

OTHER VACANCIES

2. GENERAL MANAGER -INFRASTRUCTURE DEVELOPMENT ~ Job Grade NW2 Ref: NWWDA/Job-02/2023

a) Job Specification

The Duties and Responsibilities will entail:

- i) Develop water and sanitation infrastructure investment programs;
- ii) Oversee construction and maintenance of structural works;
- iii) Participate in formulation of policies on infrastructure development for implementation;
- iv) Advise the Board and the CEO on all project technical matters;
- v) Approve identified water or sanitation projects;
- vi) Ensure implementation of policies and programs on water/sanitation project;
- vii) Approve technical reports on implementation, and maintenance;
- viii) Coordinate and supervise construction of all water/sanitation projects;
- ix) Ensure safe custody of all information on projects;
- x) Verify and authorize technical reports and designs and estimates drawings;
- xi) Ensure that all projects are constructed as per the acceptable construction industry standards;
- xii) Coordinate the Construction of Water and Sanitation infrastructure within the agency's area of jurisdiction.
- xiii) Development and implementation of the Departments Work plan
- xiv) Ensure stakeholder engagement during project implementation.
- xv) Examining the design documents to ensure they meet the accepted standard for implementation.
- xvi) Coordinate the production of project implementation reports.
- xvii) Approve the projects certificates for payment
- xviii) Coordinates the site handing over to the contractors
- xix) Coordinates the supervision of the project
- xx) Coordinates the project handing over to the operators
- xxi) Coordinates the preparation of the project's appraisal reports
- xxii) Verification and approval of Resource Mobilization/business proposals;
- xxiii) Ensure audit of projects and programs;
- xxiv) Develop departmental strategies, policies and plans to facilitate achievement of overall Agency's objectives;
- xxv) Coordinate stakeholders including multilateral and bilateral financing agencies, Government Agencies in the execution of various programs;

b) Person specifications

For appointment to this grade a candidate must have/be: -

- i) Bachelor's degree in Civil/Water/Structural/Electrical Mechanical Engineering or its equivalent from a recognized institution;
- ii) Master's degree in relevant course from a recognized institution;
- iii) At least 12 years relevant work experience, five (5) of which must be in a supervisory position;
- iv) Membership to Institution of Engineers of Kenya;
- v) Registered with Engineers Board of Kenya;
- vi) Professional Development in a relevant field;
- vii) Knowledge in Computer Aided Designs;
- viii) Leadership Course lasting not less than four (4) weeks from a recognized institution.
- ix) Have demonstrated merit and shown ability in work performance and results;
- x) Proficiency in the relevant computer applications;
- xi) Fulfill the requirements of Chapter Six of the Constitution of Kenya 2010

c) Key Competencies and Skills

- i) Strong Strategic leadership skills
- ii) Strong communication and reporting Skills
- iii) Ability to work and lead teams
- iv) Strong negotiation skills
- v) Strong Effective problem-solving skills
- vi) Strong interpersonal and mentoring skills

Basic Salary: Kshs. 212,565 – 300,270

Hardship Allowance: Kshs.38,100

House Allowance: Kshs.25,000

Commuter Allowance: Kshs.16,000

Leave Allowance: As provided by the Agency

Annual Leave: 30 Working days per financial year

Medical Cover: As provided in the Agency

3. LEGAL OFFICER- Job Grade NW 6

REF: NWWDA/Job-03/2023

a) Job Purpose

This will be the entry and training grade for degree holders into this cadre. An officer at this level will work under direct supervision of a senior officer.

b) Job Specifications

Duties and responsibilities at this level will entail;

