



TANATHI WATER WORKS DEVELOPMENT AGENCY

VACANCY ANNOUNCEMENT FOR THE POSITION OF CHIEF EXECUTIVE OFFICER, JOB GRADE TAWWDA 1

JOB REF. NO.: ADVERT/TAWWDA/01/CEO/2025

a) Introduction

Tanathi Water Works Development Agency is a State Corporation in 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. It covers four counties which include: -Kitui, Machakos, Makueni and Kajiado.

Mandate of the Agency is as per section 68 of the Water Act, 2016 and as amended through Water (Amendment) Act 2024.

The Board of Directors for Tanathi Water Works Development Agency are seeking to recruit dynamic, exceptional and visionary leader with good professional and ethical standing to fill the position of the Chief Executive Officer. The successful candidate will lead the Agency on the execution of its mandate.

b) Job Purpose

To provide strategic leadership in the development and implementation of strategies, policies and programs to achieve the Agency's mandate in the development, maintenance and management of water and sewerage infrastructure within Agency's area of jurisdiction.

c) Job Specifications

Duties and responsibilities will entail: -

- i. Providing guidance and overall management of the Agency to ensure achievement of strategic objectives;
- ii. Providing leadership in the development and implementation of strategic plans to achieve its mandate;

- iii. Overseeing implementation of policies and programs on water and sewerage projects designs;
- iv. Providing leadership and guidance on matters pertaining to design of water and sewerage projects;
- v. Ensuring coordination of development and rolling out of operational framework and standards for all technical services of the Agency;
- vi. Overseeing quality management in technical services and support to reporting officers;
- vii. Ensuring coordination and implementation of national level policies and programs in areas of jurisdiction;
- viii. Ensuring link with counties on high level technical operations;
- ix. Ensuring good leadership and direction in developing Agency's overall Resource Mobilization strategy and implementation frameworks focused on bilateral, Government of Kenya and private sector donors;
- x. Advising the Board on Agency's performance;
- xi. Establishing, directing and managing Agency's managerial, financial and operational systems, procedures and controls to ensure that they are professional, workable and sustainable;
- xii. Nurturing the organization's human resource and ensuring that appropriate management structures and policies are developed and implemented;
- xiii. Promoting sound corporate governance and ethical standards;
- xiv. Fostering a conducive corporate culture that promotes strong ethical practices, good governance, employee productivity and compliance with applicable legal and regulatory requirements;
- xv. Ensuring proactive public relations and enhancing corporate image;
- xvi. Liaising between Agency and all key stakeholders namely, National Government development partners and County Governments;
- xvii. Implementing the resolution of the Board of Directors and acts as the day-to-day secretariat of the affairs of the Board of Directors;
- xviii. Approving the usage of Agency's seal;
- xix. Overall in charge of administration, financial, human, informational resources and their efficient use in the Agency;
- xx. Leading and motivating employees and ensures continuous development of staff;
- xxi. Overseeing all strategic level operations and business activities for delivery of desired results as per strategy and operational policy and procedures;
- xxii. In charge of day-to-day business of the Agency in accordance with the laws of the Country;
- xxiii. Ensuring effective communication between the management, the Board and other key stakeholders;
- xxiv. Ensuring continuous improvements in the quality and value of services provided by the Agency;
- xxv. Ensuring continuous achievement of the Agency's financial and operational goals;
- xxvi. Overseeing and ensure implementation of corporate policies and procedures;

- xxvii. Ensuring assessment of organizational and performance gaps within the different programs/projects and provide corrective actions needed;
- xxviii. Supporting efficient implementation of the Monitoring and evaluation, strategic plan and Performance Contracting in accordance with the relevant policies and set guidelines; and
- xxix. Overseeing development and coordination of the Agency's procurement plan as aligned to the approved budget.

