



TANA WATER WORKS DEVELOPMENT AGENCY

JOB VACANCIES – RE-ADVERTISEMENT

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 mandate of the Agency is to undertake the development, maintenance and management of the National Public Water Works within its area of jurisdiction.

In line with the need to realize the above mandate the Agency is seeking to recruit suitable and qualified persons to fill the following position whose holders will be based at TWWDA's Headquarters.

1. Manager Engineering, Water and Sanitation Infrastructure - TWWDA Grade 3 – TWWDA/MEWSI/04/2020

Terms of Service: Permanent and Pensionable

a) Job Purpose

The Manager is responsible for coordinating, overseeing, executing and assisting in all technical matters related to technical planning, design and implementation of water and sanitation services so as to ensure access to safe water to all stakeholders in the Agency area.

b) Job Specification

Duties and responsibilities entail;

- i. Developing of Water and Sanitation works infrastructure;
- ii. Initiating and formulating implementation of sound technical policies, strategies and systems;
- iii. Improving the quality and value of services and products provided by the Agency;
- iv. Supervising the implementation of activities under special programmes;
- v. Managing contracted technical services;
- vi. Monitoring of existing water and sanitation infrastructure;
- vii. Supervise project teams & Performance appraisal of staff in the division;
- viii. Prepare work plans and budget for the division.
- ix. Any other duties that may be assigned from time to time.





c) Person specification

For appointment to this position, the applicant must have:

- i. At least ten (10) years' work experience
- ii. Bachelor's degree in Civil or Water Engineering or a related field
- iii. Master's degree in Civil or Water Engineering or a related field
- iv. Registered Engineer
- v. Membership to related professional body
- vi. Leadership/Corporate governance course from a recognized institution
- vii. Management course from a recognized institution
- viii. Proficiency in computer applications
- ix. Meets the requirements of Chapter six of the constitution

d) Competencies and skills

- i. Supervisory skills
- ii. Report writing skills
- iii. Good interpersonal skills
- iv. Good communication skills
- v. Analytical skills

2. Principal Engineer, Technical Planning and Design – TWWDA Grade 4 – TWWDA/PETPD/05/2020

Terms of Service: Permanent and Pensionable

a) Job Purpose

The Officer is responsible for coordinating, overseeing, executing and assisting in all technical matters related to technical planning and design of water and sanitation services so as to ensure access to safe water to all stakeholders in the Agency's area.

b) Job Specification

Duties and responsibilities entail;

- i. Undertaking technical planning and design of water and sanitation infrastructure;
- ii. Development of concept notes and project proposals;
- iii. Undertake pre- and feasibility studies for water and sanitation projects
- iv. Designing and developing appropriate and cost effective models for water and sanitation infrastructure;





- v. Prepare plans with detailed drawings that include project specifications and cost estimates
- vi. Preparing technical specifications and project tender documents;
- vii. Developing engineering calculations, diagrams and technical reports
- viii. Marketing of project proposals to potential Development Partners
- ix. Preparing and implementing of the Agency's quality management system;
- x. Coordinating preparation of Environmental and Social Impact Assessment (ESIA) Reports ensuring that they are submitted to the relevant institutions for approval;
- xi. Supervise a design team & Performance appraisal of staff in the section and
- xii. Any other duties that may be assigned from time to time.

c) Person specification

For appointment to this position, a candidate must have:

- i. At least eight (8) years' work experience
- ii. Bachelor's degree in Civil or Water Engineering or a related field from a recognized university.
- iii. Master's degree in Civil or Water Engineering or a related field from a recognized university.
- iv. Registered Engineer
- v. Membership to related professional body
- vi. Management course from a recognized institution
- vii. Proficiency in computer applications
- viii. Meets the requirements of Chapter six of the constitution

d) Competencies and skills

- i. Supervisory skills
- ii. Report writing skills
- iii. Good interpersonal skills
- iv. Good communication skills
- v. Analytical skills



TW WDA IS ISO 9001:2015 CERTIFIED



Application Procedure

Qualified and interested candidates should submit their applications in hard copy quoting the job title on both the envelope and the cover letter. Attach detailed and up to date curriculum vitae, telephone contacts, current salary and three referees together with copies of academic certificates, professional certificates and testimonials.

Additional requirements

Candidates shortlisted for interviews for the above positions will be required to submit the following;

1. Tax Compliance Certificate from Kenya Revenue Authority (KRA)
2. Clearance Certificate from Higher Education Loans Board (HELB)
3. Certificate of Good Conduct from the Directorate of Criminal Investigation
4. Clearance from the Ethics and Anti-Corruption Commission (EACC)
5. Clearance from an accredited Credit Reference Bureau (CRB)

Sealed envelope can be hand delivered to TWWDA Human Resource Office or sent by a registered mail to the following address:

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

so as to reach him **NOT LATER THAN 11TH DECEMBER, 2020 AT 5.00PM.**

Only shortlisted candidates will be contacted.

NB: Those who had applied earlier need not to re-apply.

Tana Water Works Development Agency is an equal opportunity employer.

Canvassing in any form will lead to automatic disqualification of the candidate.

