



Kigali on **14 MAY 2026**

N° 11.07.025/~~0609~~/26/CEO/HRM

JOB ADVERTISEMENT

Water and Sanitation Corporation Group Limited (WASAC Group Ltd), through its subsidiary WASAC Utility Limited and WASAC Development, intends to recruit competent and enthusiastic professionals for the position outlined below to support the effective delivery of its mandate.

No	POSITIONS	NUMBER REQUIRED
1	Water Treatment Engineers (Water Production and Quality)	28
2	Maintenance Engineers for WTPs (Mechanical/Electrical)	7
3	Water Maintenance and Network Extension Engineers	7
4	Zoning and Mapping Engineer	2
5	Water Treatment Engineers (Chemistry and Microbiologist)	3
6	Water Resources and Environmental Engineer	2
7	Water Production and Chemical Engineer	2
8	Staff Compensation & Benefits Specialist	1
9	Recruitment & Training Specialist	2
10	Performance Management Specialist	1
11	Human Resources Planning Specialist	1
12	Sanitation Director at WASAC Development Ltd	1
TOTAL		57

1. WATER TREATMENT ENGINEERS: 28 VACANCIES

Location: Different location country wide depending on the Water Treatment Plant

Reports to: The Head of WTP

Nature of Contract: Open ended

Key Duties and Responsibilities

1. Plan, operate, and supervise daily water production activities
2. Ensure continuous and adequate supply of treated water
3. Monitor system performance including intake, treatment, and distribution processes
4. Conduct routine physical, chemical, and microbiological testing of water
5. Ensure treated water meets national and international quality standards (e.g., WHO guidelines)

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6. Monitor parameters such as pH, turbidity, residual chlorine, and microbial counts
7. Implement corrective actions when water quality deviates from standards
8. Improve operational efficiency and reduce chemical and energy consumption
9. Introduce process improvements and new technologies where necessary
10. Investigate contamination incidents and implement preventive measures
11. Maintain accurate records of production volumes and water quality results
12. Prepare daily, weekly, and monthly performance reports
13. Coordinate maintenance of treatment equipment and laboratory instruments
14. Ensure proper functioning of dosing systems, filters, and disinfection units
15. Ensure safe handling and storage of treatment chemicals
16. Enforce workplace health and safety procedures
17. Perform any other duties as assigned by the Head of WTP;

Minimum Requirements

- Bachelor's degree in Water Resources Engineering, Chemical Engineering, Environmental Engineering, Microbiology, Environmental Chemistry, Environmental Microbiology, Biology, Public health Sciences, Biological Science (Microbiology option) or a related field.
- A minimum experience of 3 years in water treatment plant operations, water quality monitoring, and treatment process optimization.
- Relevant Knowledge on regulatory standards and water quality compliance requirements.
- Familiarity with laboratory testing procedures and reporting systems.

2. MAINTENANCE ENGINEERS FOR WTPs (MECHANICAL/ELECTRICAL): 7 VACANCIES.

Location: At Water Treatment Plant, Different location country wide depending on the plant location

Reports to: The Head of WTP

Nature of Contract: Open ended

Key Duties and Responsibilities

1. Plan and perform preventive and corrective maintenance on mechanical and electrical equipment
2. Maintain pumps, motors, valves, pipelines, compressors, and generators
3. Monitor and maintain service electrical systems including control panels, transformers, and wiring
4. Ensure minimal downtime and continuous plant operation
5. Support automation systems and maintain rotating equipment (pumps, blowers, mixers)
6. Ensure proper operation of filtration and sludge handling equipment
7. Develop and implement maintenance schedules

8. Diagnose mechanical and electrical faults and recommend upgrades or replacement of aging equipment
9. Coordinate with operations teams to minimize process disruptions
10. Coordinate procurement of parts and equipment
11. Ensure all maintenance activities comply with safety standards and regulations
12. Support environmental and operational compliance
13. Supervise technicians and maintenance staff and work closely with operations and water quality teams Perform any other duties as assigned by the SPIU Coordinator;

Minimum Requirements

1. Bachelor's degree or Diploma in Mechanical or Electrical Engineering.
2. A minimum experience of 3 years in maintenance of pumps, motors, generators, control panels, and distribution systems.
3. Relevant background in preventive and corrective maintenance planning.
4. Ability to troubleshoot mechanical and electrical faults in water infrastructure systems.

