



# Bible Translation & Literacy E.A

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## OPPORTUNITY TO SERVE

BTL is a Christian faith-based organization involved in Language Development, Bible Translation, Literacy, and Community Development among small language groups in Kenya and beyond. We seek to recruit a highly motivated born-again Christian of good standing to fill the position below. The candidate must be a team player, proactive, innovative, and a person of integrity.

### WATER PROCESSING OFFICER

This position is responsible for operating a water processing and bottling plant as well as marketing and distributing the final product

#### Key Responsibilities:

- Oversee all the operations of the Water Plant.
- Perform water quality sampling, testing, and analysis to ensure compliance with the required standards.
- Ensure the highest standards of cleanliness and safety are observed at the plant.
- Observe all necessary quality controls.
- Run the processing and bottling plant on a day-to-day basis.
- Monitor the equipment to ensure timely maintenance procedures are observed.
- Monitor stock levels, do periodic stock takes and reports.
- Ensure customer orders are met in a timely way.
- Publicize and market the bottled water.

#### Qualifications:

- A minimum of a degree from a recognized institution in a discipline relating to water treatment and processing.
- At least three years of experience in water processing and equipment maintenance at a water Plant.
- Excellent people management skills and ability to work under minimum supervision.
- Good planning and organization skills.
- Valid food handlers' certificate.
- Good networking skills and experience in sales & marketing.
- Good communication and report-writing skills.
- Driving skills.

Applications **clearly indicating the position applied for in the subject line**, along with a detailed CV, copies of certifications, and three referees (Professional, Social, and Church), as well as the phone number (s) for both applicant and the referees, should be **emailed** to the below address by **Sunday 5<sup>th</sup> May 2024**.

**Human Resources Manager**  
**Email: [careers@btlkenya.org](mailto:careers@btlkenya.org)**

*Only short-listed candidates will be contacted.*