



## **Central Rift Valley Water Works Development Agency**

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

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. General Manager, Infrastructure Development & Management – Job Grade**

**2. Ref: CRVWWDA/GMIDM /07/2022/23 (1 Post)**

**a) Job Purpose**

The job is responsible for Water and Sanitation Infrastructure development and management. It provides technical leadership and guidance on matters Infrastructure development and management of water and sanitation works within Agency's area of jurisdiction.

**b) Job Specification:**

- i. The functions of General Manager, Infrastructure Development and Management will entail.
- ii. Oversee construction and maintenance of water and sanitation works within the agency's area of jurisdiction.
- iii. Participate in formulation of policies on infrastructure development for implementation.
- iv. Advise the Board and the CEO on matters construction and maintenance of water and sanitation works.
- v. Implement policies and programs on water/sanitation works.
- vi. Prepare technical reports on implementation, and maintenance of water and sanitation works.
- vii. Safe custody of all information on water and sanitation works.
- viii. Examine, interpret, verify and authorize project planning reports, designs, estimates.
- ix. and drawings for implementation.
- x. Ensure that all projects are constructed as per the project plans and industry standards.
- xi. Develop and implement Department's Budget and Work plan.

- xii. Ensure stakeholder engagement during project implementation.
- xiii. Coordinate the production of project implementation reports.
- xiv. Approve the projects certificates for payment.
- xv. Coordinates the site handing over to the contractors.
- xvi. Coordinates the supervision of the project.
- xvii. Coordinates the preparation of project's appraisal reports.
- xvi. Ensure audit of projects and programs.
- xvii. Develop departmental strategies, policies and plans to facilitate achievement of overall Agency's objectives.
- xviii. Coordinate stakeholders including multilateral and bilateral financing agencies, Government Agencies in the execution of various programs.
- xix. Liaise with County Governments and other stakeholders for successful implementation of water and sanitation infrastructure projects – both in the urban and rural settings.
- xx. Carry out periodic assessment of Water and Sanitation infrastructure.
- xxi. Maintain the Agency's Assets Register.
- xxii. Coordinate the acquisition of necessary land for implementation of water and sanitation projects.
- xxiii. Monitor the water quality of infrastructure handed over for operations.
- xxiv. Update the status of all water and sanitation infrastructure on the Agency's Digital Map.
- xxv. Ensure stakeholder engagement during project implementation.
- xxvi. Site handing over to the contractors.
- xxvii. Handover completed water and sanitation infrastructure to designated WSP for operations.

### **c) Person Specifications**

The following are the recognized qualifications:

- i. Bachelor's degree in 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) years' relevant work experience.
- iv. Knowledge in Computer Aided Designs.
- v. Membership to Institution of Engineers of Kenya.
- vi. Registered with Engineers Board of Kenya.
- vii. Professional Development in a relevant field.
- viii. Leadership course from a recognized institution.
- ix. Proficiency in relevant computer applications.

**d) Key Competencies and Skills**

- i. Strong Strategic leadership skills
- ii. Strong communication and reporting Skills
- iii. Ability to work and lead teams
- iv. Strong negotiation skills
- v. Strong Effective problem-solving skills
- vi. Strong interpersonal and mentoring skill

**2. Corporation Secretary and General Manager, Legal Services – Job Grade CRV 2. Ref: CRVWDA/CSGMLS /08/2022/23 (1 Post)**

**a) Job Purpose**

The job involves providing Board Secretarial and related services to the Board of Directors and ensures effective and efficient management of contract administration, company insurance, legislative drafting and compliance with legal and regulatory legislation including provision of legal advice to members of management.

