



## **TANA WATER WORKS DEVELOPMENT AGENCY**

### **VACANCIES FOR INTERNSHIP**

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 Agency seeks to engage highly motivated Kenyans to undertake internship for a period of twelve (12) months.

#### **Internship Positions**

##### **1. Engineer Intern (Five Posts)**

Duties & responsibilities entail assisting in;

- i. Assist in designing and developing appropriate and cost effective models for water and sanitation infrastructure;
- ii. Assist in technical planning and design of water and sanitation infrastructure; and
- iii. Assist in preparing of technical specifications and project tender documents.
- iv. Assist in coordinating digitization of drawings and management of plans, records, storage and retrieval.
- v. Assist in preparing bill of quantities and detailing of civil works drawings for water and sanitation infrastructure.
- vi. Assist in monitoring performance of existing water and sanitation infrastructure;
- vii. Assist in carrying out periodic assessment of water and sewerage infrastructure;

#### **Minimum Requirements**

- i. Bachelor's degree or Diploma in any of the following: - Civil or Water Engineering, Environmental science, Structural Engineering, Geography or a related field from a recognized university
- ii. Proficiency in computer applications.





## **2. Geologists Intern (One Post)**

Duties and responsibilities entail;

- i. Conducting desk studies and literature review for planning field Projects.
- ii. Calibrating field tools and equipment
- iii. Identify deposits of construction and assess the materials characteristics and suitability for use.
- iv. Analyse and interpret geological information from sources such as survey data.
- v. Plan and conduct geological, geochemical and geophysical studies and surveys, sample data collection and drilling and testing programs.
- vi. Locate and estimate probable underground water resources using aerial photographs, charts and research survey result.
- vii. Advise on dam construction, foundation design and land use and resource management

### **Minimum Requirements**

- a) Bachelor of Science Degree in Geology, Engineering Geology, Geophysics, Geochemistry, Geo - Science or equivalent qualification from a recognized institution
- b) Proficiency in computer applications.

## **3. Environmentalist Intern – (Two Posts)**

Duties and responsibilities

- i. Undertake Environmental Impact Assessments (EIAs), Environmental and Social Impact
- ii. Assessment (ESIA) Reports and ensure the reports are submitted to the relevant institutions for approval.
- iii. Ensure that environmental impact mitigation measures are addressed during project implementation.
- iv. Liaise with the National Environmental Management Agency (NEMA) and other government, local agencies and officials and other relevant parties on environment management issues.
- v. Visit and assess various sites under TWWDA jurisdiction to monitor the progress of environmental improvement programs and compliance with stipulated regulations.
- vi. Advice on and communicate environmental issues, regulatory requirements and other relevant issues to technical staff, regulatory authorities, public interest groups and the public.





- vii. Prepare scoping plans for project resettlement action plans.
- viii. Ensure water and sanitation facilities audits are undertaken as required and monitor the activities of Water Service Providers to guarantee compliance with water and waste effluent quality standards.

### **Minimum qualifications**

- i. A Bachelor's degree in Environmental Studies or other related field.
- ii. Must be knowledgeable in relevant computer applications.

### **4. Planning/Economist Intern - (Two Posts)**

Duties and responsibilities entail assisting in;

- i. Research and innovation;
- ii. Implementation of annual Performance Contract and preparing quarterly and annual reports and submitting to relevant institutions;
- iii. Data collection and analysis of potential areas of infrastructure development including gender and development, social, economic levels and demographics features of interest communities.

