

ANNEX 7.2:

STAFFING REQUIREMENTS OF A NEW PUC



Position	Education	Tasks	Status: Existing/ New	No	Job Description position
Management					
General Manager	Academic	General management, external relations	N	1	
Technical Manager	Academic	Technical management, Deputy to the GM, planning of technical development and investments	E	1	35
Head of Legal-Administrative Department	Academic	Legal compliance, support staff management	E	1	59
Head of Financial-Commercial Department	Academic	Accounting , planning, budgeting and customer relations	E	1	75
Head of Water Supply Department	Academic/ College (civil/sanitary engineer)	Operational planning, organisation, control, preparation of designs and tender documentation	N	1	
Head of Wastewater Department	Academic/ College (civil/sanitary engineer)	Operational planning, organisation, control, preparation of designs and tender documentation	E	1	49A
1. Water Supply Department					
1.1 Unit supervisor water treatment and distribution	Academic	Procurement, ensures continuous equipment functioning	E	1	39
Foreman	College	Staff supervision, implementation of safety measures	E	1	39A
Technicians	High school or equivalent	Operations of wells, pumps, laboratory tests	E	14	40, 42, 41, 45
Support services	Unschoolled	Manual operations	E	1	46
1.2 Unit Supervisor metering and water supply network Maintenance	High school	Operational planning, quality control, urgent measures, maintenance planning, safety measures	E	1	44
Technicians	High school	Repair of pipe breaks, water meters, and pumps.	E	12	37,38,43, 45, 48, 47,49
Support services	Unschoolled		E	6	46

Position	Education	Tasks	Status: Existin g/New	No	Job Description position
2. Waste Water Department					
2.1 Unit Supervisor Sewage Pumps and WW network maintenance	Academic/College (Mechanical engineer, Technologist)	Organising WW network maintenance, larger network repairs, procurement, preventive maintenance planning	N	1	
Foreman	High school	WW blockages, pumps maintenance, planning connections staff supervision	E	1	50
Technicians	High school	Blockages, pumps maintenance	E	12	37, 51, 52, 53, 41, 45
Technicians	High school	Required for the new 7 FCS	N	5	
Support services	Unschool		E	1	46
2.2 Unit supervisor WWTP operations	Academic/College, (Chem. Eng)	WWTP and laboratory operations planning and control	N	1	
Technicians	High school	Laboratory, WWTP operation and maintenance	N	7	
Support services	Unschool	Handyman	N	2	
3. Legal-Administrative Department					
IT Expert	Academic/College	Database/IT network maintenance	N	1	
HR Assistant	College/High school	Registration of employees, keeping personnel files	N	1	
Safety measures, environmental protection Assistant	College	Monitoring and reporting on environmental protection, safety at work, preventive planning electro-equipment maintenance	N	1	
Administrative assistant	High school	Secretary, general administration	E	1	63
Security	Unschool	Safety guards	E	3	67
Cleaning	Unschool	House keeping, cleaning	E	2	69
Driver	High school	B category	N	1	

Position	Education	Tasks	Status: Existing/ New	No	Job Description position
4. Financial-Commercial Department					
Planner	Academic	Reporting to the MIS, analysis of technical and financial data, planning, tariff setting	E	1	74
Accountant	College/Hig h school	Billing, collection, payroll preparation	E	2	77,83
Complaints/infor mation officer	High school	Customer complaints, info-desk	E	1	86
Billing/collection officers	High school	Billing and collection	N	4	
Total number of new staff				26	
Total number of existing staff				64	
Total				90	