

**CENTRAL REGION WATER BOARD**

**VACANCY – ADVERTISED**

Central Region Water Board is a statutory corporation legally mandated by the Waterworks Act No. 17 of 1995 to provide water and sanitation services in all towns and market centres in the central region except Lilongwe City.

Vacancy has arisen which the Board would like to fill immediately. Job and person specifications for the positions are as follows:

**1. Job Title: Projects Manager CRWB 3**

Reporting to the Director of Technical Services (DTS), the Projects Manager will provide technical leadership for the coordination, implementation and review of projects management programs in accordance with goals, strategies and policies set by the Board.

**Key duties and responsibilities**

1. Provides leadership in the implementation of Board’s water development projects.
2. In liaison with Corporate Planning Division, interpret projects’ scope of work, project documentation and project plans.
3. Provides independent advice on the management of projects and facilitates the Board’s projects implementation as planned.
4. Scrutinizes technical soundness of proposed water works and systems designs for either rehabilitation or new development projects such as pipes, pipe network, water pumps, intakes, tanks and related features.
5. Identifies the required technical approach to be used in project implementation programs and initiates the process of acquiring project implementation structures and resources.
6. Manages specialist consultants and contractors to implement projects where the Project unit cannot do it by itself and monitoring the contractors to ensure guidelines are maintained
7. Ensures effective communications and relationships between project beneficiaries, financiers and project team members are maintained at all time in terms of agreement to project objectives, representing the interests of both the Board and clients and makes sure that the aims of the projects are met.
8. Directs and supervises members of staff in the Projects Management Division, defines their responsibilities, administers performance management system and allocates them tasks to gain effective and efficient achievement of work programs.
9. Any other duties relevant for the post of Projects Manager.

**Person Specifications**

Candidates should possess a minimum of the following:

* Master’s Degree in Civil/Electrical/Mechanical/Water Engineering;
* Registered with the Malawi Board of Engineers (MBE);
* Five (5) successive years’ experience in management of complex water supply infrastructure projects;

**2. COMMERCIAL SERVICES MANAGER (CRWB 3)**

1. **Purpose of the Job**

Formulates and implements the business strategy and is responsible for developing commercial, revenue generation and revenue protection strategies and leading the business process of customer service and revenue reporting

1. **Key Duties and Responsibilities**

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| 1. Prepares business strategy for incorporation into the corporate strategic plans; 2. Prepares consolidated revenue budgets for incorporation into annual performance management plans and budgets; 3. Sets revenue generation and collection targets on a periodic basis (monthly, quarterly and annually) 4. Oversees the commercial cycle, from the new connection applications, through post-paid process (meter reading, billing and collection) to prepaid process control and collection management; 5. Devises and controls the Revenue Protection Program in order to minimise non-technical losses (commercial losses) 6. Manages the new connection applications process as a link between customer and the related divisions, ensuring the effective management and smooth process of the application; 7. Oversees the process of customer service (payments, complaints, new connection applications) supported by Schemes/Zones, the call centre and other channels (website, email, social networks etc) contributing to customer satisfaction; 8. Oversees the management of all the processes under the division through the establishment of standards, procedures and work processes 9. Ensures that the development and implementation of Management Information Systems are adapted to the needs of the processes; 10. Monitors compliance with relevant legislation (Gazetted tariffs) 11. Manages budgets and costs of all the activities of the division; 12. Reports periodically (monthly, quarterly and annually) on the performance of the division (budgets vs actual targets) 13. Provides overall leadership of the commercial division and supervises and manages the performance and development of staff in the division in line with the organisations goals, objectives, policies and regulations; 14. Develops a departmental annual work plan and financial budget and monitor their implementation in line with the business plan; 15. Coordinates with the Human Resources Division, the implementation pf policies, plans and people management processes. |
| 1. Provide inputs to the Board reports |

1. **Minimum qualifications and work experience**

**Education:** Master’s Degree in Finance, Accountancy or Administration; Plus, Qualified/Chartered Accountant, Degree in Accounting or its equivalent

**Experience**: 10 years working experience of which 5 should be at Managerial level

**Memberships**: Must be a bonafide member of ICAM, ACCA and other bodies

**Skills:** Proficiency in the use of Microsoft packages and ERP

**Attributes:**

1. Honesty and integrity
2. Good leadership skills
3. Financial Management skills
4. Analytical and result oriented skills
5. Good communication skills
6. Ability to work under pressure
7. Client oriented person with dynamic public relations and discretion
8. Good interpersonal skills
9. Strong advocacy, networking and negotiation skills
10. Good judgement, initiative, high sense of responsibility, tact and discretion
11. Able to handle multiple and conflicting priorities and to stand pressure, observe and work under strict deadlines
12. Able to build capacity of others.
13. **SCHEME MANAGER - CRWB 5 (3 Positions)**

**General Job Summary**

Reporting to the Zone Manager, the core roles and responsibility will be coordinating and supervise the implementation and delivery of scheme-based programs, activities and services to ensure continued supply of potable water in all Water Supply Areas within the Scheme.