- i) Assist in rendering professional legal advice to the Legal Manager for any legal action to be initiated and/or defending the interests of the Agency;
- ii) Assist in preparing legal briefs for the initiation of legal action;
- iii) Assist in issuance of license or certificates in terms of ship registration/licensing;
- iv) Assist in preparing and interpreting legal opinions and offering guidance on legal requirements;
- v) Assist and supervise training of Legal Clerks, interns, and other staff when necessary;
- vi) Maintain and ensure proper management of the records of the legal department are up to date and produce quarterly reports on the same;
- vii) Assist in ensuring that key issues and needs of Agency are represented in policy fora in international regional and national conferences/meetings/workshops;
- viii) Work collaboratively with other organizations and networks where appropriate, locally, regionally, and internationally;
- ix) Assist to prosecute for and represent the Agency in law courts and quasi-judicial tribunals;
- x) Preparation and filing of pleadings for and on behalf of the Agency;
- xi) Assist in drafting and reviewing of legal instruments and policy documents on behalf of the Agency;
- xii) Assist in advising on negotiations and taking part in commercial transactions;
- xiii) Assist in drafting of contracts and MOUs
- xiv) Assist in engaging and liaising with stakeholders on behalf of the Agency;
- xv) Assist in legal research and assignments;
- xvi) Assist by undertaking additional tasks and responsibilities which may arise from time to time, relevant to the post. Initiating and progressing the enactment of the legislation proposed by the Agency through the AG'S chambers and Ministry
- xvii) Assist in initiating and progressing the enactment of the legislation proposed by the Agency through the Attorney General's chambers and the Ministry;

c) Person Specifications

For appointment to this grade, a candidate must have:

- i) Bachelor of Law degree from a recognized institution;
- ii) Postgraduate Diploma in Law from the Kenya School of Law;
- iii) Admitted as an Advocate of the High Court;
- iv) Hold a valid practicing certificate;
- v) Member of the Law Society of Kenya;
- vi) Proficiency in computer applications; and
- vii) Fulfill the requirements of Chapter Six of the Constitution.

Basic Salary : Kshs.78,347 – 116,730

Hardship Allowance : Kshs.27,300

House Allowance : Kshs.5,800

Commuter Allowance: Kshs.4,000

Leave Allowance : As provided by the Agency

Annual Leave: 30 Working days per financial year

Medical Cover :As provided in the Agency

4. ENGINEER –Job Grade NW 6

REF: NWWDA/Job-04/2023

a) Job Specification

This will be the entry grade for Degree holders into this cadre. An officer at this level will work under the supervision of a senior officer.

The duties and responsibilities at this level will entail assisting in: -

- i) Carrying out project feasibility studies;
- ii) Designing water and sanitation projects;
- iii) Carryout research on water and sanitation technologies
- iv) Preparing monthly, quarterly and annual progress reports;
- v) Preparing performance management system;
- vi) Preparing bill of quantities and drawings;
- vii) research on new technologies for water and sanitation;
- viii) Supervising construction of civil and structural work.

b) Person Specification

For appointment to this grade, a candidate must have/be; -

- i) Bachelor's Degree in Civil/Water/Structural Engineering or its equivalent
- ii) qualification from a recognized institution.
- iii) Registered by the Engineers Board of Kenya as a Graduate Engineer.
- iv) Proficiency in relevant computer applications.
- v) Fulfils the provision of Chapter Six (6) of the Constitution.

c) Key Competencies and skills

- i) Good Communication skills.
- ii) Good Analytical Skills
- iii) Good Interpersonal skills

Basic Salary : Kshs. 78,347 – 116,730

Hardship Allowance : Kshs. 27,300

House Allowance : Kshs.5,800

Commuter Allowance : Kshs. 4,000

Leave Allowance : As provided by the Agency

Annual Leave: 30 Working days per financial year

Medical Cover :As provided in the Agency

5. DRIVER, Job Grade NW 10

REF : NWWDA/Job-07/2023

a) Job Specifications

Duties and Responsibilities -

- i) Maintaining cleanliness of the vehicle;
- ii) Keeping up to date work tickets for vehicles;
- iii) Cleaning of the assigned motor vehicle;
- iv) Submitting regular reports on motor vehicle assigned;
- v) Reporting any mechanical/accident problems; and
- vi) Proper mechanical working condition of the vehicle.

b) Person Specifications

For appointment to this grade a candidate must have: -

- i) At least served in the grade of Driver for at least four (4) years;
- ii) At least a mean grade D+ (plus) in the Kenya Certificate of Secondary
- iii) Education or its equivalent from a recognized institution;
- iv) The Occupational Trade Test II Certificate;
- v) Valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
- vi) Certificate of Good Conduct
- vii) First Aid Certificate course lasting not less than one (1) week from St. Johns
- viii) Ambulance or any other recognized institution; and
- ix) An accident free driving period of 3 years.
- x) Proficiency in computer applications;
- xi) Fulfil the requirements of Chapter six (6) of the Constitution.

