



## VACANCY ANNOUNCEMENT

Applications are invited from suitably qualified candidates to fill the following vacant positions tenable at various establishments of Southern Region Water Board.

### 1. SENIOR FINANCIAL AND REVENUE ACCOUNTANT

Candidates should have a Bachelor of Accountancy/Finance/Business Administration from a recognised institution and professional qualification such as ACCA, CIMA, CA plus at least 4 years practical experience at Accountant level.

Reporting to the Director of Finance, the Senior Financial and Revenue Accountant will provide financial and revenue accounting services. S/he will be responsible for:

Identifying opportunities for process improvement and efficiencies; Providing support and guidance to Accountants; Preparing bank reconciliation statements and relevant control accounts reconciliations; Preparing budgets and investigating of errors and variance analysis; Verifying, allocating posting and reconciliation of the accounts payable and accounts receivable; Producing error-free accounting records and presenting their results; Analysing financial data for preparation of financial records and forecasting budgets; Implementing a system of accounting and financial controls that comply with Public Finance Management policies and standards and financial regulations; Developing and implementing debt and revenue collection strategies for the Board; Maintaining the credit and general ledgers as required by the Board; Maintaining revenue accounting processes in the Board and advising on any deviations and overruns; Developing measures to address cash-flow deficits; Implementing debt collection programmes to ensure that debtors are identified and approached; Maintaining comprehensive financial filing system; Preparing and submitting reports including periodic reports such as monthly, quarterly and annual reports; and Demonstrating outstanding commitment to service delivery programs of the Board by personally identifying and reporting water bursts/leakages to customer care Division of which verifiable repair records shall be tendered to be used as one of the components for assessment during one's performance appraisal time.

The successful candidate shall possess good leadership, interpersonal, communication skills; have practical and theoretical knowledge of various accounting and financial software; should be able to make sound decisions, work independently, keep clean records, solve problems, multitask, and determine revenue treatment for multiple element arrangement and having excellent knowledge and ability to adhere to all Standard Financial Rules and Regulations.

## **2. PROCUREMENT OFFICER**

Candidates should have a Bachelors' Degree in Logistics and Supply Chain Management; plus at least three (3) years' experience.

Reporting to the Procurement Manager, the Procurement Officer will provide procurement services. S/he will be responsible for:

Sourcing procurement quotations in accordance with Government approved procedures and conducting procurement and supplies negotiations with suppliers to achieve both quality and cost effectiveness of procurement; Preparing bid documents, TRFs and RFPs and maintaining their records appropriately; Preparing specifications for commodities, services and contracts in liaison with user Departments and relevant section Heads of the Board prior to producing evaluation reports; Preparing procurement plans and programmes and executing them timely; Preparing procurement reports for management appraisal; Conducting evaluation of bids and procurement surveys with a view to recommend for efficient and cost effective supplies and suppliers; Initiating the preparation of annual Procurement Plans and quarterly/annual procurement reports; Monitoring supplier performance on delivery, quality, price adjustments and conduct of account with the Board; Maintaining sound professional relationship with suppliers and updating approved supplier list; and Demonstrating outstanding commitment to service delivery programs of the Board by personally identifying and reporting water bursts/leakages to customer care Division of which verifiable repair records shall be tendered to be used as one of the components for assessment during one's performance appraisal time.

The successful candidate should be computer literate, able to work under pressure, self-starter and be able to work with minimum supervision, have good interpersonal and negotiation skills, tender drafting skills, ability to evaluate bidders' costs, and conversant with all relevant legislations.

## **3. EXECUTIVE ASSISTANT**

Candidates should have a Diploma from a recognised institution plus Secretarial Studies with shorthand Certificate of 120 words per minute plus at least 5 (five) years practical experience in the relevant field.