### **Minimum requirements**

- i. Bachelors Degree in Economics, Statistics, Business Management or related field from a recognized institution;
- ii. Proficiency in computer applications

### **5. Human Resource and Administration Intern (One Post)**

Duties and responsibilities entail assisting in;

- i. Ensuring provision of office equipment and materials;
- ii. Maintaining and updating furniture and office equipment inventory;
- iii. Generating administrative reports on repairs and maintenance;
- iv. Ensure cleanliness of the offices, compound and general hygiene;
- v. Ensuring timely payment of utility bills in the Agency;
- vi. Assisting in updating human resource records in an accurate and timely manner
- vii. Assist in drafting correspondences
- viii. Assist in maintaining records for casuals.
- ix. Assisting in processing, monitoring employee leave records and ensuring timely reports;





## Minimum requirements

- i. Bachelors Degree/diploma in Human Resource Management/Administration, Public Administration, Business Administration, Sociology, Education or equivalent qualification from recognized institution
- ii. Proficiency in computer applications

### 6. Assistant Office Administrator – (One Post)

Duties and responsibilities entail assisting in;

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

## Minimum Requirements

- i. Diploma in Secretarial Studies from the Kenya National Examinations Council  
or
- ii. Have passed the following examinations from the Kenya National Examinations Council (KNEC);
  - a. Shorthand III at 100 w.p.m;
  - b. Typwriting III 50w.p.m/computerised document processing III;
  - c. Business III/ Communication II;
  - d. Commerce II;
  - e. Office Practice II;
  - f. Office Management III/Office Administration and Management III;
  - g. Secretarial Duties II;
- (iii) Proficiency in Computer Applications





## **7. Information and communication Technology (ICT) – Two Posts**

The duties and responsibilities entail assisting in:

- i. Providing ICT user support and helpdesk services;
- ii. Maintaining ICT systems documentation;
- iii. Implementing ICT policies, procedures and controls programmes;
- iv. Troubleshooting hardware and software problems.
- v. Monitoring and testing ICT equipment performance and reporting ICT faults according to work instructions;
- vi. Carrying out planned maintenance and servicing of ICT equipment and associated peripherals according to work instructions;
- vii. Performing Data entry activities;
- viii. Performing databases backup operations; and
- ix. Undertaking basic programming and testing simple ICT programs according to work instructions and specifications;

### **a) Minimum requirements**

For appointment to this position, an officer must have: -

- i. Diploma in IT or Computer Science or a related field
- ii. Proficiency in Computer applications
- iii. Fulfills the requirements of Chapter 6 of the Constitution

## **8. Legal Intern (One Position)**

Duties and responsibilities entail assisting in;

- i. Interpreting legal cases;
- ii. Issuing instructions to agreement and contract defaulters;
- iii. Drafting of legal agreements and contracts in liaison with relevant departments, divisions and units;

### **Minimum requirements**

- a) Bachelors degree in Law
- b) Diploma in law from the Kenya School of Law
- c) Certificate in computer applications from recognized institution





## **Other Requirements**

Other requirements the successful interns will be required to have in line with the internship policy and guidelines for the Agency are as follows:

- a) Must not have benefited from a similar program
- b) Must have completed their training and graduated with documentary proof of qualification
- c) National Identity Card (ID) or copy of Passport
- d) Valid Certificate of Good Conduct from Directorate of Criminal Investigation
- e) National Hospital Insurance Fund (NHIF) medical cover or any other from a reputable medical insurance firm to cover for the internship period
- f) PIN Certificate from Kenya Revenue Authority
- g) Two (2) colored passport size photos

## **Duration of Internship**

The above positions are on a twelve (12) months non-renewable contract. The individuals recruited shall be of high integrity and must satisfy the requirement of leadership and integrity set out in Chapter six (6) of the Constitution of Kenya.

## **Application Procedure**

Applicants are required to fill TWWDA internship application form which can be downloaded from the website ([www.tanawwda.go.ke](http://www.tanawwda.go.ke)) and submit together with detailed curriculum vitae, copies of academic and professional certificates so as to reach the address shown below by the close of business on or before 9<sup>th</sup> July, 2021 at 5.00 p.m.

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

## **Please note**

- 1. Only shortlisted candidates will be contacted.
- 2. TWWDA does not guarantee employment after completion of the internship program.
- 3. Canvassing directly or indirectly will result to disqualification.
- 4. Gender, ethnicity, disability and regional balance consideration will be applied in the selection process.



TWWDA IS ISO 9001:2015 CERTIFIED