3. WATER MAINTENANCE AND NETWORK EXTENSION ENGINEERS: 7 VACANCIES

Location: At Wasac Branch, Different location country wide depending on the Branch location

Reports to: The Head of branch

Nature of Contract: open ended

Key Duties and Responsibilities

1. Conducts technical analyses to optimize water storage infrastructure.
2. Ensure water storage projects comply with environmental regulations and sustainability goals.
3. Works with various stakeholders to align project goals with community needs.
4. Monitors changes in legislation and guidelines to maintain compliance in operations of storage facilities.
5. Develop maintenance plans for water supply infrastructure to guarantee longevity.
6. Communicates project details and technical information to customers and colleagues.
7. Contribute to the NRW reduction by managing efficiently water supply from the plant to the end users.
8. Ensure quality of materials used in water distribution and new connections.
9. Reduce time for intervention in case of faulty water distribution or water leakage.
10. Perform any other duties that may be assigned by the supervisor.

Minimum Requirements

1. Bachelor's degree or Diploma in water engineering, Civil



- Engineering or Environmental Engineering, Mechanical Engineering
2. A minimum 3 years of professional experience for Bachelor's degree or 4 years of professional experience for Advanced Diploma in the fields mentioned above.
 3. Relevant knowledge in Computer for reporting purposes and a background in preventive and corrective maintenance planning.

4. ZONING AND MAPPING ENGINEER: 2 VACANCIES

Location: Head Quarter

Reports to: Water Distribution and Network Manager

Nature of Contract: Open ended

Key Duties and Responsibilities

1. Leads the collection and analysis of geospatial data for water distribution networks.
2. Manages the GIS database, ensures data integrity, and integrates GIS with other utility data systems.
3. Assesses land use changes and their impact and uses geospatial analysis and modelling to support strategic planning and operational decisions.
4. Creates maps and spatial analyses for zoning and network management and develops custom GIS tools and applications.
5. conducts field surveys and collects data to verify and update geospatial information.
6. Collaborates with other specialists, provides technical guidance and training to staff, and supports emergency response with timely geospatial information.
7. Produces detailed network diagrams, schematics, and 3D models based on engineering specifications.
8. Ensures all CAD drawings are accurate and consistently updated to reflect the actual physical network.
9. Maintains a library of standard design elements and helps standardize drawing practices for clarity and efficiency.
10. Works closely with engineers to create designs and liaises with GIS staff to ensure consistency between drawings and maps. Provides technical support and training for CAD software.
11. Perform any other duties as assigned by the supervisor.

Minimum Requirements

1. Bachelor's degree in urban planning, Spatial Planning, Geography, Geodetic, Environmental management Science, Geographic Information Systems (GIS), Surveying and Geomatics or any other related fields
2. A minimum 3 years of professional experience in the fields mentioned above.



3. Relevant knowledge in Computer for reporting purposes and a background in preventive and corrective maintenance planning.

5. WATER TREATMENT ENGINEERS (CHEMISTRY AND MICROBIOLOGIST): 3 VACANCIES

Location: Head Quarter

Reports to: Head of Laboratory.

