



TANATHI WATER WORKS DEVELOPMENT AGENCY

CAREER OPPORTUNITIES (REPLACEMENTS)

Tanathi Water Works Development Agency (TAWWDA) is a State Corporation under the Ministry of Water, Sanitation and Irrigation created under section 65 of the Water Act 2016 and established vide Kenya Gazette Supplement No.59, Legal Notice No. 28 of 26th April, 2019. The Agency is one of the Nine (9) Water Works Development Agencies established in compliance with the Constitution of Kenya, 2010.

According to the Water Act 2016, the core mandate of TAWWDA is to ensure responsible, efficient and economical provision of water in the four (4) counties of Kitui, Machakos, Makueni and Kajiado. The specific functions are to: -

- i. Undertake the development, maintenance and management of the national public water works within its area of jurisdiction;
- ii. Operate the waterworks and provide water services as a water service provider, until such a time as responsibility for the operation and management of the waterworks are handed over to a county government, joint committee, authority of county governments or water services provider within whose area of jurisdiction or supply the waterworks is located;
- iii. Provide reserve capacity for purposes of providing water services where pursuant to section 103, the regulatory board orders the transfer of water services functions from a defaulting water services provider to another licensee;
- iv. Provide technical services and capacity building to such county governments and water services providers within its area as may be requested; and
- v. Provide to the Cabinet Secretary technical support in the discharge of his or her functions under the Constitution and this Act.

The Agency seeks to recruit suitable candidates and qualified persons to fill in the following vacancies whose holders will be based at the Agency's headquarter (Kitui).

REF. NO.: ADVERT/TAWWDA/01/MIPD/2023:

MANAGER, INFRASTRUCTURE PLANNING AND DESIGN, JOB GRADE TAWWDA 3 – 1 POST

The Manager, Infrastructure Planning and Design, Job Grade TAWWDA 3, reports to the General Manager, Infrastructure Development and is responsible for the coordination and management of the organization's investment preparations and determination of the most appropriate design methods for projects to ensure timely delivery of water supply and sanitation infrastructure within the Agency's area of jurisdiction.

The successful candidate will be appointed on a contract of Five (5) years renewable for a similar period of time subject to satisfactory performance and delivery of set performance targets and outcomes set and evaluated.

a) Job Specifications

Duties and responsibilities will involve: -

- i. Advising the management on policies, procedures and programs relating to Infrastructure planning and design;
- ii. Providing technical leadership and guidance on matters pertaining to planning and design of water and sanitation projects as necessary;
- iii. Development and review of Water and Sanitation Master Plans;
- iv. Ensuring research collection and reconnaissance surveys;
- v. Ensuring collection of data, engineering surveys, and processing;
- vi. Carrying out feasibility studies, investigations, analysis and project designs;
- vii. Project planning and developing designs, tender documents and specifications;
- viii. Ensuring preparation of Terms of References & Request for Proposals for consultancy services;
- ix. Liaising with the supply chain management division in preparation of bids;
- x. Liaising with the supply chain management division on evaluation of tenders;
- xi. Liaising with other departments on project Environmental Impact Assessments, Environmental and Social Impact Assessments and Resettlement Action Plan.
- xii. Verifying the technical reports, detailed design reports, drawings and estimates;
- xiii. Implementing policies and programs on water and sanitation project designs;
- xiv. Ensuring safe custody of all information on projects design;
- xv. Updating the General Manager, Infrastructure Development on work progress, and other relevant information geared towards enhancing smooth operation of the department;
- xvi. Maintaining operational linkages with other department/divisions of the Agency;
- xvii. Managing human, financial and material resources assigned to the division;
- xviii. Budget preparation and budgetary control for the division;
- xix. Approving the divisions' work plan and budget;
- xx. Participating departmental and committee meetings as appropriate;
- xxi. Developing comprehensive annual work plan for department;
- xxii. Participating in creation and manage department budget; and
- xxiii. Identifying and setting performance target for the staff in the division.

b) Person Specifications

For appointment, an officer must have: -

- i. At least Ten (10) years' work experience as an Engineer or in a relevant and comparable position, Four (4) years' of which should be in a management position;
- ii. Master's degree in any of the following disciplines: - Water Engineering, Civil Engineering, Project planning and Management or equivalent qualification from a recognized institution;
- iii. Bachelor's Degree in any of the following disciplines: - Water Engineering, Civil Engineering, or equivalent qualification from a recognized institution;
- iv. Be registered by the Engineers Board of Kenya (EBK) as a Professional Engineer;
OR
Be registered by Kenya Engineering Technology Registration Board (KETRB) as a Professional Engineering Technologist;
- v. A Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Be proficient in computer applications skills;
- vii. Demonstrated merit and ability as reflected in work performance and results;
and
- viii. Meets the provisions of Chapter Six (6) of the Constitution.

