



# OTHAYA-MUKURWEINI WATER AND SANITATION PLC.

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## **SYSTEMS ADMINISTRATOR (SA) – ONE POST**

Othaya-Mukurwe-ini Water and Sanitation Public Limited Company (OMWASCO) is a public water service provider owned by the County Government of Nyeri. The company operates in accordance with the Water Act 2016, with the mandate to provide water and sanitation services to the residents of Nyeri South (Othaya) and Mukurwe-ini sub-counties.

The Company is seeking to recruit a highly competent, proactive and self-driven individual to fill the position of Systems Administrator, Grade OM6

### **Overall Responsibility:**

To develop, implement and maintain an efficient ICT system for the company

### **Objectives:**

- a) Efficient and effective ICT system;
- b) Safe custody of data;
- c) Effective support to staff;
- d) Achievement of set performance targets.

### **DUTIES AND RESPONSIBILITIES:**

An officer at this level will be answerable to the Managing Director. Duties and responsibilities will entail:

- a) Oversee the planning and implementation of new systems and improvements to the supporting infrastructure: servers, operating systems, storage, networks (LAN, WAN & internet) and operations systems (billing, meter reading) while ensuring such systems conforms to Omwasco policies, procedures and standards.
- b) Ensure that consumers have access to affordable and sustainable services through the use of ICT by providing technical assistance to the organization in order to optimize adoption and use of ICT systems that render information/services to consumers; namely but not limited to: Website, billing system, meter reading system, customer complaints

system (namely Maji voice), accounting systems, Human resources systems and other systems that may be acquired from time to time.

- c) Coordinate resolution of consumer issues arising from the use of ICT systems as described above and ensure that relevant departments are notified of these issues to carry out corrective action.
- d) Implement, track and monitor ICT security controls (firewall, Antivirus, network access permissions, and access control).
- e) Ensure ICT infrastructure assets are secured, used and maintained responsibly.
- f) Liaise with service providers and enforce service level agreements to ensure that the agreed service level agreement requirements are met.e.g on internet service
- g) Monitor ICT systems and business application platforms at all levels and implement action plans to improve their reliability and ensure the security and availability of data and systems are maintained.
- h) Keep abreast with changes in technology and advise management on upgrades or purchase of new technology, as appropriate and recommend adoption of effective service delivery solutions.
- i) Implementation and management of emailing, internet/website and the intranet for secure information dissemination for both inter/ external use and to ensure OMWASCO website is regularly updated and complies with website transparency guidelines as prescribed by the regulator.
- j) Development, implementation and management of comprehensive ICT strategy/policy including geographical information systems (GIS). In regard, the officer will offer advice to management on all matters relating to ICT to ensure that decisions are made based on standard procedures and practices.
- k) Perform any other duties as assigned from time to time.

**For appointment to this position, a candidate must have:**

- a) Bachelor's Degree in computer science, Information and communication technology, Information Systems or equivalent from a recognized university in Kenya.
- b) Minimum of 5 Years in ICT roles, at least 3 in a supervisory capacity in a busy institution.
- c) Professional certification such as Cisco, Certified Network Professional (CCNP), CCNA, MCSE, MCSA, MCSA or its equivalent.

c) Must fulfil the requirements of Chapter Six of the Constitution.

**Key Competencies and Skills:**

- a) Should possess strong problem solving skills.
- b) Demonstrated outstanding administrative and managerial capability in the management of ICT services, preferably in the public sector.
- c) Must have a sound sense of integrity and the ability to maintain confidentiality.
- d) Must be self-motivated and able to work under minimum supervision.
- e) Ability to work under pressure, adhere to strict deadlines and deliver results.
- f) Must have strong leadership skills and team- building ability.

**Terms of Employment**

The appointment will be on a **three (3) year renewable contract**, subject to performance.

**Application Procedure:**

Interested and qualified candidates should submit their applications enclosing:

- A detailed and up-to-date **Curriculum Vitae (CV)**.
- Certified copies of academic and professional certificates.
- National Identity Card or Passport.
- Contact details of at least **three (3) referees**.
- Clearance/Compliance Certificates in line with **Chapter Six of the Constitution of Kenya, 2010** which must be issued within 3 months of application from:
  - Higher Education Loans Board (HELB)
  - Kenya Revenue Authority (KRA)
  - Ethics and Anti-Corruption Commission (EACC)
  - Credit Reference Bureau (CRB)
  - Directorate of Criminal Investigations (Police Clearance Certificate)

Applications should be submitted in a sealed envelope clearly marked “**Application for the Position of System Administrator**” and addressed to:

Chairman

Board of Directors

Othaya-Mukurweini Water and Sanitation Company PLC (OMWASCO)

P.O. Box 482 – 10106

Othaya, Kenya

**Hand-delivered, courier, or postal submissions will be accepted.**

**Application Deadline**

All applications must be received on or before **23rd September 2025 at 11:00 a.m.** Only shortlisted candidates will be contacted.

**Note:**

OMWASCO PLC is an **equal opportunity employer**. Women, persons with disabilities, and candidates from special interest groups are strongly encouraged to apply.