**b) Job Specification**

**Duties and responsibilities will entail: -**

- i. Providing advice on legal and corporate matters to the Board through interpretation and writing legal opinions;
- ii. Providing secretariat services to the Board;
- iii. Developing and review relevant regulatory Legal framework for the better implementation of the Agency's mandate;
- iv. Coordinating and ensuring representation of the Agency in courts or other judicial authorities;
- v. Drafting and reviewing Leases, Contracts, Licensing Frameworks, Service Level Agreements, Memorandum of Understanding, leases and other legal documents to ensure compliance to statutory requirements and the Agency's policies;
- vi. Liaising with the Attorney General, law enforcement agencies and stakeholders on all legal matters;
- vii. Ensuring that Legal Audit Compliance is carried out to confirm compliance with relevant statutory requirements;
- viii. Overseeing the implementation of Mwongozo, Code of Conduct at the Agency;
- ix. Formulating, drafting and facilitating gazettelement of Rules, Regulations and Directives issued by or on behalf of the Agency;
- x. Establishing and managing the Legal Registry;
- xi. Establishing and managing the Agency's Securities Register for the custody and maintenance of securities, bonds or other proprietary instruments resulting from the Agency's transactional activities, as required;
- xii. Providing legal guidance on contractual and statutory obligations binding to the Agency;
- xiii. Providing and interpreting legal information, conducting training and disseminate appropriate legal requirements to staff;
- xiv. Safeguarding the Agency's interests and ensuring that they are adequately defended before the courts;
- xv. Managing, reviewing, and monitoring progress of all outstanding litigation;

- xvi. Issuing instructions, liaising with the Agency's appointed Advocates with a view to ensuring they act in the Agency's interest while handling cases on its behalf;
- xvii. Ensuring the Agency complies with constitutional, regulatory and all relevant laws in force through the provision of legal advisory services and contractual risks are efficiently managed;
- xviii. Undertaking extensive review of different requests for approval, licenses both internal and external for purposes of ascertaining legal soundness, make appropriate recommendations and ensure proper implementation;
- xix. Document and maintain a record of all enforcement and compliance assignments undertaken by the Agency's personnel and develop legal accountability structures in relation to enforcement assignments;
- xx. Establish and manage the Agency's Register of Codes, Regulations, Rules, Guidelines, By-Laws and Treaties;
- xxi. Legal drafting of the Agency's codes, regulations, rules, guidelines, by-laws and treaties;
- xxii. Continuously manage, review and updating of all the Agency's codes, regulations, rules, guidelines, by-laws and treaties for consistency with each other, and also compliance with the National and County Legal Frameworks;
- xxiii. Establish and manage the Agency's Alternative Dispute Resolution Mechanism;
- xxiv. Developing the Agency's proactive and preventive legal policies and strategies aimed at forestalling disputes, controversies and litigation;
- xxv. Continuously engage and build the capacity of the Agency's Lessees, Licensees, Partners and other stakeholders on use of the Agency's ADR Mechanism;
- xxvi. Liaising with the National and International ADR Mechanisms and Resources for application to the Agency;
- xxvii. Risk management on all the Agency's internal legal and regulatory matters and liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action are taken;

- xxviii. Conducting legal and regulatory risk management extension services to the Agency's Lessees, Licensees, Partners and other stakeholders for consistency in application and compliance;
- xxix. Facilitate Legal Compliance Audits;
- xxx. Prepare review and modify contractual instruments to assist and support various business activities, and negotiate, review and draft documentation for business transactions;
- xxxi. Prepare and advise on necessary regulatory checklists to be adopted to ensure information and documentation is uniformly, accurately and timeously submitted to the Agency; Conduct Legal Due Diligence on all prospective Lessees, Licensees, Partners or other third parties with whom the Agency is to enter a legal relationship with;
- xxxii. Establish and manage the Lease Register;
- xxxiii. Establish and manage the Licenses Register;
- xxxiv. Prepare and review agreements, licenses, leases and similar instruments;
- xxxv. Ensuring relevant legal relations with tenants and other stakeholders are entered into by preparing appropriate leases, licenses and other contracts on the Agency's assets;
- xxxvi. Developing and vetting policy papers and instruments with legal implications for approval by the Agency;
- xxxvii. Advising the Agency and coordination with the functional areas in relation to various legal requirements which must be complied with and the legal obstacles which must be overcome in order to obtain the Agency's targeted results;
- xxxviii. Responsibility for the timely release of legal advice to assist the Agency in making an informed decision;
- xxxix. Ensuring timely compliance with rules and regulations affecting the Agency, including the Code of Conduct and Ethics;
- xl. Attending to all legal matters of the Agency including advising, vetting and drafting of legal agreements in relation to the Agency's operations; and
- xli. Liaising with functional units on queries or legal matters that should arise that relate to the Agency's affairs.

