



## TANA WATER WORKS DEVELOPMENT AGENCY

**Maji House, Baden Powell Road, P.O Box 1292 – 10100, NYERI, Kenya.**  
**Tel: +254 612032282, Fax: +254 612034118, Cell: +254724259891**

### CAREER OPPORTUNITIES

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 & 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.

In line with the need to realize the above mandate the Agency is seeking to recruit suitable and qualified persons to fill the following positions whose holder will be based at TWWDA's Headquarters in Nyeri.

#### **1. Manager, Corporate Communications and Public Relations - TWWDA Grade 3 - TWWDA/MCCPR/1/2022- (1 Post)**

##### **Terms of Service: Permanent and Pensionable**

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

The job holder is responsible for branding, development and implementation of communication and marketing strategy, policies and plans.

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

- i. Initiating the development and implementation of communication strategies, policies and workplans;
- ii. Organizing corporate events;
- iii. Developing information, education and communication materials;
- iv. Liaising with departments to generate content material for dissemination;
- v. Promoting a positive corporate image of the Agency;
- vi. Managing public relations;
- vii. Providing Media liaison services;
- viii. Developing and implementing corporate social responsibility programs; and
- ix. Handling complaints in the Agency.



TWWDA IS ISO 9001:2015 CERTIFIED

**c) Person specification**

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

- i. At least ten (10) years relevant work experience three (3) of which should have been in in supervisory role;
- ii. Bachelor's Degree in Communications, Public Relations or equivalent qualification from a recognized institution;
- iii. Master's Degree in Communication, Public Relations or equivalent qualification from a recognized institution;
- iv. Professional qualification and membership where applicable;
- v. Management course lasting not less four (4) weeks from a recognized institution;
- vi. Meets the provision of Chapter Six of the Constitution.

**d) Key Competencies and skills**

- i. Proficiency in IT
- ii. Strategic thinking
- iii. Analytical skills
- iv. Interpersonal and negotiation skills
- v. Integrity
- vi. Mentoring, coaching and leadership skills

**2. Corporation Secretary and Manager, Legal Services – TWWDA Grade 3 - TWWDA/CSMLS/2/2022– (1Post)**

**Terms of Service: Permanent and Pensionable**

**a) Job Purpose**

The Corporation Secretary and Manager, Legal Services will head the Legal Services Division and is responsible for providing secretariat services to the Agency as well legal services to the management.

**b) Key duties and responsibilities**

- i. Interpreting and advising the Agency on all matters relating to the law;
- ii. Overseeing the formulation, implementation and review of the Agency's laws, by-laws and strategies on litigation and other relevant regulations;
- iii. Overseeing the design and implementation and review of legal agreements and contracts in liaison with relevant departments, divisions and sections; ensuring that the Agency complies with statutory and other regulatory requirements;

- iv. Liaising with the Attorney General on all litigations matters; issuing instructions to agreement and contract defaulters;
- v. Carrying out investigation on legal issues affecting the Agency;
- vi. Overseeing the preparation of legal opinions on matters relating to legal notices; coordinating the preparation and processing of legal notices and any other Gazettement;
- vii. Preparing and maintaining proper records of Agency's proceedings; overseeing the drafting and vetting of contracts;
- viii. Overseeing research on emerging legal issues;
- ix. Provide leadership and policy direction on legal issues;
- x. Formulate, implementation and review of legal policies, strategies and procedures;
- xi. Provide secretariat services to the Board;
- xii. Prepare the annual budget for the Agency and the Legal Division; Agency Calendar of events and work plans
- xiii. Coordinate governance audit process and legal representation;
- xiv. Handle litigation and legal opinion matters of the Agency;
- xv. Manage and administer the corporate legal documentation and procedures;
- xvi. Liaising with the Chief Executive Officer in preparation of Board calendar and Board work plans
- xvii. Organizing and managing Board member's induction;
- xviii. Liaising with the Attorney General, law enforcement agencies and stakeholders on all legal matters;
- xix. Interpreting laws, regulation and provide legal opinions on matters of the Agency;
- xx. Formulating, draft and facilitate Gazettement of Legal Notices for the Agency;
- xxi. Facilitating the annual publication of the Conformity Assessment Bodies
- xxii. Advising the Agency and facilitate in registration and the protection of the Agency 's logo and marks including licensed marks of regional and international arrangements;
- xxiii. Identifying and Manage external advocates assigned stated cases to handle/prosecute or defend;
- xxiv. Providing advice and legal opinions to Management and the Board of Directors on contractual matters and on any legal actions contemplated by the Agency prior to execution;
- xxv. Drafting and reviewing contracts, agreements and other legal documents;
- xxvi. Providing legal services to the Agency among others matters pertaining to debt collection; and
- xxvii. Conducting legal research, analysis and rendering advise to the Agency.

