional needs for budget formulation
- vii. Ensuring full accountability of total water supplied in every DMA and zone in the scheme for achievement of recommended NRW levels
- viii. Undertake effective rehabilitation of water distribution networks

**Required minimum academic qualifications and work experience**

- i. Certificate in water supply/plumbing from a recognized institution, Trade test certificate in plumbing Grade III or equivalent qualification from a recognized institution;
- ii. Basic computer skills
- iii. KCSE Certificate D+ minimum
- iv. At least one (1) year relevant experience in a reputable organization
- v. Having a valid driving license(Motor Cycle) shall be an added advantage.

**4. Revenue Assistant – Meter Reading III (2)**

**Job Type:** One (1) year renewable contract

**Job Purpose**

To ensure effective and efficient meter reading of all connections as per the approved schedule

**Responsibilities**

- i. Carry out systematic meter reading as scheduled in duty roster, and ensure the readings made are accurate
- ii. Submit meter readings of all read connections on daily basis
- iii. Report illegal connections to the supervisor for appropriate action
- iv. Report suspected underground and other visible leaks to the supervisor for appropriate action

- v. Report any faulty meters to the supervisor for appropriate action
- vi. Monitoring of all key consumers as per the schedule on daily basis
- vii. Attend to all assigned customer complaints as per the service delivery charter

**Required minimum academic qualifications and work experience**

- i. Certificate in meter reading from a recognized institution, Trade Test certificate in plumbing Grade III or equivalent qualification from a recognized institution;
- ii. KCSE Certificate D+ minimum
- iii. Basic computer skills
- iv. At least One (1) year relevant experience in a reputable organization.
- v. Having a valid driving license(Motor Cycle) shall be an added advantage.

**5. Stores & Logistics Clerk III (1)**

**Job Type:** One (1) year renewable contract

**Job Purpose**

To assist in ensuring continuous availability of required goods in the stores and prompt issuance to authorized users as required

**Responsibilities**

- i. Provide the required data to the supervisor for generating monthly and periodic reports for review by the management
- ii. Assist in maintaining safety and security of goods in the stores
- iii. Assist in coordination of inspection and acceptance of goods and services received and report writing
- iv. Assist in ensuring all stock levels are observed and maintained
- v. Adhering to regulations and policies on supply chain management;
- vi. Receiving of materials from suppliers and ensuring posting to the right codes
- vii. Issuance of authorized goods to user as per the set guidelines
- viii. Assist in generating monthly and periodic reports for review by the management
- ix. Participate in quarterly and annual stock taking for prudent inventory management;

**Required minimum academic qualifications and work experience**

- i. Certificate in Supply Chain Management and Logistics, Commerce/Business Administration (Supplies Management option) or equivalent qualification from a recognized institution.
- ii. KCSE Certificate D+ minimum
- iii. Basic computer skills
- iv. At least one (1) year relevant experience in a reputable organization

*Interested candidates should forward their applications with updated C.Vs. and copies of education and professional qualifications, indicating day time telephone contacts, three professional referees and expected salary. Applications should reach the undersigned not later than **Monday, 12<sup>th</sup> January 2026 by 4.00pm***

**The Managing Director**

**Mathira Water and Sanitation Company Ltd**

**P O Box 1981 - 10101**

**KARATINA**

***Only shortlisted applicants shall be contacted. Canvassing will result to automatic disqualification.***

**29<sup>th</sup> December 2025**