



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 Embu, Kirinyaga, Meru, Nyeri, and Tharaka-Nithi. The mandate of the Agency is to undertake the development, maintenance and management of the National Public Water and Sanitation Works within its area of geographical 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 in Nyeri.

1. Manager Engineering, Water and Sanitation Infrastructure – TWWDA Grade 3 - TWWDA/MEWSI/1/2021 – (1Post)

Terms of Service: Permanent and Pensionable

a) Job Purpose

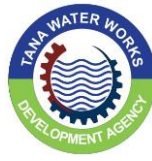
The Manager is responsible for coordinating, overseeing, executing and assisting in all technical matters related to technical planning, design and implementation of water and sanitation services so as to ensure access to safe water to all stakeholders in the Agency Area.

b) Job Specification

Duties and responsibilities entail;

- i. Developing of water works infrastructure;
- ii. Initiating and formulating implementation of sound technical policies, strategies and systems;
- iii. Improving the quality and value of services and products provided by the Agency;
- iv. Supervising the implementation of activities under special programmes;
- v. Managing contracted technical services;
- vi. Monitoring of existing water and sanitation infrastructure;
- vii. Supervise project teams & Performance appraisal of staff in the division;
- viii. Prepare work plans and budget for the division; and
- ix. Any other duties that may be assigned from time to time.





c) Person specification

For appointment to this position, a candidate must have:

- i. At least ten (10) years work experience
- ii. Bachelor of science degree in Civil or Water Engineering or Bio-systems and Agricultural engineering (majoring in water resources and supplies) or related field from a recognized university
- iii. Registered Engineer
- iv. Professional qualification and membership
- v. Leadership course from a recognized institution
- vi. Management course from a recognized institution
- vii. Proficiency in computer applications
- viii. Meets the requirements of Chapter six of the constitution

Masters degree in the above mentioned Bachelor's degree will be an added advantage.

d) Competencies and skills

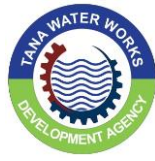
- i. Supervisory skills
- ii. Report writing skills
- iii. Good interpersonal skills
- iv. Good communication skills
- v. Analytical skills

2. Manager Engineering, Technical Planning and Design – TWWDA Grade 3 - TWWDA/METPD/2/2021 – (1Post)

Terms of Service: Permanent and Pensionable

a) Job Purpose

The Manager is responsible for coordinating, overseeing, executing and assisting in all technical matters related to technical planning, design and implementation of water and sanitation services so as to ensure access to safe water to all stakeholders in the Agency Area.



b) Job Specification

Duties and responsibilities entail;

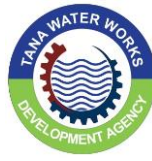
- i. Planning and coordinating preparation and implementation of the Agency's quality management system;
- ii. Organizing and coordinating development of concept notes and project proposals;
- iii. Evaluate and verify divisional employee's performance through the review of completed work assignments and work techniques;
- iv. Coordinate development of engineering calculations, diagrams and technical reports
- v. Enforcing specifications compliance with drawings, conditions of contracts, quality control, and approvals;
- vi. Coordinating preparation of Environmental and Social Impact Assessment (ESIA) Reports ensuring that they are submitted to the relevant institutions for approval;
- vii. Co-ordinate designing and development of appropriate and cost-effective models for water and sanitation infrastructure;
- viii. Co-ordinate preparation of Technical planning and design of water works infrastructure;
- ix. Co-ordinate preparation of technical specifications and project tender documents;
- x. Ensure reports on quality assurance findings and recommendations are implemented;
- xi. Co-ordinate preparation of plans with detailed drawings that include project specifications and cost estimates;
- xii. Manage assigned projects from start to finish;
- xiii. Prepare work plans and budget for the division;
- xiv. Supervise project teams & Performance appraisal of staff in the division; and
- xv. Any other duties that may be assigned from time to time.

c) Person specification

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

- i. At least ten (10) years' work experience
- ii. Bachelor of science degree in Civil or Water Engineering or Bio-systems and Agricultural engineering (majoring in water resources and supplies) or related field from a recognized university
- iii. Registered Engineer
- iv. Professional qualification and membership
- v. Leadership course from a recognized institution
- vi. Management course from a recognized institution
- vii. Proficiency in computer applications
- viii. Meets the requirements of Chapter six of the Constitution





Masters degree in the above mentioned Bachelor's degree will be an added advantage.

d) Key Competencies and skills

- i. Supervisory skills
- ii. Report writing skills
- iii. Good interpersonal skills
- iv. Good communication skills
- v. Analytical skills

