



Central Rift Valley Water Works Development Agency

The Central Rift Valley Water Works Development Agency (C RVWWDA) is one of the nine (9) Water Works Development Agencies established on 3rd May, 2016 as per the provisions of Article 65 of the Water Act 2016 through Legal Notice No. 27 of 26th April, 2019 by the Cabinet Secretary Ministry of Water & Sanitation.

The Central Rift Valley Water Works Development Agency was established to:

- i)** Undertake the development, maintenance and management of the national public water works within its area of jurisdiction;
- ii)** Operate the water works and provide water services as a water service provider, until such a time when the responsibility for the operation and management of the waterworks are handed over to a county government, joint committee, authority of county governments or water services provider within whose area of jurisdiction or supply the waterworks is located;
- iii)** Provide reserve capacity for the purposes of providing water services where pursuant to section 103, the Regulatory Board orders the transfer of water services functions from a defaulting water services provider to another licensee;
- iv)** Provide technical services and capacity building to such county governments and water services providers within its area as may be requested; and
- v)** Provide to the Cabinet Secretary technical support in the discharge of his or her functions under the constitution and this Act.

To discharge the above mandate, the Agency seeks to recruit the following staff.

1. Manager, Assets Management & Liaison. Job Grade CRV 3 - Job Ref:
CRVWWDA/MAML /01/2022/23 (1 Post)

This cadre will be responsible for assets management, liaison with stakeholders and coordination of Water and Sanitation services provision. It will also provide technical leadership and guidance on matters asset management, liaison with stakeholders and coordination of water and sanitation services provision.

a) Job Specification

The functions of Manager, Asset Management, and Liaison will entail: -

- i. Liaise with County Governments and other stakeholders for successful implementation of water and sanitation infrastructure projects – both in the urban and rural settings.
- ii. Carry out periodic assessment of Water and Sanitation infrastructure.
- iii. Ensure Water and Sanitation infrastructure operates and functions optimally.
- iv. Monitor and evaluate all water and sanitation infrastructure.
- v. Coordinate provision of Water and Sanitation services
- vi. Liaise with Water Service providers to operate as per the applicable guidelines and deed of hand over.
- vii. Develop and maintain the Agency's Assets Register.
- viii. Coordinate the acquisition of necessary land for implementation of water and sanitation projects.
- ix. Monitor the water quality of infrastructure handed over for operations
- x. Oversee construction and maintenance of infrastructural works.
- xi. Participate in formulation of policies on infrastructure development for implementation.
- xii. Advise the Board and the CEO on the status of all water and sanitation infrastructure.
- xiii. Update the status of all water and sanitation infrastructure on the Agency's Digital Map.
- xiv. Recommend rehabilitation of existing Water and Sanitation Works to the Planning and Design Division for inclusion in Agency's development plans and budget.
- xv. Develop technical reports on operations of existing water and sanitation works.
- xvi. Ensure safe custody of all technical information on water and sanitation infrastructure.
- xvii. Develop and implement Departments Work plan.

- xviii. Ensure stakeholder engagement during project implementation.
- xix. Examine water and sanitation project design documents to ensure they meet stakeholder expectations.
- xx. Facilitate the site handing over to the contractors.
- xxi. Facilitate the handover of completed water and sanitation infrastructure to designated WSP for operations.
- xxii. Coordinates the preparation of the project's appraisal reports.
- xxiii. Carry out water and sanitation infrastructure audits and advise management.
- xxiv. Develop and implement Divisional strategies, policies and plans to facilitate achievement of overall Agency's objectives.

b) Person's Specifications

The following are the recognized qualifications for the purpose of this Career Guidelines.

- i. Bachelor's degree in Land Survey/ Land economic/ Civil/Water/Structural/Electro Mechanical Engineering, or equivalent from a recognized institution.
- ii. Master's Degree in a relevant course.
- iii. Must have at least Ten (10) year's relevant work experience.
- iv. Knowledge in Computer Aided Designs.
- v. Membership to Institution of Engineers of Kenya or other relevant institutions.
- vi. Registered with Engineers Board of Kenya or any other professional bodies.
- vii. Professional Development in a relevant field.
- viii. Leadership course from a recognized institution.
- ix. Proficiency in the relevant computer applications.
- x. Proficiency in relevant computer applications.

c) Key Competencies and Skills

- i. Highly developed negotiating, interpersonal and representational skills.
- ii. Leadership and Ability to lead and work with teams.

- iii. Analytical skills.
- iv. Good communication and reporting skills.
- v. Good presentation skills.
- vi. Good mentoring and coaching skills.

