

## KIBWEZI - MAKINDU WATER AND SANITATION COMPANY LIMITED



DC's office compound

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### INTERNSHIP OPPORTUNITIES (1-YEAR PROGRAM)

Kibwezi Makindu water and Sanitation Company Limited is a leading water services provider in Makueni County Government, committed to excellence in service delivery. We invite applications from qualified and motivated graduates for a **one-year internship program** in the following departments:

#### 1. Human Resource Department

##### Minimum Qualifications:

- ♦ Bachelor's degree in Human Resource Management, Business Administration, or a related field
- ♦ Computer literacy (MS Office)
- ♦ Member/Student of IHRM is an added advantage

##### Key Duties:

- ♦ Assisting in recruitment, onboarding, and induction
- ♦ Maintaining and updating HR records and files
- ♦ Supporting employee relations, performance management, and welfare activities

#### 2. Audit Department

##### Minimum Qualifications:

- ♦ Bachelor's degree in Finance, Accounting, Auditing, or a related field
- ♦ CPA Section II or higher (added advantage)
- ♦ Strong analytical and report-writing skills

##### Key Duties:

- ♦ Assisting in internal audit reviews and compliance checks
- ♦ Supporting risk assessment exercises
- ♦ Documenting audit findings and preparing audit reports

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### **3. Procurement Department**

#### **Minimum Qualifications:**

- ♦ Bachelor's degree in Procurement, Supply Chain Management, or related field
- ♦ Membership/Student registration with KISM is an added advantage
- ♦ Knowledge of procurement processes and public procurement regulations

#### **Key Duties:**

- ♦ Assisting in procurement planning and documentation
- ♦ Maintaining supplier and procurement records
- ♦ Supporting tendering and contract management processes

### **4. ICT Department**

#### **Minimum Qualifications:**

- ♦ Bachelor's degree in Information Technology, Computer Science, or related field
- ♦ Completed a degree in GIS, Geography, or a related field
- ♦ Certification in ICT-related courses is an added advantage

#### **Key Duties:**

- ♦ Offering user support and troubleshooting
- ♦ Assisting in system updates, software installation, and database support
- ♦ Supporting network maintenance and ICT documentation

#### **General Requirements (All Applicants)**

- ♦ Must be a **Kenyan graduate** from a recognized institution (graduated within the last 3 years)
- ♦ Strong communication, interpersonal, and problem-solving skills
- ♦ Attach a cover letter, updated CV, copies of academic certificates, transcripts, and national ID

#### **Application Procedure**

Submit your application to **Managing Director. Box 104 - 90137 KIBWEZI**,  
**Email address – [kibwezi.mtitowaco@yahoo.com](mailto:kibwezi.mtitowaco@yahoo.com) or [info@kibmawasco.com](mailto:info@kibmawasco.com)**  
clearly indicating **the department applied for** on the subject line .

**Application Deadline - 11<sup>TH</sup> DECEMBER 2025.**

