



## **TANA WATER WORKS DEVELOPMENT AGENCY**

### **INTERNAL JOB VACANCIES - ADVERTISEMENT**

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/4/2022 - (4posts)**

##### **Terms of Service: 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 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. Passed Suitability Test for drivers;
- iv. Minimum four (4) years' driving experience; and



TWWDA IS ISO 9001:2015 CERTIFIED



- v. Valid driving license (Smart Driving License), Category B1 (light vehicle) and Category C (Medium truck);

Holders of category CE (Heavy Truck with Trailer- a Gross Vehicle Weight exceeding 7500kg) will have an added advantage.

**d) Key Competencies and skills**

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

**Application Procedure**

Interested applicants who meet the requirements should submit their applications quoting the job title on both the envelope and the cover letter. Attach a detailed and up to date Curriculum Vitae, Current Salary, Telephone contacts and three referees together with copies of Academic Certificates, Professional Certificates, testimonials and copy of National Identification Card.

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 Friday, 27<sup>th</sup> May 2022 at 5.00PM**

Only shortlisted candidates will be contacted.

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

**NB:** Successful candidates will be required to submit the documents listed below to comply with the requirement of Chapter Six (6) of the Constitution of Kenya 2010.

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)

“Any form of canvassing will lead to automatic disqualification”.



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