**b) Person Specifications**

For appointment to this position, an officer must have:

- i. A minimum of twelve (12) years in relevant work experience and at least four (5) years in management in the Public or Private Sector;
- ii. Bachelor of Laws degree or equivalent qualifications from a recognized institution;
- iii. Master's Degree in any of the following disciplines; Law, or equivalent qualifications from a recognized institution;
- iv. Postgraduate Diploma in Law from the Kenya School of Law;
- v. Admitted as an Advocate of the High Court of Kenya;
- vi. Hold a valid practicing certificate;
- vii. Member of the Law Society of Kenya;
- viii. Management course lasting not less than Four (4) weeks from a recognized Institution
  
- ix. Proficiency in computer applications; and
- x. Show merit and ability as reflected in work performance and results.

**d) Key competencies and skills**

- i. Analytical skills Communication skills
- ii. Strategic and innovative thinking
- iii. Interpersonal skills
- iv. Ability to mobilize resources
- v. Negotiation skill

**3. Manager Water & Sanitation Planning & Design- Job Grade CRV 3 Ref. CRVWWD/MWSPD/09/2022/23 (1 Post)**

**a) Job Purpose**



The job is responsible for Water and Sanitation Infrastructure design and provide technical leadership and guidance on matters pertaining to Infrastructure design of water and sanitation projects as necessary within Agency's area of jurisdiction.

### **b) Job Functions**

The functions of Manager, Water & Sanitation Planning & Design will entail:

- i. Identification of water and sanitation projects;
- ii. Carry out detailed designs;
- iii. Prepare Tender Documents;
- iv. Participate in the implementation of Resettlement Action Plans leading to
- v. Land acquisition and compensation;
- vi. Carryout survey for the project and prepare profiles and other drawings
- vii. Prepare the costs estimates for projects;
- viii. Prepare the detailed design reports;
- ix. Implement policies and programs on water and sanitation project designs;
- x. Ensure safe custody of all information on projects;
- xi. Verify and authorize technical reports and designs and estimates drawings;
- xii. Update the General Manager Infrastructure Research, Planning & Design on work progress;
- xiii. Liaise with stake holders on project requirements and other relevant information;
- xiv. towards enhancing smooth operation of the department;
- xv. Maintain operational linkages with other department/sections of the Agency;
- xvi. Manage human, financial and material resources assigned to the division;
- xvii. Develop and implement the Divisions' work plan;
- xviii. Participate in departmental and committee meetings as appropriate.
- xix. Develop and manage the division budget;
- xx. Set and achieve performance target for the division;
- xxi. Plan and hold stakeholder Consultations;

xxii. Develop and review Water and Sanitation Master Plans for the Agency's area of Jurisdiction; and

xxi. Coordinate and supervise construction of all water/sanitation projects.

### **c) Persons Qualifications**

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

- i. Bachelor's degree in 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;
- vi. Registered with Engineers Board of Kenya;
- vii. Professional Development in a relevant field.
- viii. Leadership course from a recognized institution.
- ix. Proficiency in the relevant computer applications.

### **d) Key Competencies and Skills**

- i. Strong Strategic leadership skills.
- ii. Strong communication and reporting Skills.
- iii. Ability to work and lead teams.
- iv. Strong negotiation skills.
- v. Strong Effective problem-solving skills.
- vi. Strong interpersonal and mentoring skill.

**4. Manager Environmental & Social Safeguards Job Grade CRV 3. Ref. CRVWWDA/MESS/10/2022/23 (1 Post)**

**a) Job Purpose**

The Manager, Environment and Social Safeguards will be responsible to the General Manager Infrastructure Planning and Design for environmental and social impact assessment, implementation, monitoring of all environmental issues for Water and Sanitation Project.

