



## **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**

### **INTERNAL JOB ADVERTISEMENT**

Tana Water Works Development Agency (TWWDA) is a State Corporation established under the Water Act 2016 in the Ministry of Water & Sanitation and Irrigation. 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. Principal Human Resource Management Officer – TWWDA Grade 4 - TWWDA/PHRMO/6/2024**

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

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

The Job holder will be responsible for providing Human Resource Management services that include Recruitment, Development, Performance Management, Discipline and Staff welfare matters in the Agency and initiation, review and implementation of policies and strategies thereof.

##### **b) Key Duties and Responsibilities**

- i. Coordinate human resource training and development programmes.
- ii. Providing guidance on development and updating of the human resource database;
- iii. Supervising the preparation of training projections and plans;
- iv. Supervising the administering of the payroll system;
- v. Reconciliation of staff complement and establishment;
- vi. Ensuring preparation and compiling staff deductions done outside the payroll;
- vii. Reviewing disciplinary letters and compiling disciplinary cases;
- viii. Supervising the update of the human resource database in the Agency;
- ix. Drawing a plan for the annual performance target setting in the Agency for



- review by management;
- x. Drawing a plan for the annual performance appraisal process within the Agency review by management;
- xi. Management and control of casual labour engagement
- xii. Coordinating issues of staff welfare;
- xiii. Coordinate staff travel clearance and other insurances related to staff;
- xiv. Coordinate preparation and submission of all statutory deductions; and
- xv. Reviewing of pension, insurance and other staff welfare related claims.

**c) Person specification**

For appointment to this position, an officer must have:

- i. At least eight (8) years of work experience
- ii. Bachelor's Degree in Human Resource Management, Administration, Public Administration, Business Administration, Sociology, Education or equivalent qualification from recognized institution
- iii. Master's Degree Human Resource Management, Administration, Public Administration, Business Administration, Strategic Management, Sociology or equivalent qualification from recognized institution
- iv. Certified Human Resource Management Professional (CHRP) - III
- v. Management Course lasting not less than 4 weeks
- vi. Membership to the Institute of Human Resource Management
- vii. Valid Practicing Certificate
- viii. Proficiency in computer applications
- ix. Meets the provisions of Chapter Six of the Constitution.

**d) Competencies and skills**

- i. Analytical thinking
- ii. Problem solving
- iii. Target setting
- iv. Attention to details
- v. Ability to work under pressure

**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](mailto: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 **Friday 28<sup>th</sup> June, 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.**