3. Principal Engineer, Water and Sanitation Infrastructure - TWWDA Grade 4 - TWWDA/PEWSI/3/2021 - (1 Post)

Terms of Service: Permanent and Pensionable

a) Job Purpose

The Officer is responsible for coordinating, overseeing, executing and assisting in all technical matters related to technical planning, design and implementation of water and sanitation services so as to ensure access to safe water to all stakeholders in the Agency Area.

b) Job Specification

Duties and responsibilities entail;

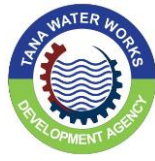
- i. Oversee projects conception, design and initial project specifications and manage scheduling, estimating and securing materials;
- ii. Conduct engineering studies and investigations and prepare reports for the Agency;
- iii. Development of water and sanitation infrastructure;
- iv. Coordinating and supervising implementation of activities under special programmes;
- v. Managing of contracted technical services;
- vi. Monitoring of existing water and sanitation infrastructure
- vii. Implementing resettlement action plans (RAP).
- viii. Provide engineering guidance to other departments and divisions;
- ix. Train new Engineers and keep abreast of industry trends and issues; and
- x. Any other duties that may be assigned from time to time.

c) Person specification

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

- i. At least eight (8) years' work experience





- ii. Bachelor of science degree in Civil or Water Engineering or Bio-systems and Agricultural engineering (majoring in water resources and supplies) or related field from a recognized university
- iii. Registered Engineer
- iv. Professional qualification and membership
- v. Management course from a recognized institution
- vi. Proficiency in computer applications
- vii. Meets the requirements of Chapter six of the constitution

Masters degree in the above mentioned bachelors degree will be an added advantage.

d) Key Competencies and skills

- i. Supervisory skills
- ii. Report writing skills
- iii. Good interpersonal skills
- iv. Good communication skills
- v. Analytical skills

4. Engineers – TWWDA Grade 6 – TWWDA/E/4/2021- (3Posts)

Terms of Service: Permanent and Pensionable

a) Job Specification

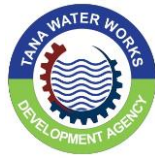
This is the entry position for Graduate Engineers. An Engineer at this level will work under supervision and guidance of a Senior Officer.

Duties and responsibilities entail;

Technical Planning and Design

- i. Assist in developing of concept notes and project proposals;
- ii. Assist in undertaking project feasibility studies;
- iii. Assist in coordinating Environmental and Social Impact Assessment (ESIA);
- iv. Assist in designing and developing appropriate and cost-effective models for water and sanitation infrastructure;
- v. Assist in technical planning and design of water and sanitation infrastructure; and
- vi. Assist in preparing of technical specifications and project tender documents.
- vii. Assist in coordinating digitization of drawings and management of plans, records, storage and retrieval.
- viii. Assist in preparing bill of quantities and detailing of civil works drawings for water and sanitation infrastructure; and
- ix. Any other duties that may be assigned from time to time.





Water and Sanitation Infrastructure

- i. Assist in supervising development and augmentation of water and sanitation infrastructure, management and issuance of advice on contractual issues;
- ii. Assist in monitoring performance of existing water and sanitation infrastructure;
- iii. Assist in implementation of resettlement action plans (RAP); and
- iv. Any other duties that may be assigned from time to time.

Asset Management, Liaison and Capacity Building

- i. Assist in implementation of appropriate capacity development of water services providers and county governments as may be requested;
- ii. Assist in carrying out periodic assessment of water and sewerage infrastructure;
- iii. Assist in coordinating the acquisition of way leaves, land and crop compensation;
- iv. Assist in maintenance and management of National Water Works within area of jurisdiction;
- v. Assist in operating Water and sanitation infrastructure and provide water services as a Water Service Provider as mandated by Section 68 (b) of the Water Act; 2016;
- vi. Assist in providing reserve capacity for purposes of providing water services as per section 68 (c) of the Water Act; 2016;
- vii. Assist in carrying out development, project signage and branding; and
- viii. Any other duties that may be assigned from time to time.

b) Person specification

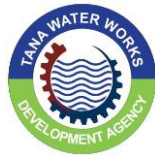
For appointment to this position, a candidate must have: -

- i. Bachelor of science degree in Civil or Water Engineering or Bio-systems and Agricultural engineering (majoring in water resources and supplies) or related field from a recognized university
- ii. Registered Graduate Engineer
- iii. Professional qualification and membership
- iv. Proficiency in computer applications
- v. Meets the requirements of Chapter six of the constitution

c) Key Competencies and skills

- i. Report writing skills
- ii. Good interpersonal skills
- iii. Good communication skills
- iv. Analytical skills





5. Engineering Assistants – TWWDA Grade 7 – TWWDA/EA/5/2021 – (9Posts)

Terms of Service: Permanent and Pensionable

a) Job Specification

This is the entry position for Engineering Assistants. An officer at this level will work under supervision and guidance of a senior officer.

