

JOB OPPORTUNITIES

1. PRINCIPAL LECTURER WATER & WASTE WATER ENGINEERING - JOB SCALE – KW 3 (1 NO.)

Qualifications

- i. Masters degree in Water Engineering, Civil Engineering (water option) or its equivalent from a recognized University;
- ii. Bachelors degree in Water Engineering, Civil Engineering (water option) or its equivalent from a recognized University and
- iii. Certificate in Senior Management course lasting not less than one month.

Experience

At least three (3) years experience as a senior lecturer or an equivalent grade in a training environment

Knowledge and Skills

- i. Management of a multi-disciplinary team of Lecturers;
- ii. Budgeting for course programmes and related activities;
- iii. Management of Performance Evaluation against set targets;
- iv. Experience of commercially-oriented working practices;
- v. Excellent facilitation and interpersonal communication skills
- vi. In depth knowledge of lecturing area;
- vii. Ability to plan, implement and evaluate training programmes;
- viii. Good conceptual skills, creative problem solving and analytical skills;
- ix. Computer literate.

Main Tasks

The officer will report to the Deputy Director Academics Unit and perform the following tasks:

- i. Teaching specified subjects in accordance with the syllabus;
- ii. Develop teaching/learning materials;
- iii. Supervising course work /examinations
- iv. Setting and marking course work/examinations;
- v. Develop and review of curriculum;
- vi. Coordinate field practical (industrial attachments) training;
- vii. Mentoring students;
- viii. Evaluation of training programmes;
- ix. Carry out research in a relevant lecturing field;
- x. Undertake administrative duties;
- xi. Budgeting for course programs and related activities.

Mandatory Requirements

Must have clearance certificate as contained in Chapter Six of the Kenya Constitution 2010

- i. Clearance Certificate from Kenya Revenue Authority (KRA);
- ii. Clearance Certificate from Ethics and Anti-corruption Commission (EACC);
- iii. Certificate of Good Conduct from the Kenya Police;
- iv. Clearance Certificate from the Higher Education Loans Board (HELB);
- v. An approved credit reference bureau certificate;
- vi. An approved certificate from Commission for University Education for degrees obtained outside Kenya.

2. PRINCIPAL LECTURER- WATER RESOURCES AND ENVIRONMENTAL MANAGEMENT, JOB SCALE – KW 3 (1 NO.)

Qualifications

- i. Masters degree in Hydrology, Geology, Hydrogeology, Water Resources Management, or its equivalent from a recognized University
- ii. A Bachelor's degree in Hydrology, Geology, Hydrogeology, Water Resources, Chemistry, Environmental Science or its equivalent from a recognized University and
- iii. Certificate in Senior Management course lasting not less than one month.

Knowledge and Skills

- i. Management of a multi-disciplinary team of Lecturers;
- ii. Budgeting for course programmes and related activities;
- iii. Management of Performance Evaluation against set targets;
- iv. Experience of commercially-oriented working practices;
- v. Excellent facilitation and interpersonal communication skills
- vi. In depth knowledge of lecturing area;
- vii. Ability to plan, implement and evaluate training programmes;
- viii. Good conceptual skills, creative problem solving and analytical skills;
- ix. Computer literate.

Experience

At least three (3) years experience as a senior lecturer or an equivalent grade in a training environment

- i. Management of a multi-disciplinary team of Lecturers;
- ii. Budgeting for course programmes and related activities;
- iii. Management of Performance Evaluation against set targets;
- iv. Experience of commercially-oriented working practices;
- v. Excellent facilitation and interpersonal communication skills
- vi. In depth knowledge of lecturing area;
- vii. Ability to plan, implement and evaluate training programmes;
- viii. Good conceptual skills, creative problem solving and analytical skills;
- ix. Computer literate.

Main Tasks

The officer will report to the Deputy Director Academic Affairs Unit and perform the following tasks:

- i. Teaching specified subjects in accordance with the syllabus;
- ii. Develop teaching/learning materials;
- iii. Setting and marking course work/examinations;
- iv. Develop and review of curriculum;
- v. Coordinate field practical (industrial attachments) training;
- vi. Mentoring students;
- vii. Evaluation of training programmes;
- viii. Carry out research in a relevant lecturing field;
- ix. Undertake administrative duties;
- x. Budgeting for course programs and related activities.

Mandatory Requirements

1. Must have clearance certificate as contained in Chapter Six of the Kenya Constitution 2010:
 - i. Clearance Certificate from Kenya Revenue Authority (KRA);
 - ii. Clearance Certificate from Ethics and Anti-corruption Commission (EACC);
 - iii. Certificate of Good Conduct from the Kenya Police;
 - iv. Clearance Certificate from the Higher Education Loans Board (HELB);
 - v. An approved credit reference bureau certificate;
 - vi. An approved certificate from Commission for University Education for degrees obtained outside Kenya.
2. Must have a minimum of Kenya Certificate Secondary Education mean grade of C+ in or its equivalent

3. HUMAN RESOURCE AND ADMINISTRATION MANAGER- JOB SCALE – KW 3 (1 No.)

Qualifications

- i. Masters degree in relevant fields or its equivalents /or Post graduate Diploma in Human Resource Management;
- ii. A Bachelors degree in Social Sciences, Business Administration;
- iii. Diploma in Human Resource Management or its equivalent;
- iv. Must be a Registered member of the Institute of Human Resource Management (IHRM) and in ability to demonstrates expertise in the field's concepts, practices and procedures;
- v. Certificate in Senior Management course lasting not less than one month.