2. Principal Hydrogeologist. Job Grade CRV 4 - Job Ref: CRVWWDA/PH /02/2022/23 (1Post)

a) Job Specification

The Duties and Responsibilities will entail:

- i. Supervise the carrying out of hydro-geological, geo-technical, seismological and geophysical surveys on water projects;
- ii. Ensure mapping, monitoring and evaluating groundwater;
- iii. Supervising the drilling works and construction of dams and boreholes;
- iv. Coordinating and administering hydro geological functions;
- v. Ensure formulation and review of policies on hydro geology;
- vi. Ensure development of the division's strategic plans and objectives;
- vii. Ensure preparation and implementation of the division 's performance contracts and appraisal systems;
- viii. Management of data collection, analysis and interpretation on hydro geological, geo-technical and geophysical surveys on water projects;
- ix. Ensure the drilling, equipping and maintenance of boreholes;
- x. Supervise the compilation and storage of water resources data;
- xi. Ensure preparation of division's work plans and budgets;
- xii. Manage database of ongoing and completed boreholes projects; and
- xiii. Advice on issuance of certificate of project completion.

b) Person specifications

- i. For appointment to this grade, a candidate must have: -
- ii. At least eight (8) eight years relevant work experience in a comparable position;

- iii. Have Bachelors of Science Degree in either Hydrology, Geology or Geophysics, Geosciences or its equivalent qualification from a recognized institution;
- iv. Have Master's Degree in either Hydrology, Geology or Geophysics, Geosciences or its equivalent qualification from a recognized institution;
- v. A member of the Hydrological Society of Kenya or Geological Registration Board;
- vi. Attended a Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Proficiency in computer applications skills;
- viii. Demonstrated merit and shown ability in work performance and results; and

c) Competencies and Skills

- i. Good Communication and Reporting Skills.
- ii. Analytic Skills.
- iii. Good Leadership skills.
- iv. Proficiency in IT.
- v. Ability to lead and Teamwork.

3. Records Management Officer Job Grade CRV 6- Job Ref: CRVWWDA /RMO/03/2022/23 (1Post)

a) Job Specifications

This will be an entry level and training grade for degree holders into this cadre. An officer at this level will work and the supervision of a senior officer.

Duties and responsibilities assisting in:

- i. Ensuring security of information, documents, files, and office equipment;
- ii. Supervision of the registry; sorting and classifying documents for filing;
- iii. Storage, updating and maintenance of personnel records and file index;
- iv. Controlling opening of open, confidential, and secret files;
- v. Custody and Maintenance of Agency documents; ensuring security of information and Records in a registry/archive;
- vi. Ensuring mail are received, sorted, opened, and dispatched and related registers are maintained;

- vii. Planning appropriate office accommodation for registries;
- viii. Ensuring that file movement records are. Updated and maintained; overseeing security of files and documents;
- ix. Ensuring receipt and proper dispatch of mails and maintaining related; and
- x. Digitizing Agency's documents for circulation and archiving.

b) Person Specifications

For appointment to this grade, an officer must have at least:

- i. Bachelor's degree in any of the following disciplines: - Information Science Management, Records Management or any of the Social Sciences plus a Certificate in Records Management/Information Management or other relevant and equivalent qualifications from a recognized Institution; and
- ii. Proficiency in computer applications.

c) Competencies and Skills

- i. Good Mentoring and Coaching skills.
- ii. Ability to lead and work with teams.
- iii. Strong interpersonal and negotiation skills.
- iv. Self-Awareness.
- iii. Self-regulation.

4. Administrative Officer Job Grade CRV 6- Job Ref: CRVWWDA /AO /04/2022/23 (1 Post)

a) Job Specification

Duties and responsibilities will entail assisting in;

- i. Overseeing general cleanliness in offices on daily and weekly basis including supervision of collection and disposal of dustbin contents;
- ii. Identifying office accommodation and space for staff;
- iii. Ensuring that office equipment and furniture are well arranged and maintained;
- iv. Maintaining and updating furniture and office equipment inventory;
- v. Processing and follow up of payment of bills for common services;

- vi. Generating administrative reports on repairs and maintenance;
- vii. Providing administrative service to Agency staff;
- viii. Facilitating meetings, conferences, and other special events; and
- ix. Managing transport and logistics.

b) Person Specification

For appointment to this grade a candidate must have: -

- i. Bachelor's degree in Public Administration; Business Administration; Office Management, Business Administration, or equivalent qualification from a recognized institution.
- ii. Proficiency in computer applications.

c) Key Competencies and Skills

- i. Good Mentoring and Coaching skills.
- ii. Ability to lead and work with teams.
- iii. Strong interpersonal and negotiation skills.
- iv. Self-Awareness.
- v. Self-regulation.
- vi. Empathy (Caring).
- vii. Conflict management and resolution skills.
- viii. Portray high level of emotional intelligence.