Basic Salary : Kshs.30,720 – 50,505

Hardship Allowance : Kshs.5,700

House Allowance : Kshs.2,750

Commuter Allowance : 3,000

Leave Allowance : As provided by the Agency

Annual Leave: 30 Working days per financial year

Medical Cover :As provided in the Agency

6. HYDRO-GEOLOGIST, Job Grade NW 6

REF: NWWDA/Job-05/2023

This is the entry grade for degree holders into this cadre. An officer at this level will work under the guidance of a senior officer.

a) Job Specification

The Duties and Responsibilities will entail:

- i) Carrying out hydro-geological, geo-technical, seismological and geophysical surveys on water projects;
- ii) Mapping, monitoring, and evaluating groundwater;
- iii) Coordinating and administering hydro geological functions;
- iv) Formulating and reviewing policies on hydro geology;
- v) Developing, implementing, and realizing the division's strategic plans and objectives; and
- vi) Collecting data on hydro-geological, geo-technical and geophysical surveys on water projects.

b) Person specifications

For appointment to this grade, a candidate must have: -

- i) Have a Bachelor of Science Degree in either, Hydrology, Geology or Geophysics, Geosciences or its relevant and equivalent qualification from a recognized institution;
- ii) Be registered by the Geological Society of Kenya (GSK), Hydrological Society of Kenya, as graduate geologists/ Hydrologist or Geologist Registration Board (GRB);
- iii) Have Proficiency in computer applications skills; and
- iv) Meets Provisions of Chapter 6 of the Constitution.

c) Competencies and Skills

- i) Communication and Reporting Skills
- ii) Analytic Skills
- iii) Leadership skills
- iv) Proficiency in IT
- v) Teamwork.

Basic Salary : Kshs. 78,347 – 116,730

Hardship Allowance : Kshs. .27,300

House Allowance : Kshs.5,800

Commuter Allowance ; 4,000

Leave Allowance : As provided by the Agency

Annual Leave: 30 Working days per financial year

Medical Cover :As provided in the Agency

7. SENIOR INTERNAL AUDITOR, Job Grade NW 5

REF: NWWDA/Job-06/2023

a) Job Specification

The duties and responsibilities of the officer will entail: -

- i) Providing inputs for the update of policies and procedures for the Department;
- ii) Developing individual audit engagement plan and ensure implementation;
- iii) Reviewing and evaluating the system of internal controls, assess their adequacy, effectiveness and proposing recommendations for their improvement;
- iv) Safeguarding the Board's assets by establishing appropriate means of verifying their existence, ownership, and valuation;
- v) Preparing audit reports on completion of each audit engagement
- vi) Assisting in establishing a follow up mechanism on recommendations received from all internal and external audits; and
- vii) Undertaking special audit/investigations.

b) Person Specification

For appointment to this grade, an officer must: -

- i) Have a minimum period of four (4) years relevant work experience;
- ii) Have Bachelor's Degree in any of the following disciplines: Accounting, Finance or Business Administration (Finance and Accounting option) or relevant field from a ^{[[L]]}_{SEP} recognized university;
- iii) Have passed Certified Public Accountant of Kenya (K) or its equivalent;
- iv) Be registered member of ICPAK in good standing;
- v) Be proficient in computer application skill;
- vi) Supervisory course lasting not less than two (2) weeks from a recognized institution; and
- vii) Fulfill the requirements of Chapter six of the Constitution.

c) Key Competencies and skills

- i) Strong communication and reporting skills;
- ii) Attention to detail and quality orientation skills;
- iii) Problem solving and analytical skills;
- iv) Interpersonal and negotiation skills; and
- v) Professionalism.

Basic Salary : Kshs.100,582~147,689

Hardship Allowance : Kshs.27,300

House Allowance : Kshs.16,500

Commuter Allowance:6,000

Leave Allowance : As provided by the Agency

Annual Leave: 30 Working days per financial year

Medical Cover :As provided in the Agency

8. ASSISTANT OFFICE ADMINISTRATOR, Job Grade NW 8

REF: NWWDA/Job-08/2023

a) Job Specification

This will be the entry and training grade for certificate holders in this cadre. An officer at this level will work under direct supervision of a senior officer.