c) Competencies and Skills

- i. Highly developed negotiating, interpersonal and representational skills
- ii. Leadership and Ability to lead /work with teams
- iii. Analytical skills
- iv. Communication and reporting skills
- v. Presentational skills
- vi. Mentoring and coaching skills

REF. NO.: ADVERT/TAWWDA/02/SA/2023:

SENIOR ACCOUNTANT, JOB GRADE TAWWDA 5 – 1 POST

Senior Accountant, Job Grade TAWWDA 5, reports to the Manager, Finance and Accounts. The successful candidate will be employed in this position on a permanent and pensionable basis.

a) Job Specifications

Duties and responsibilities will entail: -

- i. Preparing cash flow forecasts statements;
- ii. Complying with financial processes and procedures;
- iii. Complying with regulations pertaining to financial management and controls;
- iv. Ensuring projects overheads remittances are done;
- v. Carrying out data analysis to support preparation of accounting reports;
- vi. Developing of division's work plan;
- vii. Preparation of project financial statements;
- viii. Ensuring compliance with donor accounting regulations;
- ix. Preparing bank reconciliations and maintaining general ledger accounts;
- x. Maintaining of customers and suppliers' records for the purpose of payment;
- xi. Supervising officers below him;
- xii. Maintaining all the funds and cash records;
- xiii. Issuing withholding and value added tax certificate to suppliers;
- xiv. Submitting Withholding and Value Added Tax returns to Kenya Revenue Council; and
- xv. Overseeing the risk management of financial resources.

b) Person Specifications

For appointment, an officer must have: -

- i. At least Four (4) years' work experience as an Accountant or in a relevant and comparable position;
- ii. Bachelor's degree in any of the following disciplines: - Commerce (Accounting or Finance option), Business Administration (Accounting option), or equivalent qualification from a recognized institution;
- iii. Certified Public Accountant (CPA) Part III Examination offered by Kenya Accounts and Secretaries Examination Board (KASNEB) or Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
- iv. Member of relevant professional body;
- v. A Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- vi. Proficiency in computer application skills;
- vii. Shown merit and ability as reflected in work performance and results; and
- viii. Meets the provisions of Chapter Six (6) of the Constitution.

c) Competencies and Skills

- i. Strong analytical skills
- ii. Strong Communication and reporting skills
- iii. Team player
- iv. Good Coaching skills

REF. NO.: ADVERT/TAWWDA/03/SE/2023:

SENIOR ENGINEER, INFRASTRUCTURE PLANNING AND DESIGN JOB GRADE TAWWDA 5 – 1 POST

Senior Engineer, Infrastructure Planning and Design, Job Grade TAWWDA 5, reports to the Manager, Infrastructure Planning and Design.

The successful candidate will be employed in this position on a permanent and pensionable basis.

a) Job Specifications

Duties and responsibilities will entail: -

- i. Participating in carrying out research on water and sanitation technologies and reconnaissance surveys;
- ii. Collecting data, engineering surveys, and processing;
- iii. Undertaking feasibility studies, investigations, analysis and project designs;
- iv. Participating in project planning and developing designs, tender documents and specifications;
- v. Participating in Terms of References & Request for Proposals for consultancy services;
- vi. Preparing the technical reports, detailed design reports, drawings and cost estimates;
- vii. Designing water and sanitation projects;
- viii. Implementing policies and programs on water and Sanitation project designs;
- ix. Participating in carrying out structural integrity surveys and analysis of test results;
- x. Identifying and prioritizing projects for implementation by the Agency;
- xi. Checking and verifying design of water and sanitation structures;
- xii. Reviewing and submitting monthly, quarterly and annual progress/status reports on project designs; and
- xiii. Reviewing and advising on contracts for consultancy services under feasibility studies and design.

b) Person Specifications

For appointment, an officer must have: -

- i. At least Four (4) years' work experience as an Engineer or in a relevant and comparable position;
- ii. Bachelor's Degree in any of the following disciplines: - Water Engineering, Civil Engineering, Structural Engineering or its equivalent qualification from a recognized institution;
- iii. Be registered by the Engineers Board of Kenya (EBK) as a Professional Engineer;
OR
Be registered by Kenya Engineering Technology Board as a Professional Engineering Technologist (KETRB);

- iv. A Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- v. Be proficient in computer applications skills;
- vi. Shown merit and ability as reflected in work performance and results; and
- vii. Meets the provisions of Chapter Six (6) of the Constitution.

c) Competencies and Skills

- i. Good communication and reporting Skills
- ii. Analytic Skills
- iii. Leadership skills
- iv. Negotiation Skills
- v. Project Management ability

REF. NO.: ADVERT/TAWWDA/04/PAOA/2023:

PRINCIPAL ASSISTANT OFFICE ADMINISTRATOR, JOB GRADE TAWWDA 6 -1 POST

Principal Assistant Office Administrator, Job Grade TAWWDA 6, reports to the Administration Officer.