d) Person Specifications

For appointment to this Job Grade, an officer must have: -

- (i) Master's Degree in any of the following disciplines: - Civil Engineering, Water Engineering, Structural Engineering, Strategic Management, Business Administration, Project Management, Operations Management or an equivalent qualification from a recognized institution;
- (ii) Bachelor's Degree in any of the following disciplines: - Civil Engineering, Water Engineering, Structural Engineering, Strategic Management, Business Administration, Project Management, Operations Management or an equivalent qualification from a recognized institution;
- (iii) At least Fifteen (15) years' work experience, Five (5) of which should be in senior management;
- (iv) Member of a relevant professional body;
- (v) Leadership Course Lasting not less than four (4) weeks from a Recognized Institution;
- (vi) Sound knowledge and application of, among others, Public Finance Management and Public Procurement Procedures in line with Public Finance Management Act 2012 and Public Procurement and Asset Disposal Act 2015 and its regulations respectively;
- (vii) Knowledge of water management issues, reforms and mobilization of funds;
- (viii) Knowledge and experience in policy formulation, management and procedures of the Government;
- (ix) Good understanding of the mandate of TAWWDA and its role in realisation of the national development agenda;
- (x) Good interpersonal, negotiation and computer application skills; and
- (xi) Meets the provisions of Chapter Six (6) of the Constitution.

e) Personal Competencies

- i. Strong visionary leadership and negotiation skills with capacity to engage with local, regional and international organizations;
- ii. Conversant with GoK, donor funded projects and familiarity with water sector management;
- iii. Strategic thinker with good commercial acumen and ability to identify economic opportunities in changing environment and to capital on them;

- iv. Demonstrate competence in steering implementation of large-scale water projects;
- v. Familiarity with reforms in the public sector and commercial settings;
- vi. Track history of creativity, innovation, self-drive, result orientation and ability to handle a public organization;
- vii. Be conversant with various investment models including public private partnerships and build operate transfer among others;
- viii. A demonstrated adaptability to drive change and transformation, with proven capability of quickly assessing complex situations, generating astute, practical and pragmatic solutions, generating plans of action and addressing problems;
- ix. Excellent communication and presentation skills, strong interpersonal, analytical, organizational and team capacities and high professional ethical standing; and
- x. Should be experienced in steering and managing an organization and related staff welfare matters.

f) Key Skills

- i. Strong Strategic thinking skills.
- ii. Strong analytical skills.
- iii. Strong communication and reporting skills.
- iv. Strong Mentoring and Coaching skills.
- v. Ability to lead and work with teams.
- vi. Strong interpersonal and negotiation skills.

g) Terms of Appointment

The successful candidate shall be appointed on a contract of three (3) years renewable once subject to performance.

h) Mode of Application

Interested and eligible applicants should submit a hard copy signed application letter indicating the position and attach copies of the following: -

- i. Testimonials and Curriculum Vitae indicating work experience, current position, remuneration and names & addresses of three (3) referees;
- ii. Certified copies of Academic and Professional Certificates; and
- iii. Copy of National ID or passport.

The application should be in a plain sealed envelope and clearly marked with the Job Ref. No. and Job title, and addressed to: -

CHAIRPERSON,
TANATHI WATER WORKS DEVELOPMENT AGENCY,
K.I.D.P BUILDING, KALAWA ROAD,
P.O BOX PRIVATE BAG - 90200,
KITUI

All applications should be submitted by **Wednesday, 23rd July, 2025 at 5.00p.m.**

NOTE:

- i. The successful candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010 by submitting the following before the appointment: -
 - a) Valid Certificate of Good Conduct from the Directorate of Criminal Investigations;*
 - b) Clearance Certificate from the Higher Education Loans Board (HELB);*
 - c) Valid tax Compliance Certificate from the Kenya Revenue Authority (KRA);*
 - d) Clearance from the Ethics and Anti-Corruption Commission (EACC); and*
 - e) Report from an Approved Credit Reference Bureau (CRB).**
- ii. It is an offence to include incorrect or misleading information in the applications as per the provisions of the Public Officers Ethics Act, 2003.*
- iii. Tanathi Water Works Development Agency is an Equal Opportunity Employer. committed to Diversity, Equity and Inclusion. Women, Youth, Minorities, Marginalized and Persons Living With Disability are encouraged to apply.*
- iv. Canvassing in any form will lead to automatic disqualification.*
- v. Only shortlisted candidates will be contacted.*