Reporting to the Chief Executive Officer (CEO), the Executive Assistant will provide secretarial services. He/she will be responsible for:

Taking dictation, transcribing and composing correspondence for the CEO; Handling telephone calls for the CEO's office; Dealing with all incoming and outgoing email and post to the CEO; Maintaining the CEO's appointment diary, including preparation of relevant papers for meetings and ensuring that papers/files for such meetings are complete and up to date; Arranging appointments and engagements, and assisting in planning the CEO's itinerary; Maintaining office systems including

data management and filing; Facilitating a functional relationship between the CEO and heads of department/division/section; Making and coordinating the CEO's travel arrangements; Indexing the CEO's business correspondence; Organizing the CEO's office refreshments, wall charts, year planners, among others. Controlling stationery and other office materials for the CEO's office; Supplying and providing approved reference materials to stakeholders; and Demonstrating outstanding commitment to service delivery programs of the Board by personally identifying and reporting water bursts/leakages to customer care Division of which verifiable repair records shall be used during performance appraisal.

The successful candidate shall possess excellent strong verbal, electronic and written communication, public relations, attention to detail, problem solving and decision making and exceptional organisation skills; be able to meet deadlines and multitask, be proficient in Microsoft Office Suite and having demonstrated ability to effectively interface with all levels of staff and executives of the Board.

#### **4. ADMINISTRATIVE ASSISTANT**

Candidates should have a Diploma in Secretarial Studies from a recognised institution and Shorthand Certificate of 120 words per minute plus at least 2 years practical experience in the relevant field.

Reporting to the Administrative Executive, the Administrative Assistant will provide secretarial services. S/he will be responsible for:

Taking dictation, transcribing, and composing correspondence for the Director/Manager; Handling telephone calls for the Department/Division; Maintaining the Directors' diary; Arranging appointments and engagements, and assisting in planning the Directors' itinerary; Making and coordinating the Directors' travel arrangements; Indexing the Directors' business correspondence; Participating in preparing, collating, distributing board packs to Board Members and Ex-officials; Participating in the making logistical arrangements for Board Members; Controlling and monitoring utility usage of telephones, consumables/ refreshments, and stationery; Consolidating work progress reports; Welcoming visitors for the Directors' and other staff within the department; and Demonstrating outstanding commitment to service delivery programs of the Board by personally identifying and reporting water bursts/leakages to customer care Division of which verifiable repair records shall be tendered to be used as one of the components for assessment during one's performance appraisal time.

The successful candidate shall be able to work effectively in a team with minimum supervision and shall have excellent written and oral communication, good public relations, and organizational skills. S/he will be a self-starter who is mature and creative.

## **5. PLANT ELECTRICAL TECHNICIAN**

Candidates should have either a Diploma in Electrical Engineering or City and Guilds Advanced Diploma in Electrical and Electronics Engineering from a recognised institution plus at least 2 years' experience.

Reporting to the Zone Manager, the Plant Electrical Technician will ensure that water supply and distribution networks are in good working condition and maintained for continued supply of water in the Zone. S/he will be responsible for:

Examining, repairing and servicing faulty motor or pump sets, boosters and hand tools or other electrical or mechanical equipment in the zone; Ensuring the availability of spare parts in variety and quantities, adequate for ensuring continuous operation of all water systems in the zone; Following up and establishing strategies to ensure maximum safety of generators; and electrical or mechanical water systems and maintenance at zone level; Managing all tasks of electrical or mechanical installation, generators and power maintenance in the zone; Inspecting plant machinery and making recommendations to management for rectification of any anticipated machine failures or faults; Ensuring that rewind motors or other electrical equipment are tested before re-installation; Generating report to management for all maintenance activities; Recording and producing summery reports of equipment status and maintenance checklist, detailing any environmental issues whether related to installation modification; Verifying standards and quality in the installation of new plant machinery or equipment done in the zone by other contractors; Setting up preventative maintenance schedules for all electric installation; and Demonstrating outstanding commitment to service delivery programs of the Board by personally identifying and reporting water bursts/leakages to customer care Division of which verifiable repair records shall be tendered to be used as one of the components for assessment during one's performance appraisal time.

The successful candidate shall have exceptional knowledge of electrical system, and excellent communication, critical thinking, problem-solving, teamwork, creativity and time management skills. S/he will have the ability to perform electrical tests, diagnose and repair electrical problems.

## **6. PLUMBER**

Candidates should possess a minimum of Level Three Tevet Plumbing Certificate plus at least 2 years relevant experience.