Duties and responsibilities entail;

Technical Planning and Design

- i. Assist in development of concept notes and project proposals;
- ii. Assist in conducting pre-feasibility and feasibility studies for water infrastructure and water project development;
- iii. Assisting in preparation of status reports of water and sanitation infrastructure;
- iv. Assist in the preparation of bill of quantities and tenders;
- v. Assist in carrying out elementary survey and leveling for Civil Engineering schemes;
- vi. Collecting baseline data for water and sanitation planning;
- vii. Assist in data analysis and production of CAD drawing;
- viii. Assist in Public bidding process for construction projects.

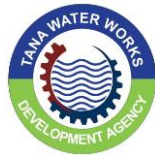
Water and Sanitation Infrastructure Development

- i. Assist in development and rehabilitation of water and sanitation infrastructure;
- ii. Assist in the implementation of resettlement action plans (RAP);
- iii. Assist in editing technical drawings and other documents;
- iv. Assist in the management and supervision of contractors;
- v. Assist in preparation of site meetings minutes and progress reports.

Asset Management, Liaison and Capacity Development

- i. Assist in Mapping, Developing and maintenance of a database of water and sanitation related assets;
- ii. Assist in provision of necessary documentation for the purpose of monitoring and evaluation of existing water and sanitation infrastructure;
- iii. Assist in capacity development of water services providers and county governments as may be requested;
- iv. Assist in assessing whether water and sanitation infrastructure operate optimally;
- v. Assist in coordinating acquisition of way leaves, land and crop compensation;





- vi. Assist in maintenance and management of National Water Works within area of jurisdiction;
- vii. Participate in developing project signage and branding.; and
- viii. Any other duties that may be assigned from time to time.

b) Person specification

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

- i. Diploma in Civil or Water Engineering or a related field
- ii. Proficiency in computer applications
- iii. Meet the requirements of Chapter six of the constitution

c) Key Competencies and skills

- i. Report writing skills
- ii. Good interpersonal skills
- iii. Good communication skills

6. Principal Planning Officer/Economist – TWWDA Grade 4 – TWWDA/PPO/6/2021 – (1Post)

Terms of Service: Permanent and Pensionable

a) Job Purpose

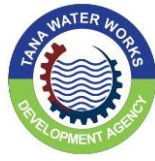
The officer is responsible for coordinating research, development and review of the strategic, business and work plans, performance management and knowledge management, monitoring and evaluation of Agency's programs and projects.

b) Job Specification

Duties and responsibilities entail;

- i. Development and review of organization Strategic Plan and Business Plan;
- ii. Overseeing research and innovation;
- iii. Implementation of annual Performance Contract and preparing quarterly and annual reports and submitting to relevant institutions;
- iv. Effectively planning and efficient implementation the Agency's approved work plans;
- v. Analysis of potential areas of infrastructure development including gender and development, social, economic levels and demographics features of interest communities.





- vi. Analyze and assess economic research arguments presented by stakeholders and contractors; and
- vii. Any other duties that may be assigned from time to time.

c) Person specification

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

- i. At least eight (8) years relevant work experience
- ii. Bachelor's Degree in Economics, Statistics, Business Management or related field from a recognized institution;
- iii. Master's Degree in Economics, Statistics, Business Management or related field from a recognized institution
- iv. Professional qualifications
- v. Management course lasting not less than four (4) Weeks from a recognized institution;
- vi. Demonstrated results in work performance
- vii. Proficiency in computer applications
- viii. Meets the requirements of Chapter six of the constitution

d) Key Competencies and skills

- i. Supervisory skills
- ii. Report writing skills
- iii. Good interpersonal skills
- iv. Good communication skills

Application Procedure

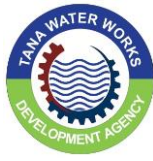
Qualified and interested candidates should submit their applications in hard copy quoting the title on both the envelope and the cover letter. Attach a detailed and upto date Curriculum Vitae, current salary, telephone contacts and three referees together with copies of academic certificates, professional 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. Clearance Certificate from Higher Education Loans Board (HELB)
3. Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI)
4. Clearance from the Ethics and Anti-Corruption Commission (EACC)





5. Clearance from Credit Reference Bureau (CRB)

Sealed envelope can be hand delivered to TWWDA Human Resource Office or sent by a registered mail (Posta) 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 Tuesday, 30th November, 2021 at 5.00PM**

Only shortlisted candidates will be contacted.

Tana Water Works Development Agency is an equal opportunity employer. PWDs, WOMEN, MARGINALIZED AND THE MINORITY ARE ENCOURAGED TO APPLY

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