The successful candidate will be employed in this position on a permanent and pensionable basis.

a) Job Specifications

Duties and responsibilities will entail: -

- i. Taking oral dictation;
- ii. Word and data processing;
- iii. Preparing responses to simple routine correspondence;
- iv. Managing e-office;
- v. Operating office equipment;
- vi. Attending to visitors/clients;
- vii. Handling telephone calls and appointments;
- viii. Maintaining office diary and travel itineraries;
- ix. Ensuring security of office records, equipment and documents, including classified materials;
- x. Establishing and monitoring procedures for record keeping of correspondence and file movements;
- xi. Maintaining an up-to-date filing system in the office;
- xii. Ensuring security, integrity and confidentiality of data;
- xiii. Managing office protocol and etiquette; and
- xiv. Supervising of office cleaning.

b) Person Specifications

For appointment, an officer must have: -

- i. At least Eight (8) years' work experience Assistant Office Administrator or in a relevant and comparable position, Four (4) of which should be in a senior level;
- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council;
OR
Business Education Single and Group Certificates (BES & GC) Stage I, II and III from the Kenya National Examinations Council in the following subjects: -
 - a) Shorthand III (minimum 100 w.p.m);
 - b) Typewriting III (50 w.p.m)/Computerized Document Processing III;
 - c) Business English III/Communications II;
 - d) Commerce II;
 - e) Office Practice II;
 - f) Secretarial Duties II;
 - g) Office Management III/Office Administration and Management III;
- iii. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from a recognized institution;

- iv. Certificate in Secretarial Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Shown merit and ability as reflected in work performance and results;
- vi. Proficiency in computer application skills; and
- vii. Meets the requirements of Chapter Six (6) of the Constitution.

c) Competencies and Skills

- i. Organizational skills
- ii. Public Relations skills
- iii. Computer Skills
- iv. Communication skills in both English and Kiswahili
- v. Interpersonal skills
- vi. Integrity

REF. NO.: ADVERT/TAW/WD A/05/PD/2023:

PRINCIPAL DRIVER, JOB GRADE TAW/WD A 7 -1 POST

Principal Driver, Job Grade TAW/WD A 7, reports to the Administration Officer.

The successful candidate will be employed in this position on a permanent and pensionable basis.

a) Job Specifications

Duties and responsibilities will entail: -

- i. Carrying out routine checks on vehicle's cooling, oil, electrical and brake systems and tyre pressure;
- ii. Coordinating and detecting and reporting vehicle defects on time;
- iii. Ensuring cleanliness all TAW/WD A vehicle;
- iv. Driving the vehicle as authorized;
- v. Ensuring security and safety of the vehicle on and off the road, passengers and goods therein;
- vi. Maintaining daily work ticket;
- vii. Ensuring routine service and maintenance of the vehicle;
- viii. Timely reporting of accidents and follow up of police abstract;
- ix. Vehicle inspection and keeping up-to-date insurance documents; and
- x. Supervising and guiding junior drivers.

b) Person Specifications

For appointment an officer must have: -

- i. At least Eight (8) years' work experience as a Driver in a comparable position, Four (4) of which should be in a senior level;
- ii. Kenya Certificate of Secondary Education (KCSE) minimum mean grade "D+";
- iii. Defensive Driving Certificate from a recognized institution;
- iv. Valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
- v. Certificate of Good Conduct (renewable after two (2) years');
- vi. First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution;
- vii. An accident-free driving period of 10 years';
- viii. Refresher course for drivers lasting not less than one (1) week from a recognized institution;
- ix. Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- x. Shown merit and ability as reflected in work performance and results;
- xi. Proficiency in computer application skills; and
- xii. Meets the provisions of Chapter Six (6) of the Constitution.

c) Competencies and Skills

- i. Public Relations skills

- ii. Computer skills
- iii. Communication skills in both English and Kiswahili
- iv. Interpersonal skills
- v. Integrity

APPLICATION PROCEDURE

Interested applicants who meet the requirements should submit their **hard copy applications** quoting the job title and Job Ref. No. on the envelope. Do a cover letter indicating your current Gross Salary, attach a copy of National Identification Card, detailed Curriculum Vitae including your Telephone contacts and three referees, and certified copies of Academic and Professional Certificates.

Sealed envelope will be hand delivered or sent as a parcel to the following address not later than **Thursday, 2nd March, 2023 at 5.00p.m.**

**Chief Executive Officer,
Tanathi Water Works Development Agency,
K.I.D.P Building, Kalawa Road,
P.O Box Private Bag - 90200,
KITUI**

Shortlisted candidates will be required to bring the following compliance certificates during the interviews: -

- a. Certificate of Good Conduct
- b. Compliance Certificate from Higher Education Loans Board
- c. Tax Compliance Certificate
- d. Ethics and Anti-Corruption Commission Clearance
- e. Credit Reference Bureau Certificate

Tanathi Water Works Development Agency is an equal opportunity employer. Women, youth, minorities, marginalized and persons living with disability are encouraged to apply.

Only shortlisted candidates will be contacted using the address and contacts provided by the candidates in their application letters.

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