



**INTERNAL ADVERTISEMENT FOR ASSISTANT CONTRACTS STAFF REF:
AWWDA/TAWWDA/KTSWSSP/ 1/2019**

Tanathi Water Works Development Agency (TAWWDA) is a State Corporation under the Ministry of Water and Sanitation. It is mandated to plan and develop/expand infrastructure for bulk water supply and waste water in Kitui, Makueni, Machakos and Kajiado Counties.

TAWWDA in collaboration with AWWDA are implementing the Kenya Towns Water and Sanitation Programme through financing from the African Development Bank. The projects are being implemented within Machakos, Kitui and Makueni Counties.

One of the components to be implemented under this programme is Internship and Training of staff. Certificate, Diploma and Degree graduates will be appointed to these projects for capacity building and skills enhancement in the disciplines of Engineering, Sociology, Community development, Environmental Sciences, Communications, ICT, Human Resources and administration.

Successful candidates will enter into contracts with the works contractor for an engagement period as necessary.

1st Cadre TAWWDA Assistant Contracts Staff

Applicants will be required to be holders of a University degree from a reputable University with specialization in any of the following fields:- Engineering, GIS, Information and Communication Technology, Environment, Statistics, Economics, Finance, Accounting, Human Resource Management, Business Administration, Management and Procurement.

2nd Cadre TAWWDA Assistant Contracts Staff

Applicants will be required to be Diploma holders from a reputable Institution with specialization in any of the following fields:- Engineering, GIS, Information and Communication Technology, Environment, Statistics, Economics, Finance, Accounting, Human Resource Management, Business Administration, Management and Procurement.

3rd Cadre TAWWDA Assistant Contracts Staff

Applicants will be required to be Certificate holders from a reputable Institution in any of the following fields: – Engineering, GIS, Information and Communication Technology, Environment, Statistics, Economics, Finance, Accounting, Human Resource Management, Business Administration, Management and Procurement

Specific roles in each identified function will include the following:-

Specific roles and responsibilities for different functions are highlighted as follows:-

1) TEMP 01/2019: Assistant Contract Project Engineers:-

Requirements for appointment

- A Bachelor's degree in Engineering or its equivalent from a recognized Institution.
- Experience in water sector in a relevant field an added advantage

Duties and Responsibilities

Design and supervise the implementation of water and sanitation infrastructure.

- Prepare tender documents including engineering drawings, bills of quantities, specifications and contract documents.
- Prepare Terms of Reference (TORs) and Requests for Proposals (RFPs) as required for acquisition of various consultants.
- Prepare and submit technical, project and progress reports as required.
- Supervise the construction and rehabilitation of Water and Sewerage Services networks in assigned regions.
- Put in place sound repair and maintenance plans so as to ensure the continuous availability of the Board's assets and operational efficacy and reliability.
- prepare project proposals for funding from development partners
- Ensure that all engineering works and projects comply with standard operating procedures and adhere to Safety Health and Environment Standards as stipulated by the Board, regulatory authorities and in line with relevant legal requirements.
- Continually review engineering operations, work systems, equipment and techniques and activities and generate improvement plans.
- Train WSPs in technical aspects and other identified developmental areas.
- Engage in project formulation with Water Service Providers and ensure adequate response to their needs

2) TEMP 02/2019: Assistant Geographic Information Systems (GIS) Contract Officers:-

Requirements for Appointment

- A Bachelor's degree in Geographic Information Systems, Geospatial Engineering or related field from a recognized Institution.
- Experience in Resettlement Action Plan (RAP) and valuation processes of projects, and management of community matters in infrastructure projects.
- Experience in preparation of planned infrastructure maps and compilation & custody of Geo referenced RAP data
- Experience in the water sector is an added advantage.