**KEY DUTIES AND RESPONSIBILITY**

* Takes charge of scheme water production and water supply programs, billing, revenue collection and the running of Board activities including implementation of the budget at scheme level.
* Plans, organizes, directs and guides scheme operations to ensure the achievement of intended Board objectives and targets.
* Coordinates the Management of water production, distribution of portable water and the collection of revenue in schemes within the scheme.
* Liais**es** with the Revenue Section in monitoring revenue collection exercises in the scheme.
* Follow up on long disconnected accounts.
* Carries out periodic survey within the Scheme/Water Supply Area to determine real customer base, and in the process act on faulty meters, illegal connections and any infringement contrary to the Board’s Bye-Laws.
* Monitors movement of materials for use in the scheme whose procurement shall be coordinated with relevant management, procurement and stores unit in accordance with the Procurement Act requirement and stores standards of the Board.
* Implements scheme infrastructure development programs.
* Provides feedback, training and other team development exercises to scheme staff.
* Evaluates records of leakages and faults within the scheme, and plans and implements programs of activities for the reduction of Non Revenue Water (NRW) OR Unaccounted for Water (UFW).
* Submits relevant periodic reports to the zone manager on the performance and operations of the scheme covering among other areas: Non Revenue Water collection; efficiency; rate of pipe bursts; New Water Connections; Administration etc.
* Attends various meetings with stakeholders to represent interests of the Board as required from time to time.
* Attends to complaints and queries related to matters of the scheme.
* Any other duties relevant to the post.

**THE PERSON**

* Must possess a minimum of Bachelor Degree in Civil Engineering or Water Resources Management and Development.
* 3 years’ experience in water supply services operations at supervisory level.

**4. ELECTRO-MECHANICAL ENGINEER (EME) CRWB 5 (NON-ESTABLISHED)**

**Purpose**

Plan, design, review, supervise, install and maintain electromechanical installations and other related infrastructure to ensure compliance to standards, effective and efficient delivery of water supply services.

**Duties and Responsibilities**

* Conceptualize, design and install electro-mechanical equipment for the Central Region Water Board.
* Participate with civil engineering section and other departments in design and construction of water supply projects and advise suitable solutions to efficient and robust electro-mechanical equipment.
* Undertake, review and / or supervise the preparation of construction estimates, schedules and budgets as required.
* Prepare and review reports and design documentation for mechanical/piping (electric control panels, pumps, pipelines, suction and discharge pipes, flow, level & pressure control equipment, pressure vessel, valves, reservoirs, transformers, gauges) works related to water supply according to standards and regulations for works being carried out by both local and international contractors and/ or consultants.
* Undertake technical reviews of drawings, product data, material samples, purchase orders, subcontracts, inspection reports, delivery schedules, instruction manuals, contractors’ shop drawings and technical data to assure compliance with the requirements of contract packages.
* Ensure quality control for on-site equipment. Control of procedures applied for the storage and warehousing of the electromechanical systems.
* Oversee both site and off-site testing of electromechanical equipment to ensure that they comply to design specifications.
* Review contractors’ works schedules related to electromechanical installations to ensure that Quality Assurance (QA) procedures, safety and compliance to acceptable standards by manufacturers and other acclaimed international standards are followed without exceptions.
* Supervise works acceptance testing for all electro-mechanical equipment and assist in the issuance of works acceptance certificates.
* Undertake technical review of the User and Maintenance Manuals provided by contractors.
* Assess performance of all electro-mechanical equipment (pumps, gensets, electrical panels, solar panels, protections, controls, etc.) and provide solutions for improvement to ensure efficiency of operations.
* Design and implement remote monitoring and operational tools for all electro-mechanical works.
* Assist the Operations Section in the development of preventive maintenance schedules for all electro-mechanical equipment.
* Prepare projects progress and completion reports relating to all electromechanical installations.
* Carry out other duties as assigned by Management from time to time.

**Qualifications and Experience**

1. Bachelor`s Degree in Electro-mechanical /Mechanical/ Electrical or its equivalent.
2. At least Ten (10) years’ experience related to planning, design, installation and maintenance of electro-mechanical works for large installations.
3. Member of the Malawian Engineering Institution
4. Computer literate in Microsoft Word, Excel and Project. Knowledge of Computer-Aided Design software is an added advantage.
5. Ability to communicate technical knowledge in a clear and understandable manner.

