

VACANCY ANNOUNCEMENT

Email Subject Title: Site Admin (Water Project) X 1 position

Reports to: Site Agent

Duty Station : Sindo, Homa Bay County

Company Overview

Riang International Group Limited (<https://riangintl.com/>) is a Kenyan-based company delivering expert solutions in water infrastructure engineering, agricultural engineering and civil engineering. Since 2011, they have built a strong reputation for executing water and sanitation projects, irrigation systems, boreholes, buildings, and infrastructure works with precision and integrity. Backed by a skilled team and a commitment to quality, Riang offers knowledge-driven services that meet today's construction challenge.

Job Summary

Riang is undertaking several *water infrastructure construction projects (WICP)* for the various institutions within the Ministry of Water, Sanitation and Irrigation. The responsibility of the Site Accounts & Admin will be to provide site-level coordination and accountability of accounting, administrative, HR, logistics and security to ensure compliant, efficient and auditable site operations. Maintain site accounts and petty cash, manage site admin staff and welfare, coordinate logistics and security, support IMS/ISO audit readiness and enable the site team to deliver safely, on time and within budget.

The Site Accounts & Administration supervises site administrative staff.

Qualifications and Experience

- Diploma in Business Administration/Studies, Accounting from recognized institution of learning.
- Must Have attained CPA Part II with a Valid Associate Membership
- Qualifications in HR and/or Supply Chain will be a definite added advantage
- 5–7 years' experience in site accounts and administration including managing site staff and supporting logistics in construction or water infrastructure remote sites.
- Experience with payroll inputs, petty cash control, stores administration and site security coordination.
- Proficient with MS Office, accounting software and mobile reporting tools.,
- Knowledge of site stores procedures, GRN processes and basic payroll systems.

Suitable candidates should email their **Cover Letter & CV Only** to info@riangintl.com (RIANG INTL)

Email Subject Title: Site Admin – Sindo

Deadline: Tuesday, 29th September 2026 @ 5pm

CVs will be reviewed on a rolling basis. Only suitable candidates will be contacted