



TANA WATER WORKS DEVELOPMENT AGENCY
Maji House, Baden Powell Road, P.O Box 1292 – 10100, NYERI, Kenya.
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INTERNSHIP 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.

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

Internship Positions

1. Community Development Intern (One Post)

a) Job Specifications

Duties and responsibilities entail assisting in;

- i. Identifying community water issues, needs and problems within the TWWDA area of jurisdiction;
- ii. Developing new community based programs and resources;
- iii. Raising public awareness on water issues relevant to the community;
- iv. Liaising with interest groups and individuals to set up new water services;
- v. Mediating and resolving conflict between opposing parties and /or communities;
- vi. Monitoring and evaluating existing water programs;
- vii. Planning, attending and coordinating community meetings and events on water related issues;
- viii. Preparation of reports and policies.



TWWDA IS ISO 9001:2015 CERTIFIED

b) Person specification

- i. Diploma/Bachelor's degree in Social Science, Social Work, Community Development or related field;
- ii. Proficiency in Computer Applications;

2. Sociologist Intern (One Post)

a) Job Specifications

The Duties and Responsibilities will entail assisting in:

- i. Collecting and collating of data and information on social issues;
- ii. Conducting assessment and evaluation of ongoing projects;
- iii. Conducting social reviews of water and sanitation projects and preparing periodic reports on status of social issues;
- iv. Conducting Social Impact Studies on new water and sanitation designs;
- v. Reviewing periodic reports on status of social issues; and
- vi. Assessing the level of awareness on major social issues affecting the public as a result of water and sanitation infrastructure.

b) Person specification

- i. Diploma/Bachelor's Degree in any of the following disciplines: Sociology, Anthropology, social work, community development or its equivalent qualification from a recognized institution.
- ii. Proficiency in computer applications;

3. Surveyor/ GIS Intern (One Post)

a) Job Specifications

Duties and responsibilities entail;

- i. Assist in collecting survey field data for the various projects it plans to undertake including drafting both longitudinal and cross-sectional profiles from the collected field data.
- ii. Assist in setting out of engineering projects conducted by the Agency where such a provision through a contractor is not available.



- iii. Assist in collection of way leaves and guide the legal officer to gazette them accordingly
- iv. Assist in acquiring, collecting and gathering geo-spatial data for updating the Company GIS Database in close liaison with the GIS office.
- v. Assist the design team to design water system-spatial analysis.
- vi. Assist the design team when undertaking the feasibility studies of the project-spatial analysis
- vii. Assist the design team when conceptualization of a project -spatial analysis
- viii. Assist in undertaking appraisals for water projects-spatial analysis
- ix. Assist in performing data capture using different data collection tools and analysis for GIS product.
- x. Assist in managing geospatial database and aerial photography.
- xi. Assist in undertaking topographical survey for the planned water project i.e. pipeline , dams and sewers for the engineers to design.
- xii. Assist in land acquisition for the water project through acquisition of RIM/cadastral maps, digitization and supervise the extent of land acquired.
- xiii. Assist the technical planning division to site Dam locations for existing water system and new project.

(b) Person specification

- i. A Diploma/degree in Geomatics Engineering, Geospatial Information Science or any other Survey related field from a recognized University.
- ii. Proficiency in computer application

4. Resource Mobilization Intern – (One Post)

a) Job Specifications

Duties and responsibilities entails: -

- i. Assist in implementing operational guidelines for resource mobilization;
- ii. Assist in implementing strategies for partnerships, resource mobilization and collaborations;
- iii. Assist in compiling and analyzing data on resource mobilization trends;
- iv. Assist in supporting partnerships and linkages;



- v. Assist in implementing community service partnership programmes;
- vi. Assist in implementing the regulatory framework to guide operations and collaboration with civil society organizations; processing and maintaining registration documents and records;
- vii. Assist in compiling and analyzing data on proposals and reports preparation; and updating partners' database.

a) Person specification

- i. Bachelor's Degree in any of the following disciplines: Sociology, Project Planning & Management, Public Communication, Business Administration, Community Development, or any other equivalent qualification from a recognized institution;
- ii. Proficiency in computer application skills.

5. Internal Audit Interns - (Two Posts)

a) Job Specifications

Duties and responsibilities entail;

- i. Assist in drafting audit reports on assignments;
- ii. Assist in filling and maintaining safe custody of audit records;
- iii. Assist in preparation of annual Internal audit plans; and
- iv. Assist in drafting audit programs and checklist.

b) Person Specifications:

- i. Bachelor's degree in Commerce or Business Administration (Finance or Accounting option) from a recognized institution with CPA Part II or CPA (K) .
- ii. Proficiency in Computer applications.

6. Supply Chain Management Intern (One Post)

a) Job Specifications

Duties and responsibilities entail assisting in;

- i. Issuing of goods to the users;
- ii. Participating in stock-taking exercise;



- iii. Participating in the inspecting and checking of invoices before handing them over to the Finance Department for payment;
- iv. Arranging of goods in the store;
- v. Preparing and follow-up of LPOs & LSOs;
- vi. Sending out Request for Quotations (RFQs);
- vii. Purchasing sundry stores;
- viii. Ensuring that goods in stores are properly stored

b) Person Specifications:

- i. Bachelors/ Diploma in Procurement & Supply Chain or a related field from a recognized institution;
- ii. Proficiency in computer applications;

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) 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 **22nd December, 2022 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.