Under the general supervision of Scheme Engineer/Scheme Superintendent/Water Supply Supervisor, the Plumber will ensure in-take water plant operations, supply and distribution systems run effectively and efficiently. He/she shall be responsible for :

Supervising Plumbing Assistants and allocating work to them and monitoring their performance; Undertaking routine and planned maintenance works in compliance with standards; installing new connections and geo referencing; Marking frequently bursting pipes within the area using Geographical Information System (GIS) and arrange replacement of the same; Enforcing water board bye-laws; responding to queries on matters related to water supply aspects; Monitoring resource utilization for maintenance works done in the area; implementing meter replacement programs; Preparing daily work reports for management; and Demonstrating outstanding commitment to service delivery programs of the Board by personally identifying and reporting water bursts/leakages to customer care Division of which verifiable repair records shall be tendered to be used as one of the components for assessment during one's performance appraisal time.

The successful candidate should have knowledge in plumbing, communication, numerical and supervisory skills. Those with motor vehicle driving skills and qualification will have an added advantage.

## **7. MANAGEMENT TRAINEE**

This is an excellent opportunity to be part of a successful growing organisation. We are looking for ambitious individuals who are seeking for long-term career to join our team in Operations, Water Quality, Accounting, ICT, and Human Resource and Administration functions.

The candidates should possess a Degree in a relevant field of Engineering, Water Quality Management, Accounting, ICT or Human Resource/Administration or its equivalent from recognized institution with the ability to manage people, organize teams, plan works and keep records. Experience is not essential.

Under the general supervision of the Head of Department/Section/Zone, the successful candidates shall manage, implement and maintain company policies and procedures by adhering to the Board's standard operating procedures that ensure achievement of high performance of the Board.

The successful candidates shall be aged below 30 years; of strong character with leadership skills; able to manage growth and change; ambitious and determined with the ability to be versatile and effective in the working environment; adaptive and creative to meet targets; focused on customer and business needs; able to develop and lead teams and individuals towards common long-term objectives and short-term goals; able to notice opportunities; analytical and detail-oriented problem solver with strategic thinking abilities.

## **8. SCHEME SUPERINTENDENT**

Candidates should have Advanced Diploma in Civil or Electrical or Mechanical Engineering or Plumbing from a recognised institution; plus at least 3 years' experience in water resource management.

Reporting to the Zone Manager, the Scheme Superintendent, coordinate and supervise the implementation and delivery of sub-scheme based programs, activities and services to ensure continued supply of potable water in all water supply areas within the scheme. S/he will be responsible for:

Taking 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; Planning, organizing, directing and guiding scheme operations to ensure the achievement of intended Board objectives and targets; Coordinating the management of water production, distribution of potable water and the collection of revenue in the schemes; Liaising with the Commercial Services Division in monitoring revenue collection exercises in the scheme; Following up on long disconnected accounts; Carrying 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; Monitoring movement of materials for use in the scheme; Implementing scheme infrastructure development programs; Evaluating records of leakages and faults within the scheme, and planning and implementing programs of activities for the reduction of Non-Revenue Water (NRW) or Unaccounted for Water (UFW); Submitting relevant periodic reports to the Scheme Superintendent on the performance and operations of the scheme covering among other areas: Non Revenue Water collection; efficiency; rate of pipe bursts; New Connections; Attending various meetings with stakeholders to represent interests of the Board as required from time to time; and Demonstrating outstanding commitment to service delivery programs of the Board by personally identifying and reporting water bursts/leakages to customer care Division of which verifiable repair records shall be tendered to be used as one of the components for assessment during one's performance appraisal time.

The successful candidate shall have the ability to: collect debt; reduce NRW, communicate effectively; assign and supervise work of subordinates; maintain detailed and accurate records; prepare clear and concise reports; work as a team; and demonstrate approachability and empathy with research and an eye for details skills.

## **CONDITIONS OF EMPLOYMENT**

The Southern Region Water Board offers an attractive package; a contributory pension scheme; and a contributory medical scheme among other benefits.

## **METHOD OF APPLICATION**

Applications with full Curriculum Vitae, contact phones and addresses of three traceable referees must be addressed to:

The Chief Executive Officer  
Southern Region Water Board  
Private Bag 72  
**ZOMBA**

OR submit electronically to [srwboard@srwb.mw](mailto:srwboard@srwb.mw)

The closing date for receiving applications is on **5<sup>th</sup> May, 2023**

*Please indicate on top of the envelope, the position you are applying for.*