**5. PROJECT ACCOUNTANT (PJA) CRWB 5 (NON-ESTABLISHED)**

**Purpose**

Provide accounting support to Central Region Water Board project team by ensuring that all projects are delivered within the budget allocation. To analyze data, manage financial reporting, and to ensure compliance with regulations related to projects.

**Duties and Responsibilities**

* Process payments that have been approved by the CEO or his representative to the Consultants, Contractors, Suppliers and other project related works
* Ensure steady cash flow by generating, auditing, and sending invoices in a timely manner.
* Update contracts according to client requirements and reporting associated budget amendments.
* Maintain general ledgers, manage cash flow, prepare financial statements and bank reconciliations for multiple development and construction projects.
* Keep records of all financial transactions.
* Monitor project expenditures to ensure that there are no cost overruns.
* Prepare project financial accounts for auditing purposes.
* Submit to Project Coordinator copies of documents for payments transacted.
* Ensure safe keeping of project performance guarantees.
* Prepare and maintain capital and fixed asset accounts, reporting, and schedules.
* Prepare monthly project reports and submitting them to Project Coordinator.

**Qualifications and Experience**

1. Bachelor’s Degree in Accountancy or Finance and must be registered with Malawi Accountants Board
2. 8 years’ experience in financial management involving donor funded projects.
3. Certified Public Accountant (CPA) or Certified Management Accountant (CMA) would be advantageous.
4. Proficiency in electronic accounting systems, such as FINSYNC and Free Agent.
5. Ability to report to the Finance Manager and other project managers.
6. Advanced proficiency in managing general ledgers, journal entries, and account reconciliations.
7. Exceptional ability to prepare project budgets, financial forecasts, and tax reports.
8. Extensive experience in project invoicing and billing.
9. In-depth knowledge of best practices in accounting.
10. Intermediate or advanced expertise with Microsoft Office.
11. Excellent communication skills toward effective collaboration and client services.
12. Any other duties relevant to the post

**6. COMMUNITY MOBILISATION OFFICER (CMO) CRWB 5 (NON-ESTABLISHED)**

**Purpose**

Provide technical expertise on approaches and methods for organizing broad scale community engagement and support for the CRWB projects. Through his/her work, the Community Mobilization Officer will seek to increase community (local authorities and beneficiaries) involvement and understanding through working with all institutional arrangements agreed upon in projects. In addition, the selected CMO will provide inputs to the development of training materials relevant to community mobilization.

**Duties and Responsibilities**

* Assist Contractors to sensitize their workers on HIV/AIDS and other general issues;
* Coordinate and supervise the work of community mobilization teams in all the project field locations, including preparation and/or review of the terms of reference;
* Analyze collected information from the target locations and prepare summaries, briefing notes, implementation plans and roadmaps;
* Prepare and implement a coordinated response to the needs of the communities;
* Ensure awareness about project priorities, strategies and approaches;
* In collaboration with other teams (e.g. District Councils, M and E, Environmental and Social Safeguards, etc.), implement mobilization strategy guided by the project documents and strategy;
* Ensure that all the plans and indicators of the community mobilization team are realistically set and oversight their achievement;
* Ensure the integration of community mobilization activities into communication and advocacy campaigns and initiatives;
* Provide mentorship to the community mobilization field staff and to communities when it is needed;
* Ensure close and effective collaboration with all key stakeholders and ensure their active participation in all project activities and committees;
* Ensure community participation includes the most vulnerable and marginalized groups;
* Leads needs assessments in target areas to inform program development and implementation utilizing tools developed by the other project sections;
* Supervise the preparation of training plans for field teams, stakeholders or focal points;
* Promote the Project by providing substantive input for stories, articles and other PR activities in consultation with the Public Relations Manager for Central Region Water Board;
* Analyse ongoing experience for lessons learned, best practices, and shares with project management for use in knowledge sharing and planning future strategies;
* Contribute effectively to the regular project reports to submitted to the Project Manager;
* Perform other duties as required.

**Education and Experience**

* Minimum of Bachelor’s degree in Public Administration or Political Science or Social Science or Law or International Relations or Business Administration or Community Development or relevant field.
* Minimum of 5 years relevant experience in public works and/or community mobilization or related area is required.
* Experience in community development, and civic engagement.
* Knowledge of local community development principles, trends, and policies in Malawi.
* Skills in Communication and People Management is required.