**b) Job Specification**

The duties and responsibilities at this level will involve:

- i. Coordination of environmental impact assessments or Environmental audits of project;  
activities and ensure integration of environmental aspects in all project activities;
- ii. Supervise implementation of environmental impact assessment recommendations;
- iii. Supervise the outsourced environmental activities;
- iv. Preparing reports on environmental issues;
- v. Carrying out environmental mitigating measures;
- vi. Ensure compliance with environmental laws, regulations and standards;
- vii. Liaise with environmental agencies in ensuring maintenance of environmental standards;
- viii. Update inventories of natural and environmental resources in the project area;
- ix. Raise awareness and capacity building on environment issues among the communities and other stakeholders;
- x. Facilitate the monitoring of environmental variables in the project area and help to build a database on natural resources of the area;
- xi. Develop operational environmental guidelines;
- xii. Coordinate project environmental interventions undertaken by communities and Development partners;

- xiii. Identify Water Service Providers within the Agency's area of jurisdiction;
- xiv. Manage the Community Development section and coordinate activities such as formation of Community Water Service Providers;
- xv. Mobilization of Community Based Organizations;
- xvi. Sensitization of communities on formation of CBOs, dissemination of information;
- xvii. Develop project plans based on socio- economic surveys reports;
- xviii. Manage community conflicts through development of conflict resolution strategies;
- xix. Develop mechanisms to address hindrances CBOs, NGOs;
- xx. Provide guidance on preparation of proposals on community projects that require funding; and
- xxi. Prepare proposals on community projects that require funding.

**c) Person Specification**

- i. Bachelor's degree in Environmental Sciences, Sociology, Community Development or equivalent from a recognized institution;
- ii. Master's Degree is an added advantage;
- iii. Professional Development in a relevant field;
- iv. Membership to a professional body where applicable;
- v. A minimum period of eight (8) years relevant work experience three (3) of which should have been in supervisory position;
- vi. Demonstrated competence in work performance and results; and
- vii. Proficiency in computer applications.

**d) 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

**5. Principal Engineer Job Grade CRV 4 REF. CRVWWDA/PE/11/2022/23 (1 Post)**

**a) Job Purpose**

The job is responsible for Water and Sanitation Infrastructure Planning, Design, Development, management, Operation and Maintenance and engagement of County Governments and Water Service Providers (WSP) within CRVWWDA area of jurisdiction.

**b) Job Specification**

The duties and responsibilities will involve: -

- i. Design water and sanitation projects;
- ii. Carryout research on water and sanitation technologies
- iii. Administration and supervision of projects;
- iv. Advice on issuance of certificate of project completion;
- v. Estimate costs for water and sanitation projects;
- vi. Participate in preparation of tender documents;
- vii. Participate in evaluation of tenders;
- viii. Participate in the implementation of the performance management system in the section;
- ix. Assist in compiling projects technical reports on design, implementation, and maintenance;
- x. Implement policies and programs on water and Sanitation project designs;
- xi. Prepare technical reports, designs and estimates drawings;
- xii. Develop resource mobilization and business proposal; and
- xiii. Carry out structural integrity surveys and analysis of test results.

**c) Person Specifications**

For appointment to this grade a candidate must have/be; -

- i. At least Eight (8) years relevant work experience, three (3) of which must be in a supervisory position.
- ii. Master's degree in Civil/Water/Structural Engineering or its equivalent from a recognized institution.
- iii. Bachelor's degree in Civil/Water/Structural Engineering from a recognized institution.
- iv. Management Course lasting not less than four (4) weeks from a recognized institution.
- v. Professional Development in a relevant field.
- vi. Member of Institution of Engineers of Kenya (IEK).
- vii. Registered Engineer with the Engineers Board of Kenya.
- viii. Proficiency in relevant computer applications.