Nature of Contract: Open Ended Contract

Key Duties and Responsibilities

1. Conduct physical and chemical analysis of water (pH, turbidity, hardness, alkalinity, dissolved solids,)
2. Perform routine testing for microorganisms (e.g., bacteria, viruses, protozoa)
3. Monitor microbial activity in treatment and distribution systems and investigate contamination events and implement corrective actions
4. Operate and maintain water and wastewater treatment systems
5. Troubleshoot operational issues related to chemical imbalance or microbial contamination
6. Improve efficiency while minimizing chemical use and operational costs
7. Ensure compliance with local and international water quality standards (e.g., WHO guidelines)
8. Maintain accurate laboratory and operational records and supervise and guide the Analysts/the technical officers working in the Unit
9. Prepare technical reports and regulatory documentation and conduct audits and inspections of treatment facilities
10. Support environmental sustainability initiatives and assess risks related to waterborne diseases
11. Design and execute experiments, analyze data and interpret results in order to drive innovation and problem-solving
12. Monitor and maintain laboratory equipment and ensure compliance with WASAC Utility safety protocols
8. Ensure that all controlled quality procedures, test methods and documents are kept confidential and access to the laboratory remains restricted at all times
9. Collaborate with cross-functional teams to ensure seamless integration of chemical processes into product development
10. Stay abreast with latest advancements in chemical and microbiology technologies and contribute to the development of intellectual property
11. Ensure that good quality reagents and biological media are used for analysis
12. Perform any other duties as assigned by the head of central lab.



Minimum Requirements

1. Bachelor's degree in Chemistry, Environmental Chemistry, Environmental Sciences, Environmental Microbiology, Biology, Public health Science, Biological Science (Microbiology option), Chemical Engineering or a related field.
2. A minimum experience of 3 years as in related field
3. Knowledge of regulatory standards and water quality compliance requirements.
4. Familiarity with laboratory testing procedures and reporting systems.

6. WATER RESOURCES AND ENVIRONMENTAL ENGINEER: 2 VACANCIES

Location: Head Quarter

Reports to: Manager of Water Production.

Nature of Contract: Open Ended Contract

Key Duties and Responsibilities

1. Assess and manage water sources (surface water, groundwater, ...)
2. Develop sustainable water abstraction plans
3. Monitor catchment areas and watershed protection measures
4. Conduct and review Environmental Impact Assessments (EIA)
5. Ensure compliance with environmental laws, standards, and permits
6. Monitor effluent discharge and pollution control
7. Implement environmental mitigation and monitoring plans
8. Establish and oversee water quality monitoring programs
9. Ensure compliance with drinking water standards (e.g., WHO, national standards)
10. Supervise laboratory testing and interpretation of results
11. Investigate and respond to water quality incidents
12. Provide technical support for operation of water treatment plants (WTPs) and wastewater treatment plants (WWTPs)
13. Liaise with regulatory authorities and environmental agencies
14. Prepare and submit compliance reports
15. Engage with communities on water and sanitation issues
16. Support public awareness on water conservation and hygiene
17. Design water supply systems (intakes, treatment plants, reservoirs, pipelines)
18. Design sanitation systems (sewer networks, wastewater treatment plants, sludge management systems)
19. Integrate climate change adaptation strategies into water systems

Minimum Requirements

1. Bachelor's degree in Chemistry, Environmental Chemistry, Environmental Sciences, Environmental Microbiology, Biology, Public health Science, Biological Science (Microbiology option), Chemical Engineering, Water Resources Engineering, Environmental Engineering or a related field.



2. A minimum experience of 2 years as in related field
3. Knowledge of regulatory standards, national water and environmental regulations.
4. Knowledge of occupational health and safety practices and environmental protection principles.

7. WATER PRODUCTION AND CHEMICAL ENGINEER: 2 VACANCIES

Location: Head Quarter

Reports to: Manager of Water Production.

Nature of Contract: Open Ended Contract

Key Duties and Responsibilities

1. Plan and supervise daily water production operations in water treatment plants
2. Ensure continuous supply of adequate and safe drinking water
3. Monitor plant performance (flow rates, production volumes, downtime)
4. Optimize plant capacity utilization
5. Determine and optimize chemical dosing
6. Monitor chemical consumption and cost efficiency
7. Ensure proper storage, handling, and safety of chemicals
8. Ensure treated water meets drinking water standards (e.g., WHO, national standards)
9. Supervise routine laboratory analysis and sampling programs
10. Analyze operational data to improve efficiency and performance
11. Implement process improvements to reduce: Chemical usage and sludge production
12. Ensure safe handling and use of hazardous chemicals (e.g., chlorine)
13. Enforce occupational health and safety procedures
14. Manage risks related to chemical storage and dosing systems

Minimum Requirements

1. Bachelor's degree in Chemistry, Environmental Chemistry, Environmental Sciences, Chemical Engineering, Water Resources Engineering, Environmental Engineering or a related field.
2. A minimum experience of 2 years as in related field
3. Strong knowledge of Water treatment processes (coagulation, flocculation, sedimentation, filtration, disinfection), chemical handling and dosing systems and process control and optimization.

