



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 Nine (9) 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 July,2020

Internship Positions

Three (3) Internship Opportunities

1. Supply Chain Management Intern (One Post)

Duties & responsibilities entail assisting in;

- a) Issuing of goods to the users;
- b) Participating in stock-taking exercise;
- c) Participating in the inspecting and checking of invoices before handing them over to the Finance Department for payment;
- d) Arranging of goods in the store;
- e) Preparing and follow-up of LPOs & LSOs;
- f) Sending out Request for Quotations (RFQs);
- g) Purchasing sundry stores;
- h) Ensuring that goods in stores are properly stored.

Minimum Requirements

- i. Degree/Diploma in Procurement & Supply Chain or a related field from a recognized institution;
- ii. Registered as a student member of Kenya Institute of Supplies Management (KISM);
- iii. Proficiency in computer applications.



2. Communication and Public Relations Intern (One Post)

Duties and responsibilities entail;

- i. Assisting in organizing corporate events;
- ii. Assisting in developing information, education and communication materials;
- iii. Assisting in implementing corporate social responsibility programs; and
- iv. Assisting in handling complaints in the Agency.

Minimum Requirements

- a) Bachelor's Degree in Communications, Public Relations or equivalent qualification from a recognized institution .
- b) Proficiency in computer applications.

3. Legal Intern (One Post)

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) Bachelor's degree in Law
- b) 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/www.tanawwda.go.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 30th April, 2020 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 shortlisted candidates 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.