Duties and Responsibilities

- preparation of planned infrastructure maps and compilation & custody of Geo referenced RAP data
- Developing RAP GIS policies and procedures within TAWWDA
- Developing RAP GIS implementation plan within the Kenya Towns Project area.
- Managing RAP GIS resources in TAWWDA
- Coordinating the establishment and management of RAP Geo-Spatial Information System database on key indicators of water and sewerage development
- Establishing geo-addressing codes and facilitating the mapping of Water/Sewerage RAP related resources
- Coordinating the utilization of RAP GIS platform to prioritize resources
- Leading and coordinating RAP GIS activities with both user departments and external organizations

3) TEMP 03/2019: Assistant Environment Contract Officers:-

Requirements for Appointment

- A Bachelor's degree in environmental studies, physical and Biological studies, Natural resources studies from a recognized Institution.
- Experience in the water sector is an added advantage.
- Registration with NEMA an added advantage

Duties and Responsibilities

- Undertake environmental Impact Assessment (EIA)
- Formulate/review EIA TORs
- Conduct EIAs for new projects
- Coordinate/ oversee activities of EIA consultants
- Prepare /review EIA reports
- Undertake environmental monitoring and auditing
- Implement project Environmental and Social Management Plans (ESMPs).
- Liaison with NEMA, WRMA, County governments, the general public and other relevant Agencies on issues related to the Board's environmental management, licensing and permits.
- Prepare and implement social Impact Assessment and Resettlement Action Plan (RAP)
- Advise /communicate to management and staff environmental management issues relevant to the operations of the organization.

4) TEMP 04/2019: Assistant Contract Sociologists :-

Requirements for Appointment

- A Diploma or Bachelor's degree in sociology, anthropology, social work, community development, social or equivalent qualification from a recognized Institution.
- Experience in undertaking community mobilization for projects.
- Experience in the water sector is an added advantage

Duties and Responsibilities

- Community sensitization on projects
- Assist in implementation of resettlement action plans.
- Reports on project work handled

- Handling grievances and community conflicts.
- Community mobilization
- Identification and verification of project affected persons
- Compilation of records i.e. compensation
- Verification of external reports forwarded to the section
- Liaise with key stakeholders on land and way leave acquisition.

5) TEMP 05/2019: Assistant Contract Accountants:-

Requirements for Appointment

- A Diploma or Bachelor's degree in finance accounting, economics, business or its equivalent from a recognized Institution.
- Experience in accounting or finance function in the water sector is an advantage

Duties and Responsibilities

- Preparation of management & financial reports
- Analyses and review budgets and expenditures for TAWWDA Operations and Donor funded Projects
- Processing of payments for service providers and suppliers
- Reconciliation of debtors and creditors accounts
- Treasury management and cash flow forecasting
- Assist in maintenance of asset register
- Preparation of cash flow projections
- Preparation of donor funded project account
- Assist in external & internal audit process
- Assist in establishing, maintaining, and coordinating the implementation of accounting and accounting control procedures

6) TEMP 06/2019: Assistant Planning Contract Officers:-

Requirement for Appointment

- A Diploma or Bachelor's degree in Economics, finance, statistics, mathematics or its equivalent from a recognized Institution.
- Experience in in water sector and Performance Contracting activities is an added advantage

Duties and Responsibilities

- Support the development of a comprehensive monitoring and evaluation plan across the organization and ensure delivery against the plan in the Board's programmatic areas.
- Conduct data collection activities, including coordination of WSP's as well as the design and implementation of quantitative and qualitative surveys and impact assessments.
- Provide support in reporting on periodic evaluations both internally and with external consultants innovations and interventions and their contribution to increasing impact in achieving the Board's strategies and plans
- Writing up of monitoring and evaluation reports
- Support documentation and dissemination of generated research, analysis and learning internally and externally.

- Support implementation of quality management systems and track quality metrics.
- Generate data reports, and recommend ways to improve data quality to ensure accuracy and quality service delivery.
- Provide support in Performance Contracting activities
- Continual assessment of all projects

7) TEMP 07/2019: Assistant Internal Contract Auditors:-

Requirements for Appointment

- A Diploma or Bachelor's degree in Accounting, Finance or its equivalent from a recognized Institution.
- CPA Part II
- Experience in Auditing in the water sector is an added advantage

Duties and Responsibilities

- Carrying out independent tests and assessment of compliance with the established corporation policies, procedures and regulations.
- Conducting procedural audits to assure the effectiveness of the existing internal control systems.
- Audit the company assets use and accounting to ascertain effectiveness and efficiency.
- Audit all payments made by the company to ensure compliance with budget provisions, policies, and procedures.
- Preparing audit reports