8. RECRUITMENT & TRAINING SPECIALIST: 2 Vacancies:

Department/Division: Human Resources Management

Location: Headquarter

Reports to: Manager, Human Resources and Performance

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PURPOSE OF THE JOB:

This position is responsible for supporting the talent management and Training team to carry out an effective recruitment plan to ensure that WASAC Utility is utilizing the best avenues to attract and retain top talent. The role involves strategically identifying, attracting, developing, and retaining highly skilled and valuable employees in WASAC

MAIN RESPONSIBILITIES

1. Support the talent management team to administer the recruitment and selection process;
2. Develop and implement strategies, policies, and programs that align with WASAC objectives and support talent acquisition, retention, and development;
3. Undertake the preparation of employment records and ensure safe keeping of recruitment files according to retention schedule;
4. Assist the employee performance management process which includes setting goals performing evaluations providing individual feedback, and coaching them as needed;
5. Collect and coordinate aggregate data in collaboration with the recruiter for the talent pipeline and analyze data to develop insights through data analysis to develop deliberate action plans at the appropriate levels;
6. Promote training and development programs to enhance the skills and capabilities of the workforce, including leadership development programs to identify and develop high-potential employees for future leadership roles;
7. Collaborate with internal customers to develop functional course materials for their development and gather feedback to improve the process;
8. Recommend and design succession planning strategies to ensure a pipeline of qualified internal candidates for critical roles;
9. Analyze talent data to identify trends, gaps, and opportunities for improvement;
10. Evaluate the competency framework for the different roles and management levels to clearly determine the core skills that need to be developed and strengthened;
11. Develop engaging and effective learning materials including eLearning modules instructor-led training, virtual sessions and multimedia presentations to ensure training content is structured, interactive, and caters to diverse learning styles;
12. Facilitate training sessions and workshop either in-person or virtually, ensuring an engaging and impactful learning experience for participants;
13. Adapt delivery methods and content based on the audience, training objective and feedback to maximize training effectiveness;
14. Establish metrics and evaluation methods to assess the impact and effectiveness of training programs;
15. Prepare the training and recruitment budget and monitor monthly expenditure reports;
16. Perform other related duties as requested by your supervisor.



REQUIRED QUALIFICATION, KNOWLEDGE AND EXPERIENCE

Academic and Professional Qualifications

1. Master's degree in Business Administration, Psychology, Sociology, Human Resource Management, with at least two years' work experience in Human Resources Management in a similar organization or busy function.
OR
2. Bachelor's Degree in Business Administration, Psychology, Sociology, Human Resource Management, with at least three years' work experience in Human Resources Management in a similar organization or busy function.
3. Relevant professional qualification as applicable to the role is an added advantage.

9. PERFORMANCE MANAGEMENT SPECIALIST (1)

JOB INFORMATION

Department/Division: Human Resources Management Department

Location: Headquarters

Reports to: Manager, Human Resources and Performance Management

PURPOSE OF THE JOB

This position is responsible for creating a systematic process to help employees align their goals with company expectations. The incumbent will be responsible for coordinating the end-to-end performance management process in the organization.

MAIN RESPONSIBILITIES

1. Support in the development of the strategic and operational plan for the system of performance appraisal, training and career development;
2. Create realistic and measurable performance and (KPIs) for each function within the organization;
3. Schedule performance reviews both regular, short meetings and annual performance reviews evaluating the key performance indicators against the employee's performance;
4. Communicate with the team for alignment on performance expectations create systems for the employees to proactively monitor their performance against their goals and gather feedback from managers and peers for a fair evaluation;
5. Coordinate with the training and professional development team to implement the training and development plan and programs;
6. Research best practices in human performance and collaborate with the recruitment team to develop and retain talent retention plans;
7. Create reports for management and submit within the designated timelines;

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8. Assist and work on building methodology applied by the team to evaluate the methods of work and the result to monitor its excellence and innovation in the completion of the intended work;
9. In collaboration with the Head Human Resources and Group Compensation and Benefits team, implement the incentive system for all employees by reviewing the performance objectives of each employee and comparing performance with the performance criteria targeted in the KPIs to raise performance and motivate employees;
10. Perform other related duties as required by your supervisor.

