



## **TANA WATER WORKS DEVELOPMENT AGENCY**

### **JOB VACANCIES**

Tana Water Works Development Agency (TWWDA) was established as a State Corporation under the Water Act 2016, as one of the institutions in the reformed water sector under the Ministry of Water, Sanitation and Irrigation. 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 mandate of the Agency is to undertake the development, maintenance and management of the National Public Water Works within its area of jurisdiction.

It is in line with the need to realize the above mandate that TWWDA management is seeking to recruit suitable and qualified persons to fill the following positions whose holders will be based at TWWDA's Headquarters.

#### **1. Driver –TWWDA Grade 8 - TWWDA/D/1/2021 – (4Posts)**

##### **Terms of Service: One year contract**

##### **a) Job Purpose**

Driver is responsible for the provision of safe and timely transportation of authorized passengers as well as the good maintenance of the Agency's vehicles.

##### **b) Key duties and responsibilities entail;**

- i. Ensuring the safe transportation of Agency's personnel and/or goods from source to destination as per instructions;
- ii. Detecting and report malfunctioning of vehicles system;
- iii. Keeping a record of the vehicle's movement through the "Work Ticket";
- iv. Monitoring and reporting the vehicle service and insurance schedule;
- v. Ensuring the cleanliness of the vehicle;
- vi. Reporting incidents and accidents as soon as they occur as per the policy;
- vii. Ensuring adherence to or observations of traffic laws.

##### **c) Person specification**

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

- i. KCSE D or its equivalent;
- ii. Have passed the Occupational Test III for drivers;
- iii. Minimum four (4) years' driving experience



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- iv. Valid driving license (**Smart Driving License**), Category B manual/Category C Light truck.
- v. Meet the requirements of Chapter six (6) of the Constitution of Kenya.

**d) Key Competencies and skills**

- i. Organizational skills
- ii. Communication skills in both English and Kiswahili
- iii. Interpersonal skills

**Application Procedure**

Qualified and interested candidates should submit their applications quoting the title on both the envelope and the cover letter. Attach a detailed and up to date curriculum vitae, telephone contacts and three referees together with copies of academic certificates, professional certificates and testimonials.

**Additional requirements**

Candidates shortlisted for interviews for the above positions will be required to submit the following;

- 1. Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- 2. Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI)
- 3. Clearance from the Ethics and Anti-Corruption Commission (EACC)
- 4. Clearance from Credit Reference Bureau (CRB)

Sealed envelope can be hand delivered to TWWDA Human Resource Office or sent by a registered mail to the following address:

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

so as to reach him **not later than 22<sup>nd</sup> October, 2021 at 5.00PM**

Only shortlisted candidates will be contacted.

**Tana Water Works Development Agency is an equal opportunity employer.**

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



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