**d) Key Competencies and Skills**

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

**6. Internal Auditor Job Grade CRV 6 Ref. CRVWWD/IA/12/2022/23 (1 Post)**

**a) Job Purpose**

The job is responsible for providing independent, objective assurance and consulting activity aimed at adding value and improving the operations of the Board. In addition, auditors assist the Board accomplish its strategic objectives by effecting a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

**b) Job Specification**

The duties and responsibilities of the officer will entail: -

- i. Undertaking audit assignments in line with the approved audit work plan to confirm the Adequacy and effectiveness of governance, risk management and control;
- ii. Performing substantive and compliance testing of accountable records and documents and prepare working papers;
- iii. Providing input in preparation of audit reports for audit engagements executed; and
- iv. Assisting in evaluating progress and effectiveness of action taken to implement audit recommendations received from internal and external audits.

**c) Person Specification**

For appointment to this grade, a candidate must: -

- i. Have Bachelor's Degree in Accounting, Finance or Business Administration
- ii. (Finance and Accounting option) or relevant field from a recognized university; and
- iii. Be proficient in computer application skill.

**d) Key Competencies and skills**

- i. Ethical and integrity
- ii. Interpersonal skills
- iii. Communication skill

**7. Partnership and Corporate Planning Officer- Job Grade CRV 6 Ref. CRVWWDA/ PSO/13/2022/23 (1 Post)**

**a) Job Purpose**

The job entails coordination and management of the strategy, planning and performance management function at the Agency. Its role will be developing strategy, formulation, review and planning, Budgeting, monitoring and evaluation of programs and project.

**b) Job Specification**

The duties and responsibilities at this level will entail: -

- i. Collecting and collating statistical data on the planned Programs and projects;
- ii. Analyzing traffic data required in designing highways for development;
- iii. Preparing annual work Programs and budgets;
- iv. Collecting and preparing economic data and information;
- v. Preparing and reviewing the Agency's strategic plans;
- vi. Preparing and presenting periodic reports as required; and
- vii. Compiling data for economic analysis of investment Programs and projects.

**c) Person Specification**

For appointment to this grade a candidate must be in possession of: -

- i. Bachelor's Degree in any of the following disciplines: - Economics, Statistics, Survey;
- ii. Project Management, Monitoring & Evaluation or its equivalent qualification from a recognized institution; and
- iii. Be proficient in computer applications.

**d) Key Competencies and Skills**

- i. Strong analytical skills
- ii. Conflict resolution skills
- iii. Stakeholder engagement skills
- iv. Strong communication and reporting skills
- v. Team leadership skills
- vi. Coaching and leadership skills
- viii. Interpersonal and negotiation skills



**8. Supply Chain Management Officer- Job Grade CRV 6 Ref. CRVWDA/SCMO/14/ 2022/23 (1 post)**

**a) Job Purpose**

Supply Chain Management Officers assist the Agency to achieve its strategic goals through implementation of efficient and effective systems of acquisition of goods, works and services, as well as disposal of assets.

**b) Job Specification**

The duties and responsibilities of the officer will entail assisting in: -

- i. Sourcing for goods, works and services as per the procurement law;
- ii. Raising purchase orders for goods and services for approval;
- iii. Liaising with suppliers to ensure timely delivery of goods and services;
- iv. Maintaining and update a list of prequalified suppliers;
- v. Assisting in undertaking market surveys to ensure the Agency obtains value for money;
- vi. Ensuring safe custody of all procurement's records; and
- vii. Participating in the opening quotations.

**c) Person Specification**

For appointment to this grade, a candidate must have: -

- i. Bachelor's Degree in Procurement & Supplies Management, Business Administration, or
- ii. other relevant field from a recognized institution;
- iii. Proficiency in computer applications; and
- iv. Member of professional body either KISM or CIPS.

**d) Key Competencies and Skills**

- i. Strong analytical skills
- ii. Conflict resolution skills
- iii. Stakeholder engagement skills
- iv. Strong communication and reporting skills

- v. Team leadership skills
- vi. Coaching and leadership skills
- viii. Interpersonal and negotiation skills

## **9. Engineer Job Grade CRV 6 Ref. CRVWWD/E/15/2022/23 (2 Post)**

### **a) Job Purpose**

The job is responsible for Water and Sanitation Infrastructure Planning, Design, Development, Management, Operation and Maintenance and engagement of County Governments and Water Service Providers (WSP) within CRVWWDA area of jurisdiction.