REQUIRED QUALIFICATION, KNOWLEDGE AND EXPERIENCE

Academic and Professional Qualifications

1. Master's degree in Business Administration, Psychology, Sociology, Human Resource Management, with at least two years' work experience in Human Resources Management in a similar organization or busy function.

OR

2. Bachelor's Degree in Business Administration, Psychology, Sociology, Human Resource Management, with at least three years' work experience in Human Resources Management in a similar organization or busy function.
3. Relevant professional qualification as applicable to the role is an added advantage.

10. STAFF COMPENSATION & BENEFITS SPECIALIST (1)

JOB INFORMATION

Department/Division: Human Resources Management

Location: Headquarters

Reports to: Manager, Human Resources and Performance Management

PURPOSE OF THE JOB

This position is responsible for maintaining the payroll systems and processing paychecks according to schedule and in the correct amount.

MAIN RESPONSIBILITIES

1. Collect timesheet data and payroll information;
2. Insert data into payroll and administrative databases and software programs;
3. Calculate wages, benefits, tax deductions, commissions etc.;
4. Maintain accurate records of payroll documentation and transactions;
5. Prepare and distribute income statements to all the staff as needed and in good time;
6. Respond to payroll-related inquiries and resolve concerns;

7. Perform account balance and payroll reconciliations;
8. Prepare payroll reports for accounting and auditing purposes;
9. Prepare periodic payroll reports for review by management;
10. Prepare and ensure that all related employee benefits are paid as per the laws and policy;
11. Ensure compliance with tax laws and payroll regulations;
12. Perform other related duties as requested by your supervisor.

REQUIRED QUALIFICATION, KNOWLEDGE AND EXPERIENCE

Academic and Professional Qualifications

1. Master's degree in Business Administration, Commerce, Accounting, Finance, Data Science, Management Information System and Bookkeeping with at least two years' work experience in Human Resources Management in a similar organization or busy function.
OR
2. Bachelor's Degree in Business Administration, Commerce, Accounting, Finance, Data Science, Management Information System and Bookkeeping with at least 4 years work experience in Human Resources Management in a similar organization or busy function.
3. Relevant professional qualification as applicable to the role.

11. HUMAN RESOURCES PLANNING SPECIALIST (1)

JOB INFORMATION

Department/Division: Human Resources Management

Location: Headquarters

Reports to: Manager, Human Resources and Performance Management

PURPOSE OF THE JOB

To support effective workforce planning by analyzing staffing needs, providing data-driven insights, and ensuring alignment of human resources with organizational goals while maintaining compliance with policies and regulations.

MAIN RESPONSIBILITIES

1. Analyze current workforce capacity, including staff numbers, skills, and demographics, to establish a clear baseline for planning;
2. Forecast future staffing needs based on organizational strategy, growth plans, and operational demands;
3. Identify workforce gaps (shortages or surpluses) and recommend appropriate, data-driven solutions;



4. Develop and implement short-term and long-term staffing plans aligned with business objectives;
5. Participate in job analysis, job evaluation, and development of accurate job descriptions;
6. Ensure roles are aligned with organizational goals and eliminate duplication or inefficiencies in job functions;
7. Develop strategies to address critical skill shortages through targeted workforce initiatives;
8. Conduct impact analysis of organizational changes on workforce structure and capacity;
9. Collaborate with recruitment, training, and performance management teams to ensure integrated workforce planning;
10. Analyze workforce data (headcount, turnover, absenteeism, performance, and recruitment metrics) to identify trends and inform decision-making;
11. Develop, maintain, and continuously improve HR reports, dashboards, and analytics methodologies to ensure accuracy, quality, and relevance;
12. Generate periodic HR reports (weekly, monthly, quarterly) and provide actionable insights to management;
13. Support workforce planning and decision-making through data-driven insights on staffing levels and future needs;
14. Support manpower budgeting processes, including staff and recruitment cost projections;
15. Contribute to the development and implementation of HR policies related to workforce planning and staffing;
16. Ensure compliance with labor laws, regulations, and organizational policies in all workforce planning activities.