The duties and responsibilities of the Officer will entail assisting in: -

- i) Attending to visitors/clients;
- ii) Ensuring security, integrity and confidentiality of data and information;
- iii) Managing office protocol and etiquette;
- iv) Maintaining office diary and travel itineraries;
- v) Receiving and distributing hard copy materials to registry;
- vi) Managing Front Office and Switchboard;
- vii) Providing word -processing and secretarial support;
- viii) Ensuring security of office records, equipment and documents;
- ix) Preparing responses to simple routine correspondences;
- x) Operating office equipment to include photocopying, printing;
- xi) Managing the main switchboard;
- xii) Receiving and directing telephone call to the various offices;
- xiii) Distributing, collecting, analyzing and compiling a report from the feedback forms for customer care and disability mainstreaming.
- xiv) recording dictation in shorthand and transcribing it in typewritten form typing from drafts, manuscripts or recording from dictation machines;
- xv) planning and scheduling of meetings;
- xvi) preparing and responding to routine correspondences;
- xvii) management of e-office;
- xviii) managing office petty cash;
- xix) coordinating the general administration of the Manager's office;
- xx) managing the Manager's diary;
- xxi) coordinating appointments and travel itineraries for the Manager;
- xxii) attending to visitors/clients;
- xxiii) handling telephone calls;
- xxiv) coordinating schedules of meetings;
- xxv) ensuring security of office records, equipment and documents including classified materials;
- xxvi) maintaining an up to date filing system in the office;
- xxvii) establishing and monitoring procedures for record keeping of correspondence and file movements;
- xxviii) preparing responses to simple routine correspondence;
- xxix) managing office protocol and etiquette;
- xxx) supervising office cleanliness;

- xxxi) ensuring security, integrity and confidentiality of data; and
- xxxii) Undertaking any other office administrative services duties that may be assigned.

b) Person Specifications

For appointment to this grade a candidate must have: -

- i) Diploma in Secretarial Studies from the Kenya National Examinations Agency OR Passed the following examinations from the Kenya National Examinations Agency (KNEC);
 - a) Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III;
 - b) Shorthand III (110 w.p.m.);
 - c) Business English III/Communications I;
 - d) Office Management III/Office Administration and Management III;
 - e) Secretarial Duties II;
 - f) Commerce II;
- ii) Proficiency in Computer Applications;
- iii) Fulfill the requirements of Chapter 6 of the Constitution

Basic Salary : Kshs.43,685 – 70,917

Hardship Allowance Kshs.6,600

House Allowance : Kshs.3,000

Commuter Allowance: Kshs.3,000

Leave Allowance : As provided by the Agency

Annual Leave: 30 Working days per financial year

Medical Cover :As provided in the Agency

Candidates for the above vacancies MUST satisfy the requirements of Leadership and Integrity set out in Chapter six (6) of the Constitution of Kenya 2010 and shortlisted candidates shall be required to present the following documents.

- ~ Ethics and Anti-corruption Commission Clearance Certificate
- ~ Kenya revenue Authority Tax Compliance Certificate
- ~ Higher Education Loans Board Clearance Certificate or proof of ongoing repayments
- ~ Certificate of Good Conduct issued by National Police Service
- ~ Certificate of Clearance from the Credit Reference Bureau (CRB).

How to apply

Interested and qualified applicants should send their applications accompanied with detailed Curriculum Vitae, copies of relevant academic and professional certificates, National Identity Card or Passport, testimonials and other relevant supporting documents.

All applications should be submitted in any **one** of the following ways:

1. Online applications should be emailed in PDF format to recruitment@nwwda.go.ke .
2. Manual Applications should be hand delivered to Northern Water Works Development Agency office, Maji House, Kismayu Road, Garissa during working hours of 8am to 5pm.
3. Applications via Courier Services should be addressed to:

**The Chief Executive Officer,
Northern Water Works Development Agency (NWWDA)
PO Box 495 – 70100
Maji House, Kismayu,
Garissa, Kenya**

All applications should reach the Agency on or before Tuesday, **8th August 2023 at 5.00 pm**

“Women, minorities, the marginalized and persons living with disability are encouraged to apply”

NWWDA is an equal opportunity employer and all qualified candidates are encouraged to apply. Canvassing in any form will lead to automatic disqualification.