### **b) Job Specification**

The duties and responsibilities of an Engineer will entail assisting in: -

- i. Carrying out project feasibility studies;
- ii. Designing water and sanitation projects;
- iii. Carryout research on water and sanitation technologies
- iv. Preparing monthly, quarterly and annual progress reports;
- v. Preparing performance management system;
- vi. Preparing bill of quantities and drawings;
- vi. research on new technologies for water and sanitation; and
- vii. Supervising construction of civil and structural work.

### **c) Person Specification**

For appointment to this grade, a candidate must have/be; -

- i. Bachelor's Degree in Civil/Water/Structural Engineering or its equivalent. qualification from a recognized institution.
- ii. Registered by the Engineers Board of Kenya as a Graduate Engineer.

iii. Proficiency in relevant computer applications.

**d) Key Competencies and Skills**

- i. Good communication and reporting skills
- ii. Good Analytic Skills
- iii. Good Interpersonal skill.

**10. Officer Sociologist Job Grade CRV 6 Ref. CRVWWD/OS/16/2022/23 (1 Post)**

**a) Job Purpose**

The Officers are responsible for providing information to stakeholders on policies/ programs and services available to them; provide a forum for the stakeholders to air their views, issues and aspirations; and implementing affirmative action strategies to ensure their representation and meaningful participation in the development of water and sanitation infrastructure.

**b) Job Specification**

The duties and responsibilities at this level will involve:

- i. Assist in the identification of the relevant stakeholders;
- ii. Assist in mobilization of communities and dissemination of information; assist in carrying out socio- economic survey and impact assessment.
- iii. Developing mechanisms to ensure that the relevant policy makers are kept informed of the views and aspirations of the stakeholders.
- iv. Lobbying for the inclusion of the stakeholder's agenda in the formulation of policy by public institutions and organizations.
- v. Developing strategies to promote the inclusion of relevant stakeholders in decision making bodies.

- vi. Establish and maintain database of stakeholder in decision making bodies.
- Vii. Creating awareness among stakeholders on available opportunities and other empowerment initiatives.
- viii. Create awareness of the Agency's initiatives for stakeholders'/community members empowerment.
- ix. Assist in promoting demand driven approaches in planning of community-based projects.
- x. Assist in preparing proposals on community projects that require funding; assist in identifying capacity building needs for community-based providers, NGOs, CBOs.
- xi. Assist in identification of the challenges affecting the formation and operationalization of Community Water and Sanitation Service Providers.

**c) Person Specification**

For appointment to this grade, a candidate must have/be: -

- i. Bachelor's degree in Sociology, Community Development, Development Studies or equivalent from a recognized institution; and
- ii. Proficiency in computer applications.

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**d) Key Competencies and Skills**

- i. Strong analytical skills
- ii. Conflict resolution skills
- iii. Stakeholder engagement skills
- iv. Strong communication and reporting skills
- v. Team leadership skills
- vi. Coaching and leadership skills
- vii. Interpersonal and negotiation skills

**11. Accounts Assistant Job Grade CRV 8 Ref: CRVWWDA/AA/17/2022/23 (1 Post)**

### **a) Job Purpose**

The Finance and Accounting officers are responsible for designing, monitoring, implementing

and continuously reviewing internal financial controls and systems to safeguard the property and assets of the Agency

### **b) Job Specification**

The duties and responsibilities of the officer will entail assisting in: -

- i. Preparing and verifying vouchers in accordance with the laid down rules and regulations;
- ii. Data capturing and maintaining primary records such as cashbooks, ledgers, vote books, registers;
- iii. Preparation of simple management reports e.g. bank reconciliations, daily cash position report, imprest and expenditure returns among others;
- iv. Keeping in safe custody records and assets under him/her;
- v. Writing cheques and posting payments and receipting vouchers in the cash books;
- vi. Receipting of all money due and payable to the Board; and
- vii. Paying internal and external customers' claims guided by cash balances in the cash books and treasury regulations.