REQUIRED QUALIFICATION

Academic and Professional Qualifications

1. Master's degree in Business Administration, Psychology, Sociology, Human Resource Management, Data Science, with at least two years' work experience in Human Resources Management in a similar organization or busy function.
OR
Bachelor's Degree in Business Administration, Psychology, Sociology, Human Resource Management, with at least 4 years work experience in Human Resources Management in a similar organization or busy function.
2. Relevant professional qualification as applicable to the role is an added advantage.

12. DIRECTOR OF SANITATION :1 VACANCY

Location: Headquarters

Reports to: Managing Director, WASAC Development

Nature of Contract: Open Ended Contract

MAIN RESPONSIBILITIES

1. Lead the development and implementation of sanitation project goals, objectives, policies and procedures
2. Coordinate the implementation of government policy on sustainable sanitation infrastructure development
3. Guide and facilitate the development and review of sanitation infrastructure policies, and related issues
4. Ensure the sanitation infrastructure team understands the framework of the project, including goals, strategies, and performance measures to key team members and field personnel
5. Manage, direct and organize single project activities that involve other stakeholders, including but not limited to securing and maintaining funding sufficient to implement the project
6. Advise the WASAC Development MD and management regarding policy development and implementation relative to achieving WASAC Development's mission
7. Oversee the end-to-end processes from initial planning, feasibility studies and funding proposals, negotiation for funding and execution, contracting, monitoring and evaluation of sanitation infrastructure projects
8. Manage (approve and/or accept) technical reports, designs and the completion of projects
9. Oversee process to ensure environmental compliance of sanitation infrastructure intervention, developing environmental mitigation and monitoring plans
10. Support coordination and cooperation efforts with sub-contractors and local institutional partners and stakeholders affected by the sanitation projects
11. Supervise interventions, provide technical assistance, and align or tailor programming in design, bidding package preparation, and construction management for sanitation infrastructure development
12. Ensure all fiscal and legal requirements are met at all designated sites and that all corporate policies are understood and implemented
13. Communicate with key stakeholders at regional, national and district levels and establish and maintain relationships with key stakeholders
14. Lead in the preparation of complex technical and administrative reports and documents to management, board and relevant stakeholders

15. Provide leadership, supervision, and direction to ensure high quality standards of all deliverables and work products, offering necessary training as is necessary
16. Establish and maintain effective working relationships with internal and external stakeholders to promote WASAC Group's image
17. Cultivate a working environment that promotes teamwork, collaboration, and transparency among work units/departments and across WASAC Group.
18. Perform any other duties that may be assigned by the CEO of WASAC Group or Managing Director, WASAC Development.

REQUIRED QUALIFICATION KNOWLEDGE AND EXPERIENCE

Academic and Professional Qualifications

1. Master's degree in Civil Engineering, Sanitary Engineering, Environmental Engineering with at least 10 years' relevant work experience, 3 of which should have been in a managerial role for Manager in a similar organization or busy function

OR

1. Bachelor's degree in Civil Engineering, Environmental Engineering, Public Health, with at least 12 years' relevant work experience, 3 of which should have been in a managerial role WASH Training Certificate
2. Registered as a Professional Engineer by Institution of Engineers Rwanda.

Documents to be submitted

- Job application letter
- C.V of the candidate
- Copy of Degree (s);
- Copy of ID
- A copy of service certificate (s) as proof of related work experience is a MUST.

How to apply

Interested candidates are required to submit their application through the consulting firm contracted to conduct this recruitment on behalf of WASAC Group Ltd via the following link: <https://rightseat.rw/careers/> not later than 04 / 06 / 2026 at 5:00pm.

Only selected candidates will be contacted.

Done at Kigali on, May 8th, 2026


Dr. Asaph KABAASHA
Chief Executive Officer-WASAC Group Ltd

