



Oololaiser Water

Oololaiser Water and Sewerage Company Ltd (OWSC) is a water and sanitation services provider registered under the Company's Act Cap 486 of laws of Kenya and operated as an agent of Tanathi Water Services Board. Water services provision are devolved to County Governments under the promulgation of the Constitution 2010 and therefore the Company is wholly owned by County Government of Kajiado and regulated by Water Services Regulatory Board (WASREB). OWSC is mandated to supply water in the. Jurisdiction of Kajiado North and West Sub Counties

To strengthen Key Human Resource capacity, we invite applications from suitably qualified and experienced candidates with excellent credentials to fill the position:

PROJECT LIAISON MANAGER

Reporting to: Managing Director

Department: Technical Department

Job summary: To Assist the Managing Director in all Daily Operations and Create an Efficient coordination for all projects between the Company, County Government of Kajiado and other stakeholders.

Job Grade 3

Duties and Responsibilities

- ❖ Gathers proposal information by identifying sources of information; coordinating submissions and collections; identifying and communicating risks associated with proposals.
- ❖ Meets proposal deadline by establishing priorities and target dates for information gathering, writing, review, and approval; entering and monitoring tracking data; coordinating requirements with contributors; contributing proposal status information to review meetings; transmitting proposals.
- ❖ Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation; writing, revising, and editing drafts including executive summaries, conclusions, and organization credentials.

- ❖ Provide technical, administrative and financial support on the implementation of the project activities
- ❖ Liaising with government ministries (Both County and National) and other local partners
- ❖ Conducting visits to project sites
- ❖ Liaise with technical experts and to collate information contribute to the production of knowledge products.
- ❖ Assist in the preparation of work-plans, internal reports, and donor reports.
- ❖ Assist in financial reporting of the programmes.
- ❖ Addressing obstacles that may affect project implementation
- ❖ Assist the Managing Director with Daily operations.

Requirements for Appointment

To Qualify One MUST, have a Bachelor's Degree in either of fields below:

- Project planning or management
- Public Relations and Communications
- Business Administration
- Bachelors of Commerce (Project management)

Masters in Strategic Planning, Governance or Leadership will be an added advantage.

Skills and Abilities

- Excellent in planning and execution skills
- Excellent in presentation and communication skills
- Ability to multi-task and work under pressure
- Highly organized and attentive to details
- Exceptionally honest and full of integrity

How to Apply:

If interested in this role, please find more via this link

<https://oololaiserwatercompany.co.ke/jobs.html>, so as to be received by **Friday 28th June, 2024**.

Only Shortlisted Candidates Will Be Contacted.

BOARD OF DIRECTORS,

OLOOLAISER WATER AND SEWERAGE COMPANY LTD.