### **c) Person Specifications**

For appointment to this grade, a candidate must have/be:

- i. Diploma in Business Administration or its equivalent
- ii. Certified Public Accountant (CPA) PART I
- iii. Part I of the Certified Public Accountants (CPA) Examination
- iv. Proficient in the usage of recognized computer accounting software and common office applications.

### **c) Key Competencies and Skills**

- i. Exceptional documentation skills
- ii. Communication and reporting skills
- iii. Interpersonal skills
- iv. Attention to detail
- v. Team player

## **12. Accountant Job Grade CRV 6 Ref. CRVWWD/A/18/2022/23 (1 Post)**

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

The Finance and Accounting officers are responsible for designing, monitoring, implementing and continuously reviewing internal financial controls and systems to safeguard the property and assets of the Agency.

### **b) Job Specification**

The duties and responsibilities at this level will entail assisting in: -

- i. Verifying vouchers and committal documents in accordance with laid down rules and regulations;
- ii. Maintaining primary records such as cashbooks, ledgers, vote books and registers;
- iii. Ensuring safe custody of Agency records and assets under him/her;
- iv. Preparing budgets and financial reports;
- v. Receiving duly processed payments and receipt vouchers;
- vi. Balancing and reconciling cash books on daily basis;
- vii. Facilitating for withdrawal of cash for office use and ensuring safety of the same at all times;
- viii. Preparation of Bank reconciliations;
- ix. Extracting and providing cash liquidity analysis; and
- x. Ensuring security of cheques and cheque books.

### **c) Person Specifications**

For appointment to this grade, an officer must have:

- i. Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification from a recognized Institution;
- ii. Passed Part III of the Certified Public Accountants (CPA) Examination;
- iii. A minimum period of Three (3) years relevant work experience;
- iv. Proficiency in computer applications;
- v. Demonstrated competence in work performance and results; and
- vi. Fulfill the requirements of Chapter Six of the Constitution.

**d) Key Competencies and Skills**

- i. Strong analytical skills
- ii. Strong Communication and reporting skills
- iii. Team player
- iv. Good Coaching skills

**13. Corporate Communications Officer Job Grade CRV 6 Ref. CRVWDA/CCO/19/2022/23 (1 Posts)**

**a) Job purpose**

Communications Officers are responsible for to coordinating Corporate Communications related activities including, public relations, digital communications, internal communications, sponsorships, events, brand and reputation management.

**b) Job Specifications**

Duties and responsibilities of a Corporate Communications Officer entail assisting in:

- i. Drafting press releases and responding to media inquiries about the Agency.
- ii. Arranging speaking engagements for the Agency's leadership and maintaining contacts within the media.
- iii. writing marketing materials or coordinating promotional events
- iv. Media monitoring and maintaining relations with a specific entity like the press, the government, consumers or interest groups representing the maritime sector
- v. Event management and other stakeholder sensitization programs to deepen maritime sector knowledge.
- vi. Assist in managing Digital & Media Relations including information sharing and invitations for CRVWWDA events.
- vii. Responding to all queries in respect of CRVWWDA from general public, media, special interest groups etc.
- viii. Collecting, receiving and communicating information that may inform CRVWWDA strategic direction of the maritime industry.
- ix. Assist in preparing and submitting weekly, monthly and periodic reports within schedule and up to standard.
- x. distributing press releases and media kits.
- xi. maintaining and regularly update data base and mailing list of all stakeholders.
- xii. preparing public relations materials to be used in various departmental events.
- xiii. monitoring the press on pertinent maritime issues.
- xiv. organizing events including press conferences, exhibitions, open days, workshops and fairs.
- xv. keeping calendars and diaries events (editorial, press conferences, events).
- xvi. Proper filing, folioing and maintain Corporate Communication Department registry.
- xvii. Take news worthy photos for the Agency's photo gallery.
- xviii. compiling, receiving complaints and updating the Agency's complaints register.
- xix. compiling CSR and publicity reports and preparing proposals for Committee meetings.



- xx. organizing and execution of public relations campaigns and events.
- xxi. conducting customer satisfaction surveys.
- xxiii. editing publicity and communication materials as advised.

