

CAREER OPPORTUNITY – APPOINTMENT FOR THE POSITION OF THE CHIEF EXECUTIVE OFFICER

Ref Number: TWWDA/LEG/10/CONF/135/ VOL I (6)

About the Organisation

Tana Water Works Development Agency (“TWWDA” or “The Agency”) is established under the Water Act 2016 vide the Legal Notice No.28 of 26th April, 2019. The Agency is one of the Nine (9) Water Works Development Agencies under the Ministry of Water Sanitation and Irrigation (“MOWSI”)

The Organisation seeks to recruit a highly competent, results-driven and visionary individual to fill the position of **Chief Executive Officer (CEO)**.

Position: Chief Executive Officer (CEO)

Job Grade: TWWDA 1

Terms of Service: Contract (Three [3] years, renewable once subject to satisfactory performance and Government policy)

Duty Station: Nyeri

JOB PURPOSE, KEY DUTIES AND RESPONSIBILITIES, COMPETENCES AND SKILLS

Job Purpose

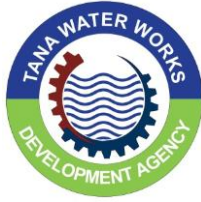
The Chief Executive Officer is responsible to the Board of Directors for the implementation of the Agency’s strategic goals and the management of its resources including giving direction and leadership for the achievement of its mission. In addition, the Chief Executive Officer is the Accounting and Authorized Officer and responsible for enforcing decisions of the Board and the day-to-day operations and administration of the Agency.

Duties and responsibilities at this level will entail: -

- (i) Coordinating the development, maintenance and management of the national public water works within its area of jurisdiction;



TWWDA IS ISO9001:2015 CERTIFIED



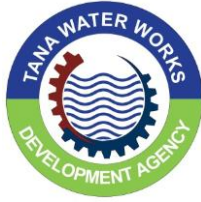
- (ii) Overseeing operation of waterworks and provision water services as a water service provider, until such a time as responsibility for the operation and management of the waterworks are handed over to a county government, authority of county governments or water services provider within whose area of jurisdiction or supply the waterworks is located;
- (iii) Spearheading provision of reserve capacity for purposes of providing water services where pursuant to section 103, until the Regulatory Board orders the transfer of water services functions from a defaulting water services provider to another licensee;
- (iv) Coordinating provision of technical services and capacity building to such county governments and water services providers within its area as may be requested; and
- (v) Providing to the Cabinet Secretary technical support in the discharge of his or her functions under the Constitution and this Act.
- (vi) Ensuring the maintenance of efficiency and discipline by all staff of the Agency;
- (vii) Exercising leadership and managerial oversight of the Board's core mandate and functions;
- (viii) Providing general oversight of all TWWDA activities, manages the day-to-day operations, and smooth functioning and efficiency within the organization;
- (ix) Providing leadership in the development of the Agency's programs and assures quality program and organizational stability through development and implementation of standards and controls, systems and procedures, regular evaluation and performance management system;
- (x) Maintaining effective collaboration and partnerships with organs of Government and Government agencies, county Governments, international organizations, private sector non-governmental organization and other Stakeholders.

Person Specifications

For appointment to this level an officer must have: -

- (i) Cumulative service period of fifteen (15) years' work experience five (5) of which must have been in the grade of Director position; or a comparable position.
- (ii) Bachelor's Degree in the following disciplines: Engineering (Civil, Water, Environmental) or its equivalent qualification in a recognized institution;
- (iii) Master's degree in any of the following disciplines; Engineering (Civil, Water,





Applications should be submitted either and/or in **SOFT COPIES through the following email:** ceo.recruitment@tanawwda.go.ke or **HARD COPIES** delivered to the Chairperson's Office addressed to:

The Chairman, Board of Directors
TANA WATER WORKS DEVELOPMENT AGENCY
MAJI HOUSE
BADEN POWELL ROAD
P.O. BOX 1292 - 10100
NYERI

Deadline : All applications must be received on or before **Tuesday, 7th July, 2026 at 5:00 p.m.** (East African Time).

Important Notes

- Only shortlisted candidates will be contacted;
- Canvassing will lead to automatic disqualification;
- The Organisation is an equal opportunity employer and encourages applications from all qualified persons, including women, youth, and persons living with disabilities.

Compliance Statement

This recruitment is being conducted in compliance with the requirements of the Data Protection Act.

TWWDA is an Equal Opportunity Employer. Only shortlisted candidates will be contacted



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