

KIBWEZI - MAKINDU WATER AND SANITATION COMPANY LIMITED



DC's office compound
P.O. BOX 104 – 90137 KIBWEZI
Tel: 0711697087
Email: kibwezi_mtitowaco@yahoo.com

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

KIBWEZI-MAKINDU WATER
AND SANITATION CO. LTD.
P. O. Box 104 - 90137
KIBWEZI

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** or **info@kibmawasco.com** clearly indicating **the department applied for** on the subject line .

Application Deadline - 11TH DECEMBER 2025.

