



NYAHURURU WATER AND SANITATION COMPANY LTD

P.O BOX 952, NYAHURURU, TEL: 065-2032753/065-2022784/065-2022777

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VACANCY

POSITION:	PAYROLL OFFICER II
JOB REF:	NWSCO/PO/1/2023
JOB GROUP	K
TERMS OF EMPLOYMENT	PERMANENT AND PENSIONABLE
REPORTING TO	HUMAN RESOURCE OFFICER

Nyahururu Water and Sanitation Company Limited, a public water utility company fully owned by the County Government of Laikipia and with a mandate to provide water and sanitation services in Laikipia County is seeking to recruit a self-driven individual for the position of **Payroll Officer II**.

The successful candidate will be responsible for payroll processing and management, as well as implementation of the department's strategies.

JOB DESCRIPTION

- i. Timely payroll processing and management.
- ii. Ensuring proper employee data entry into the Human Resource system.
- iii. Ensuring timely salary bank payments.
- iv. Proper filing of payroll correspondences.
- v. Ensuring all salary deductions are processed and paid on time to respective institutions.
- vi. Ensuring compliance of all regulations pertaining to wages and salaries.
- vii. Ensure confidentiality and safety of documents and data
- viii. Preparing monthly payroll reports.
- ix. Ensure monthly reconciliations of all remittances.
- x. Performing any other duties as may be assigned from time to time.

JOB SPECIFICATION

- Degree in Finance/Accounting, Human Resource or Business related field
- OR**
- CPA-K
- Computer skills
- Work experience in similar or related field will be an added advantage.
- Registrable or Member of any recognized professional body
- High level of Integrity
- Ability to pay attention to details
- Self-driven

- Self-motivated individual and can work under minimum supervision.

TERMS OF EMPLOYMENT

The appointment permanent and pensionable.

APPLICATION INSTRUCTIONS

Interested candidates should forward their hard copy applications together with updated CVs, academic and professional certificates, indicating email, day time telephone contact and other testimonials in a sealed envelope clearly marked the position applied for and the job reference number at the top of the envelope.

The Managing Director
Nyahururu Water and Sanitation Company Limited
P.O. Box 952-20300
NYAHURURU

Detailed information on the positions can be found the company's website: www.nyahuwasco.co.ke

Applicants are encouraged to apply through post office, courier or hand deliver and send a soft copy of the same to recruitment@nyahuwasco.co.ke

NB: Only shortlisted candidates will be contacted and canvassing in any way will lead to automatic disqualification

CLOSING DATE: Monday, 20th May 2024 at 4.00p.m