5. Principal Accountant Job Grade CRV 4- Job Ref: CRVWWDA /PA /05/2022/23 (1 Post)

a) Job Specification

The officer at this level will be reporting to Manager, Finance and Accounts on financial matters in CRVWWDA. Duties and responsibilities at this level will entail: -

- i. Coordinating management accounting and preparation of final accounts and statements;
- ii. Ensuring timely and proper bank reconciliation;
- iii. Interpreting regulations of the Agency pertaining to financial control and management;
- iv. Coordinating preparation of budgets based on work plans;
- v. Ensuring provision of accurate timely reliable financial information as well as timely submission of annual financial statements of accounts;
- vi. Organizing and coordinating responses to audit queries; and

- vii. Interpreting financial policies for sound accounting principles, practices and control and management of corporate tax, vat and other statutory deductions.

b) Person Specifications

For appointment to this grade, an officer must have/be:

- i. A minimum period of Eight (8) years relevant work experience three (3) of which should be in supervisory position;
- ii. Bachelor's Degree in Business Administration or Business Management (accounting option), Commerce (Finance or Accounting Option) or other relevant qualifications from a recognized institution;
- iii. Master's Degree in Business Administration or Business Management (accounting option), Commerce (Finance or Accounting Option) or other relevant qualifications from a recognized institution;
- iv. Passed Part III of the Certified Public Accountants (CPA) Examination;
- v. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and in good standing;
- vi. Professional Development in a relevant field;
- vii. Demonstrated merit and ability in work performance and results.
- viii. Proficiency in computer applications;
- ix. A minimum period of Eight (8) years relevant work experience four (4) of which should be in supervisory position;
- x. Management Course lasting not less than Four (4) weeks from a recognized institution; and
- xi. Supervisory Course lasting not less than two (2) weeks from a recognized institution.

c) Key Competencies and Skills

- i. Strong mentoring and Coaching skills.
- ii. Stakeholder engagement skills.
- iii. Strong analytical and Innovative skills.
- iv. Good Interpersonal skills.
- v. Strong verbal and written communication skills.

6. Senior Office Administrator – Job Grade 5. Ref: CRVWWDA/SOA /06/2022/23 (1 Post)

a) Job Specifications

Duties and responsibilities will entail: -

- i. Providing support for the Chief Executive Officer;
- ii. Coordinating the general administration of the CEO's office;
- iii. Ensuring security of office equipment, documents and records;
- iv. Recording dictation in shorthand and transcribing in typewritten form; processing data and managing e-office;
- v. Planning and organizing meetings, workshop/conferences and seminars; operating office equipment;
- vi. Responding to correspondences; attending to visitors/clients; handling telephone calls, enquiries and appointments;
- vii. Handling protocols and confirming travel itineraries; and managing office petty cash; and
- viii. Guiding and supervising lower secretarial personnel.

b) Person Specifications

For appointment to this grade, an Officer must: -

- i. At least five (5) years relevant work experience in public service or private sector.
- ii. Have Bachelor's degree in Secretarial Studies or any other equivalent from a recognized institution;
- iii. Have passed the following examinations from the Kenya National Examinations Agency (KNEC);
 - a) Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III;
 - b) Shorthand III (120 w.p.m);
 - c) Business English III/Communications I; Office Management III/Office Administration and Management III;
 - d) Secretarial Duties II;
 - e) Commerce II;
- iv. Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- v. Proficiency in computer applications;

- vi. Demonstrated results in management of office and administrative services.

c) Key Competencies and Skills

- i. Strong mentoring and Coaching skills.
- ii. Stakeholder engagement skills.
- iii. Good communication skills.
- iv. Strong analytical and Innovative skills.
- v. Good Interpersonal skills.
- vi. Strong verbal and written communication skills.

Mandatory requirement for the advertised positions.

Applicants must provide the following documents on application:

- Duly signed application letter;
- A detailed curriculum vitae, indicating current and previous employers, positions held, and with at least three professional referees;
- Certified copies of academic and professional certificates; and
- Certified copy of National Identification card or passport.

Successful candidates shall be required to satisfy the requirements of Chapter Six of the Constitution of Kenya on leadership and integrity by submitting clearance certificates from the following institutions:

- Kenya Revenue Authority (KRA) Tax Compliance;
- Higher Education Loans Board (HELB);
- Ethics and Anti-Corruption Commission (EACC) clearance;
- Directorate of Criminal Investigation (DCI)-Certificate of Good Conduct; and
- Credit Reference Bureau (CRB) certification.

If your background, experience and competencies match the above specifications, please send your application in a clearly marked envelope indicating the Job Reference Number clearly addressed to;

**The Chief Executive Officer,
Central Rift Valley Water Works Development Agency,
Maji Plaza Prison Road, Off Nakuru Eldama Ravine Highway,
P. O. Box 2451.
NAKURU.**

To reach him on or before **Thursday 29th June, 2023** by **Close of Business**.

Central Rift Valley Water Works Development Agency is an equal opportunity employer and embraces diversity. Without sacrificing merit, persons living with disabilities are hereby kindly encouraged to apply.