**c) Person specification**

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

- i. At least ten (10) years' work experience
- ii. Bachelor's Degree in Law
- iii. Certified Secretary (CS K)
- iv. Diploma in law from the Kenya School of Law
- v. Must be an Advocate of the High court
- vi. Member of Institute of Certified Secretaries of Kenya (ICSK) in good standing
- vii. Member of the Law Society of Kenya in good standing
- viii. Proficiency in computer applications
- ix. Management course from recognized institution
- x. Meet the requirements of Chapter six of the Constitution

Holders of Master's Degree in Law will be an added advantage

**d) Key Competencies and skills**

- i. Report writing skills
- ii. Good interpersonal skills
- iii. Good communication skills
- iv. Good Analytical skills
- v. Good Negotiation skills
- vi. Planning and organizing skills

**3. Manager, Resource Mobilization – TWWDA Grade 3 – TWWDA/MRM/3/2022- (1Post)**

**Terms of Service: Permanent and Pensionable**

**a) Job Purpose**

The job holder is responsible for developing and maintaining sound financial management systems, advising the financial trends and identifying avenues of resource mobilization and establishing risk management in investment and resource mobilization to mitigate low levels of resource mobilization in line with the Agencies Mandate.

**b) Key duties and responsibilities**

- i. Carry out Project Appraisals and Capital Budgeting
- ii. Develop, implement and review resource mobilization policies, strategies and programmes.

- iii. Develop financial models for proposed projects and determine cost benefit analysis, Internal rates of return and return on investment.
- iv. Conduct and participate in various financial analyses of Agency's projects using appropriate financial tools.
  - v. Develop funding proposals for projects undertaken by the Agency
  - vi. Identify key strategic partners and maintain a Database
  - vii. Assist in developing the agenda on Resource Mobilization and Partnerships
- viii. Develop systems and procedures to monitor sourced funds
- ix. Identify and map potential and emerging sources of funding and assess their current usage and potential for the future.
- x. Develop, disseminate and implement investment plans and programmes
- xi. Develop systems and procedures to monitor sourced funds

### **c) Person Specifications**

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

- i. At least ten (10) years' work experience in Resource Mobilization and partnership development in public service or private sector, three (3) of which must be in a managerial level.
- ii. Bachelor's degree in Commerce, Business Administration, Finance or Economics from a recognized university
- iii. Master's Degree in any of the following disciplines: Business Administration, Public Communication, Community Development, Development Studies, or any other equivalent qualification from a recognized institution;
- iv. Management Course lasting not less than Four (4) weeks from a recognized institution;
- v. Certificate in Resource Mobilization or Partnerships from a recognized institution;
- vi. Be a member of a relevant professional body where applicable;
- vii. Meet the requirements of Chapter six of the Constitution

### **d) Key Competencies and Skills**

- i. Demonstrated results in work performance;
- ii. Demonstrate skills on financial analyst
- iii. Proposal development skills
- iv. Computer/ICT skills
- v. Resource mobilization skills
- vi. Analytical skills
- vii. Problem solving skills
- viii. Communication skills



## **Application Procedure**

Interested applicants who meet the requirements should submit their applications quoting the job title and reference 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**

The deadline for making the application is on or before **9<sup>th</sup> November 2022 at 5.00p.m.**

Only shortlisted candidates will be contacted.

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

**The Agency encourages eligible Women, Persons with disabilities, those from minority and marginalized communities to apply for the above opportunities.**

**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. Police Clearance Certificate from the Directorate of Criminal Investigations (DCI)
4. Clearance from the Ethics and Anti-Corruption Commission (EACC)
5. Clearance from Credit Reference Bureau (CRB)

*Canvassing in any form will lead to automatic disqualification.*

