



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 position whose holder will be based at TWWDA's Headquarters in Nyeri.

1. Manager, Research, Strategy and Planning – TWWDA Grade 3 - TWWDA/MRSP/1/2023

Terms of Service: Permanent and Pensionable

a) Job Purpose

The Manager 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) Key Duties and Responsibilities

- i. Managing teams to deliver analytic functions of operations
- ii. Undertaking relevant research and innovation and writing reports on one's findings;
- iii. Advising on the potential implications of new policies and guidelines
- iv. Developing research tools and coordinating research;
- v. Managing market assessments required in annual review of deemed values
- vi. Managing development and review of organization Strategic Plan and Business Plan;



TWWDA IS ISO 9001:2015 CERTIFIED

- vii. Coordinating and overseeing implementation of annual Performance Contract and preparing quarterly and annual reports and submitting to relevant institutions;
- viii. Ensuring effective planning and efficient implementation of the Agency's approved work plans;
- ix. Developing research tools and coordinating research in the Agency;
- x. Analyzing data on potential areas of infrastructure development including gender and development, social, economic levels and demographics features of interest communities.
- xi. Advising in the identification of possible risks in the Agency operations, ensure monitoring and evaluation of the identified risks, recommend the appropriate control measures, and follow-up on implementation.

c) Person specification

For appointment to this position, an officer must have:

- i. At least ten (10) 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.
- iii. Management course lasting not less than four (4) Weeks from a recognized institution;
- iv. Demonstrated results in work performance
- v. Proficiency in computer applications
- vi. Meets the requirements of Chapter six of the constitution

d) Competencies and skills

- i. IT and Management skills
- ii. Report writing skills
- iii. Good interpersonal skills
- iv. Good communication skills
- v. Analytical skills



TWWD/DA/IS/ISO9001:2015 CERTIFIED

2. Manager Engineering, Asset Management, Liaison and Capacity Development – TWWDA Grade 3 - TWWDA/MAMLCD/2/2023

Terms of Service: Permanent and Pensionable

a) Job Purpose

The job holder is responsible for coordinating, overseeing, executing and assisting in all technical matters related to asset management, liaison and capacity development to county governments so as to ensure access to safe water to all stakeholders in the Agency Area.

b) Key Duties and Responsibilities

- i. Liaison and capacity development of water services providers and county governments as may be requested;
- ii. Carrying out periodic assessment of water and sewerage infrastructure;
- iii. Ensuring water and sanitation infrastructure operate optimally;
- iv. Coordinating acquisition of way leaves, land and crop compensation;
- v. Implementing resettlement action plans (RAP).
- vi. Mapping, Developing and maintaining a database of water works related assets;
- vii. Maintaining and managing National Water Works within area of jurisdiction;
- viii. Operating Water Works and providing water services as a Water Service Provider as mandated by Section 68 (b) of the Water Act; 2016;
- ix. Providing reserve capacity for purposes of providing water services as per section 68 (c) of the Water Act; 2016;
- x. Providing Technical Services and Capacity Building to County governments and WSPs as may be requested;
- xi. Ensuring project branding;
- xii. Prepare work plans and budget for the division; and
- xiii. Supervise a project team & Performance appraisal of staff in the division

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 Civil or Water Engineering or a related field
- iii. Master's degree in Civil or Water Engineering or a related field
- iv. Registered Engineer
- v. Professional qualification and membership
- vi. Leadership course from a recognized institution
- vii. Management course lasting not less than four (4) Weeks from a recognized institution
- viii. Proficiency in computer applications
- ix. Meets the requirements of Chapter six of the constitution



TWWDA IS ISO 9001:2015 CERTIFIED

d) Key Competencies and Skills

- i. Supervisory skills
- ii. Report writing skills
- iii. Good interpersonal skills
- iv. Good communication skills
- v. Analytical 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 remuneration, telephone contacts and three referees together with copies of academic certificates, professional certificates, testimonials and copy of national identification card.

Applications to be sent to ceo@tanawwda.go.ke or 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 **25th January 2024 at 5.00pm.**

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 provide evidence of compliance with requirements of Chapter 6 of the Constitution of Kenya.

Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

