



Nol-Turesh Loitokitok Water & Sanitation Company Ltd.

P. O. Box 379 - 90132

Sultan Hamud, Kenya

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VACANCY ANNOUNCEMENT

Position: Assistant Human Resource Officer

About the organization

Nol-Turesh Loitokitok Water and Sanitation Company Ltd (NOLWASCO) is a trans-county a public utility company fully owned by the County governments of Kajiado, Makueni and Machakos with the mandate to provide water and sanitation services within its area of jurisdiction in the three Counties. The Company is committed to enhancing its operational efficiency and customer satisfaction. In pursuit of fulfilling its mandate and supporting continued growth, NOLWASCO is seeking to recruit a highly qualified, experienced and performance-driven professional to join the company in the position of Assistant Human Resource Officer.

Job Purpose

The Assistant Human Resources Officer will support the daily operations of the HR & Administration department, ensuring smooth implementation of human resource management strategies, policies, and practices. The successful candidate will drive talent management, employee relations, performance management, and compliance with statutory frameworks to sustain a high-performing work culture.

Reporting

The Assistant Human Resource Officer will be reporting to **Finance & Administration Manager**, as provided for in the company's governance structure

Key Responsibilities and Duties

- **Recruitment & Onboarding:** Coordinate the talent acquisition process including draft vacancy advertisements, shortlisting, scheduling interviews, conducting background verification, and managing the comprehensive staff onboarding program.
 - **Employee Records Management:** Oversee the maintenance of complete, secure, and up-to-date physical and digital personnel files (HRIS) ensuring absolute confidentiality.
 - **Payroll & Benefits Support:** Process monthly payroll inputs, manage dynamic leave calendars, and coordinate staff medical insurance and pension administration schemes.
 - **Performance Management:** Administer the annual staff performance appraisal process, compiling tracking updates and coordinating feedback mechanisms across all regions.
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- **Training & Development:** Conduct annual training needs assessment assays, compile corporate learning plans, and facilitate targeted professional development programs.
- **Employee Relations & Welfare:** Guide line managers on the execution of progressive disciplinary frameworks, resolve workplace grievances amicably, and direct staff wellness initiatives.
- **Statutory & Regulatory Compliance:** Continuously monitor compliance workflows relative to the Employment Act, OSHA guidelines, and constitutional standards within a public utility environment.

Academic and Professional Qualifications

- Bachelor's Degree in **Human Resource Management, Human Resources, Business Administration, Industrial Relations, or a related field** from a recognized institution.
- Professional qualification in Human Resource Management, preferably **CHRP-K**, or equivalent recognized professional qualification.
- Membership of the **Institute of Human Resource Management (IHRM)** in good standing.
- Proficiency in computer applications, HR information systems and Microsoft Office applications.
- Deep, demonstrable and interpretive knowledge of **Kenyan labour and employment laws and regulations**.
- Knowledge of HR practices within a **public institution, water utility, parastatal or regulated organization** will be an added advantage.

Experience

- At least **8 years' relevant experience in Human Resource Management**, preferably in a water utility, public institution or similarly structured organization.
- Experience in employee relations, performance management, recruitment, training, payroll coordination and disciplinary processes will be an added advantage.

Key Competencies

- Strong interpersonal and communication skills.
- Integrity, confidentiality and professionalism.
- Sound knowledge of labour and employment practices.
- Strong analytical, organizational and report-writing skills.
- Ability to handle sensitive employee matters objectively.
- Good negotiation, counselling and conflict-resolution skills.
- Ability to work independently and as part of a multidisciplinary team.
- Good knowledge of HR information systems and data management.

How to Apply:

Interested and qualified candidates should submit their application, detailed CV, copies of relevant academic and professional certificates and other supporting documents to:

Application

Interested and suitably qualified candidates should submit an application letter, detailed CV, copies of academic and professional certificates and contacts of **three referees** to:

Only shortlisted candidates will be contacted.

Terms of offer

NOLWASCO offers a collegial, diverse and gender-sensitive working environment. The appointment will be for an initial period of **three(3) years** subject to a 6 months' probation period with the possibility of extension contingent upon performance, continued relevance of the position and availability of resources. The duty station will be in **Sultan Hamud, Makueni County**.

How to Apply:

Interested applicants who meet the prescribed requirements should submit their application in hard copy to include copies of certificates, National ID, Cover letter, Curriculum Vitae and testimonials, contacts of three referees and indicate the job title on the top left corner of the envelope. Alternatively the application may be emailed to nolturesh@gmail.com, indicating the position applied for as the subject

Only shortlisted candidates will be contacted.

All academic and professional certificates submitted shall be subjected to authenticity checks with the relevant institutions.

Nol-Turesh Loitokitok Water and Sanitation Company is an equal Opportunity Employer and any canvassing will lead to automatic disqualification.

All application should be submitted not later than the close of business on **22nd October, 2026** and the hard copy application to be addressed to the undersigned:

**The Managing Director,
Nol-turesh Loitokitok Water and Sanitation Company Ltd.
P.O Box 379-90132
SULTAN HAMUD**

For Enquiry - 0752835055