**7.ENVIRONMENTAL AND SOCIAL SAFEGUARDS OFFICER (ESSO) CRWB 5 (NON-ESTABLISHED)**

**Purpose**

Prepare, review and mainstream project level Environmental and Social Management Framework (ESMF) and implement site-specific Environmental and Social Management Plan (ESMP). In addition, monitor all required environmental and social mitigation measures, set out in Environment and Social Management Plans (ESMPs) for each project as well as coordinate environmental and social commitments and initiatives with relevant Government Ministries, Department and Agencies (MDAs)

**Duties and Responsibilities**

* Prepare and/or update health, safety, social and environmental management plans, review them on a regular basis and keep them up to date at all times.
* Inspect work sites and the work of personnel on a regular basis to identify issues or non-conformity, and enforce necessary actions where unsafe acts or processes that seem dangerous or unhealthy are detected.
* Record and investigate incidents (including near misses) to determine the cause and to propose improvements to processes in the future.
* Ensure that all Health, Safety and Environment policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.
* Ensure contractors meet their statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting.
* Ensure that safety inspections, risk assessments, working procedures are managed, and contractors and employees are aware of their responsibilities in relation to health and safety issues.
* Mainstream ESMF into project operations and report on its implementation status to various stakeholders.
* Identify the potential environment and social safeguards issues in accordance with the relevant national and international regulation, and other donor safeguard policies and procedures.
* Ensure compliance with ESMP among project team, contractors, consultants and other stakeholders.
* Monitor ESMF implementation across all stages of project implementation.
* Develop safeguards reporting formats and maintaining environmental and social records on established formats.
* Develop procedures and guidelines on Environmental and Safeguard in accordance with safety, health  and environmental principles
* Help contractors to understand and implement the concept of Occupational Health and Safety issues at their working environment
* Assess the potential adverse Environmental and Social impacts with guidelines for how to avoid, minimize or mitigate them
* Carry out relevant social and environmental surveys as well as developing initial Environmental and Social screening systems for CRWB developmental projects
* Support in integration of environmental, social and safety measures into contract documents
* Assess and ensure that compensation is paid to the Project Affected Persons
* Assisting the Project Manager in reporting on status of ESMP implementation

**Qualifications and Experience**

* Bachelor degree or equivalent in Environmental Engineering or Public Health or Environmental Management or Environmental Sciences or Development Economics or related field;
* Must have a minimum of 5 years’ experience with regards to the designing, planning, implementing, supervising and reporting on construction or infrastructure projects;
* Must have experience drafting or reviewing Environmental-Social Impact Assessment/Screening reports including ones for water supply infrastructure projects;
* Experience in implementation of resettlement and livelihood restoration action plan will have an added advantage;
* Proficiency in English and Chichewa, both written and spoken.

**8. PROJECT QUANTITY SURVEYOR CRWB 5 (NON-ESTABLISHED)**

**Purpose**

Prepare cost estimates, valuate works and provide expert guidance related to planning, design and implementation of infrastructure projects.

**Duties and Responsibilities**

* Prepare cost estimates and budgets for construction projects.
* Conduct feasibility studies to determine project viability
* Manage project costs, including labor, materials, and equipment
* Advise Central Region Water Board on cost-saving measures and alternative materials for construction of projects.
* Identify and manage project risks related to changes in project scope.
* Prepare Bill of Quantities or specification documents for tendering purposes.
* Assist in preparation of tender documents and tender evaluation.
* Ensure compliance with construction regulations and safety standards on construction sites.
* Perform risk and value management and cost control;
* Monitor and keep track of project progress and take responsibility for the measurement and valuation of variations in the work during contracts, for agreement of interim payments and the final account.
* Carry out projection of estimated project or development expenditure and anticipated income cash flows.
* Undertake comparative cost studies on the economics of the project during design stage.
* Conduct Life-cycle costing and studies on economics of alternative design.
* Advise Central Region Water Board and the project team on legal matters and disputes related to project implementation.
* Valuate or audit contract claims for arbitrations litigation cases.
* Prepare and submit progress reports to the Project Manager.

**Qualifications and Experience**

* Bachelor’s Degree in Quantity Surveying or Construction Technology or its equivalent.
* 5 years’ experience in taking –off, production of Bills of Quantities and taking measurements of completed works.
* Strong analytical and critical thinking skills.
* Adequate experience of construction estimating and/or finance.
* In-depth knowledge of construction and its principles and guidelines.
* Excellent negotiating skills.
* Good organizational skills.
* Well-developed verbal and written communication skills.

**9. LABOURER - CRWB 12**

* Duties and responsibilities

1. Cleaning the offices and premises
2. Moving items from one office to another
3. Performs any other duties as assigned.

* Qualifications and experience

MSCE plus two years’ experience

If you feel you fully qualify for the position, as per above specifications, please submit your *curriculum vitae* containing details of three (3) traceable referees and a covering application letter in sealed envelope clearly marked the position you are applying for

The submissions of the vacancy applied for, should be made not later than 10th November, 2023 to the:

**The Chief Executive Officer**

**Central Region Water Board**

**Private Bag 59**

**Lilongwe.**