

TANA WATER WORKS DEVELOPMENT AGENCY

VACANCIES FOR INTERNSHIP

Tana Water Works Development Agency (TWWDA) was established as a State Corporation under the Water Act 2016, as one of the newly created institutions in the reformed water sector under the Ministry of Water and Sanitation. TWWDA is one of the eight (8) Water Works Development Agencies within the country. TWWDA covers five (5) counties of Nyeri, Kirinyaga, Embu, Tharaka-Nithi and Meru.

The Agency seeks to engage highly motivated Kenyans to undertake internship for a period of twelve (12) months commencing 1st October, 2019.

Internship Positions

Six (6) Internship Opportunities

1. Engineer Interns (Four Positions)

Duties and responsibilities entail: -

- a) Assist in designing and developing appropriate and cost effective models for water and sanitation infrastructure;
- b) Assist in technical planning and design of water and sanitation infrastructure; and
- c) Assist in preparing of technical specifications and project tender documents.
- d) Assist in coordinating digitization of drawings and management of plans, records, storage and retrieval.
- e) Assist in preparing bill of quantities and detailing of civil works drawings for water and sanitation infrastructure
- f) Assist in carrying out periodic assessment of water and sewerage infrastructure
- g) Assist in monitoring performance of existing water and sanitation infrastructure;

Minimum Requirements

- a) Bachelors Degree/Diploma in any of the following:- Water Engineering, Environmental Science, Civil Engineering, Structural Engineering, Geography or equivalent qualification from a recognized institution
- b) Certificate in computer applications from recognized institution

2. Human Resource and Administration Intern (One Position)

Duties and responsibilities entail assisting in:-

- i. Ensuring Compliance with administrative services policies and procedures;

- ii. Identifying office accommodation for staff and vehicle parking;
- iii. Ensuring provision of office equipment and materials;
- iv. Maintaining and updating furniture and office equipment inventory;
- v. Ensuring timely payment of utility bills in the Board;
- vi. Generating administrative reports on repairs and maintenance;
- vii. Ensure cleanliness of the offices, compound and general hygiene; and
- viii. Facilitating meetings, conferences and other special events.

Minimum Requirements

- a) Bachelors Degree in Public Administration, Sociology, Business Administration or equivalent qualification from a recognized Institution.
- b) Certificate in computer applications from recognized institution

3. Legal Intern (One Position)

Duties and responsibilities entail assisting in;

- i. Interpreting legal cases;
- ii. Issuing instructions to agreement and contract defaulters;
- iii. Drafting of legal agreements and contracts in liaison with relevant departments, divisions and units;
- iv. Ensuring compliance with legal framework, agreements and contracts;
- v. Preparing legal opinions on legal cases; and
- vi. Carrying out research on emerging legal issues

Minimum requirements

- a) Bachelors degree in Law
- b) Diploma in law from the Kenya School of Law
- c) Certificate in computer applications from recognized institution

Other Requirements

Other requirements the successful interns will be required to have in line with the internship policy and guidelines for the Agency are as follows:

- a) Must not have benefited from a similar program
- b) Must have completed their training and graduated with documentary proof of qualification
- c) National Identity Card (ID) or copy of Passport
- d) Valid Certificate of Good Conduct from Directorate of Criminal Investigation

- e) National Hospital Insurance Fund (NHIF) medical cover or any other from a reputable medical insurance firm to cover for the internship period
- f) PIN Certificate from Kenya Revenue Authority
- g) Two (2) colored passport size photos

Duration of Internship

The above positions are on a twelve (12) months non-renewable contract. The individuals recruited shall be of high integrity and must satisfy the requirement of leadership and integrity set out in Chapter six (6) of the Constitution of Kenya.

Application Procedure

Applicants are required to fill TWWDA internship application form which can be downloaded from the website (www.tanawsb.or.ke) and submit together with detailed curriculum vitae, copies of academic and professional certificates so as to reach the address shown below by the close of business on or before 20th September, 2019 at 5.00 p.m.

**CHIEF EXECUTIVE OFFICER
TANA WATER WORKS DEVELOPMENT AGENCY
MAJI HOUSE ALONG BADEN POWELL ROAD
P.O BOX 1292 - 10100
NYERI**

Please note

1. Only those shortlisted will be contacted.
2. TWWDA does not guarantee employment after completion of the internship program.
3. Canvassing directly or indirectly will result to disqualification.
4. Gender, ethnicity, disability and regional balance consideration will be applied in the selection process.