**c) Person specification**

For appointment to this grade an officer must have at least; -

- i. Bachelor's Degree in Public relations, Communications, Journalism or any other equivalent qualifications from a recognized institution
- ii. Proficiency in computer applications;

**d) Key Competencies and Skills**

- i. Strong analytical skills
- ii. Conflict resolution skills
- iii. Stakeholder engagement skills
- iv. Strong communication and reporting skills
- v. Team leadership skills
- vi. Coaching and leadership skills
- 14. Interpersonal and negotiation skills

**14. Engineering Technician Job Grade CRV 8 Ref. CRVWWD/ET/20/2022/23  
(2 Posts)**

**a) Job Specification**

The duties and responsibilities at on an Engineering Technician will involve: -

- i. Collecting baseline data for water and sanitation planning;
- ii. Identifying sites for water and sanitation structures;
- iii. Assisting to conduct preliminary topographic, hydrological, socio economic surveys;
- iv. Assist in data collection for water and sanitation demand estimation;

- v. Assist in preparation of Feasibility Study Reports;
- vi. Participate in site inspections;
- vii. Assist in preparation of payment certificates;
- viii. Assist in implementation of projects;
- ix. Participate in the development of departmental budgets and annual work plans;
- x. Assist in preparing project progress reports;
- xi. Participate in stakeholder consultative forums;
- xii. Participate in assessment of water and sanitation facilities;
- xiii. Assist in project proposal development;
- xiv. Participate in commissioning of completed projects;
- xv. Assist in preparation of project designs;

NB. The Engineering Technician will serve on rotational basis in all the technical sections in the Agency in order to acquire the necessary skills and competence.

#### **b) Person Specification**

For appointment to this grade, a candidate must have: -

- i. A Diploma in Civil/Water/Structural Engineering;
- ii. Be registered as Engineering Technician by the Kenya Engineering Technology Registration Board (KETRB);
- iii. Proficiency in relevant computer applications;
- iv. Proficiency in Auto-CAD and other draughting computer applications;
- v. Demonstrated competence in work performance and results; and

#### **c) Key Competencies and skills**

- i. Problem-solving skills
- ii. Analytical Skills
- iii. Interpersonal skills
- vi. Good Communication skills

**15. Senior Driver Job Grade CRV 9 Ref. CRVWWDA/SD/20/2022/23 (3 Posts)**

**a) Job Purpose**

Drivers are responsible for ensuring that all vehicles are maintained in good order to ensure smooth mobility of employees of the Agency.

**b) Job Specifications**

- i. Duties and Responsibilities: -
- ii. Driving the Agency vehicle as authorized;
- iii. Carrying out minor mechanical adjustments;
- iv. Recognizing and reporting mechanical defaults of the vehicles;
- v. Ensuring security and safety of the vehicle on and off the road;
- vi. Monitoring and reporting expiry of insurance policies for motor vehicles;
- vii. Overseeing transport management;
- viii. Preparing and submitting reports on transport when need arises; and
- ix. Ensuring safety of passengers and/or goods therein.

**c) Person Specifications**

For appointment to this grade a candidate must have: -

- i. At least served in the grade of Driver for at least four (4) years;
- ii. At least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
- iii. The Occupational Trade Test II Certificate OR its Equivalent
- iv. A valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
- v. A defensive Driving Certificate from the Automobile Association of Kenya (AA) or its equivalent qualification from any other recognized institution;
- vi. A valid Certificate of Good Conduct;

- vii. A First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution; and
- viii. An accident-free driving period of 5 years.

**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.

If your background, experience and competencies match the above specifications, **apply online through careers @ [crvwda.go.ke](http://crvwda.go.ke) or** send your applications in a clearly marked envelope indicating the Job Reference Number to the Chief Executive Officer, through the address shown herein below to reach him on or before 15<sup>th</sup> August, 2023.

**Central Rift Valley Water Works Development Agency is an equal opportunity employer and embraces diversity. Without sacrificing merit, persons living with disabilities are encouraged to apply 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 20100.

**NAKURU.**