8) TEMP 08/2019: Assistant Human Resource Contract Officers:-

Requirement for appointment

- A Diploma or Bachelor's degree in Human Resource or Business Administration or social science or its equivalent from a recognized Institution.
- Experience in handling HR matters in the water sector is an added advantage
- Diploma from IHRM an added advantages

Duties and Responsibilities

- Coordinating staff training and development programs.
- Facilitate staff NHIF and NSSF registration and filing of returns.
- Ensure efficient and effective provision of hospitality services.
- Maintain and update data base for job and internship applications.
- Maintain and update leave management.
- Respond to general office correspondence.
- Participate in organising staff functions and events.
- Administration of benefits/contributions and statutory deductions.

9) TEMP 09/2019: Assistant ICT Contract Officers:-

Requirement for appointment

- A Diploma or Bachelor's degree in Information Technology, computer science, Electric and Electronic engineering or its equivalent from a recognized Institution.
- Experience in the water sector is an added advantage

Duties and Responsibilities

- Provide computer maintenance, printers and other ICT equipment and provide solutions to problems raised by users.
- Provide diagnostic, corrective and recovery techniques to all information systems and equipment.
- Provide staff and users with assistance solving computer related problems, such as malfunctions and program problems.
- Issue ICT equipment; Computers and its peripherals, laptops, tablets, I pads, mobile phones, desk phones and etc. to staff as directed by the ICT officer.
- Provide help desk support to TAWWDA staff, customers and stakeholders.
- Prepare ICT related report as and when required

10) TEMP 10/2019: Assistant Procurement Contract Officers:-**Requirement for Appointment**

- A Diploma or Bachelor's degree in Procurement, logistics, contract management and Supplies or its equivalent from a recognized Institution.
- Experience in the water sector is an added advantage

Duties and Responsibilities

- Monitor stock levels and identify purchasing needs
- Research potential vendors
- Track orders and ensure timely delivery
- Update internal databases with order details (dates, vendors, quantities, discounts)
- Conduct market research to identify pricing trends
- Evaluate offers from vendors and negotiate better prices
- Prepare cost analyses
- Maintain updated records of invoices and contracts
- Follow up with suppliers, as needed, to confirm or change orders

11) TEMP 11/2019: Assistant Records Management Contract Assistants:-**Requirement for Appointment**

- Certificate or Diploma in Records Management, Business management, information science, library science or its equivalent.
- Experience in records management.
- Experience in the water sector is an added advantage

Duties and Responsibilities

- Provide assistance to the records management and staff in managing office records.
- Provide assistance to the administration in managing and maintaining records.
- Compile, gather and organize reports, documents and records.
- Process, scan and index records.
- Keep records in a safe and secure manner under lock and key.
- Ensure access to records with permission to authorized personnel.
- Make available of all records for viewing and processing for the concerned personnel.
- Coordinate with other departments in maintaining and managing records, reports and documents.

- Maintain and update records, reports and documents in a database.

12) TEMP 12/2019: Assistant Contract Communications Officers:-

Requirement for Appointment

- Certificate or Diploma in Mass Communication, Journalism or Public Relations
- Experience in experiences in communication, community development and public consultation.
- Experience in the water sector is an added advantage

Duties and Responsibilities

- Increase awareness and improve knowledge on mandate and programmes of TAWWDA among key stakeholders and beneficiaries.
- Increase awareness and improve knowledge on the project among key stakeholders and beneficiaries.
- Promote Stakeholder engagement and participation
- Ensure project visibility and branding
- Proactive media liaison and management
- Project documentation
- Crisis communication
- Monitoring and evaluation of PR value in the project

Interested and suitable qualified individuals should forward their applications enclosing copies of:

- Application Letter indicating the interested position
- Curriculum Vitae indicating work experience names and addresses of three referees
- academic and professional certificates,
- certificate of Good conduct
- Copy of Pin Certificate
- Copy of National ID or passport

to reach the undersigned not later than **28th June, 2019. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.**

The applications can be submitted to the following addresse at **TAWWDA** offices with the reference number clearly marked.

**Chief Executive Officer,
Tanathi Water Works
Development Agency,
K.I.D.P Building, Kalawa Road,
P.O Box Private Bag, Kitui.**