Knowledge and Skills

- i. Working knowledge of office management and office administration;
- ii. Ability to analyze strategic goals, evaluate the implications with regard to human resource management and develop a human resource strategy to support the organization strategic goals;
- iii. Ability to work and manage a multi-disciplinary team;
- iv. Knowledge of ERP accounting packages is desirable;
- v. Computer literate.

Experience

- i. Three (3) years working experience as senior officer in a reputable organization

Main Tasks

The officer will report to the Deputy Director Management Services and perform the following tasks:-

- i. Designing, updating and implementing human resource policies, which result in the effective and efficient management of KEWI employees;
- ii. Monitor the impact of existing policies on the organizational culture and the overall success of KEWI;
- iii. Interpreting and accommodating changes in statutory requirements;
- iv. Facilitation and management of the change towards KEWI new strategic direction;
- v. Co-ordination of human resource activities, such as recruitment, training, deployment; reward and compensation job designing succession plans, etc. and processing of related personnel documents;
- vi. Monitoring trends in employee behaviors and advising management;
- vii. Maintaining staff welfare, Security and safety;
- viii. Maintaining up-to-date personnel information on all employees;

- ix. Undertaking payroll management and regular pay-roll audits;
- x. Overseeing the pension and group life schemes for staff;
- xi. Prepare, forecast of human resource requirements and plans for their acquisition, retention, motivation and separation;
- xii. Provide advice and administrative services in the fields of recruitment and employment practices needed to satisfy the requirements for human resources as a whole;
- xiii. Provide guidance, administrative services and technical direction to all employees in all areas where KEWI has legal and social obligations towards its human resources for example, medical, pension, health and safety, statutory deductions, etc;
- xiv. Manage staff performance process.

Mandatory Requirements

1. Must have clearance certificate as contained in Chapter Six of the Kenya Constitution 2010
 - i. Clearance Certificate from Kenya Revenue Authority (KRA);
 - ii. Clearance Certificate from Ethics and Anti-corruption Commission (EACC);
 - iii. Certificate of Good Conduct from the Kenya Police;
 - iv. Clearance Certificate from the Higher Education Loans Board (HELB);
 - v. An approved credit reference bureau certificate;
 - vi. An approved certificate from Commission for University Education for degrees obtained outside Kenya.
2. Must have a minimum of Kenya Certificate Secondary Education mean grade of C+ in or its equivalent.

4. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER- JOB SCALE –KW 4 (1 No.)

Qualification

- i. Must have a Bachelor's degree in Procurement and Supplies Management or a Degree in relevant area;
- ii. Diploma in supplies and procurement from a recognized Institution;
- iii. Must be Computer literate and demonstrate exemplary work performance;
- iv. Must be a registered member of Kenya Institute of Supplies Management (KISM) or equivalent;
- v. Valid license to practice procurement from KISM;
- vi. An advanced Diploma Certificate from Institute of Purchasing and Supplies (CIPS) in Supplies Management or its equivalent from a recognized Institution;
- vii. Demonstrates expertise in a variety of the field's concepts, practices, and procedures.

Experience:

- i. Three (3) years working experience as senior officer in a reputable organization

Knowledge and Skills

In addition to the above requirements, an Officer must have the following key competencies;

- i. Interpersonal skills including being a team player;
- ii. Integrity and commitment to produce results;
- iii. Proven work attitude and ability to give and take instructions;
- iv. Knowledge of ERP accounting packages is desirable;
- v. Ability to get on well with diverse workforce

Main Tasks

The Officer will report to the Director in performing the following duties;

- i. Manage functions of the Procurement section within a broader corporate function;
- ii. Prepare procurement plans to provide a framework within which the procurement process is carried out in adherence to acceptable standards;
- iii. Prepare annual budget for the supplies section for proper allocation of resources in achieving the objectives of the section;
- iv. Prepare quarterly and annual procurement reports to the Public Procurement Regulatory Authority (PPRA) in compliance with legal requirement;
- v. Implement internal control procedures on credit and risk management to avoid financial loss and legal exposure of the Institute;
- vi. To implement E-government procurement procedures for purposes of efficiency and transparency in the procurement process.
- vii. Plan, manage and coordinate all Public Procurement and Disposal Activities of the Procurement Unit in such areas as Procurement, Warehousing, Disposal of stores and equipment, Market surveys and Procurement planning, Inventory and Stock control.
- viii. Formulate procurement policies;
- ix. Propose the membership of Procurement committees to the Accounting Officer for approval;
- x. Co-ordinate internal monitoring and evaluation of the supply chain functions;
- xi. Observe stock levels to ensure that re-order of goods warrant initiating procurement process;
- xii. Carry out the annual stock take of assets and arrange for a disposal of obsolete items of furniture and other assets in accordance to KEWI's policy. Prepare a status report on all assets;
- xiii. Authorize Internal Procurement orders and liaise with end users to ensure that the procurement meets its needs;
- xiv. Carry out any other function and duties as provided under the Procurement and Disposal Act and Regulations/Manual;

Mandatory Requirements

1. Must have clearance certificate as contained in Chapter Six of the Kenya Constitution 2010:

- i. Clearance Certificate from Kenya Revenue Authority (KRA);
 - ii. Clearance Certificate from Ethics and Anti-corruption Commission (EACC);
 - iii. Certificate of Good Conduct from the Kenya Police;
 - iv. Clearance Certificate from the Higher Education Loans Board (HELB);
 - v. An approved credit reference bureau certificate;
 - vi. An approved certificate from Commission for University Education for degrees obtained outside Kenya.
2. Must have a minimum of Kenya Certificate Secondary Education mean grade of C+ in or its equivalent.

5. DEAN OF STUDENTS – JOB SCALE: KW4 (1 NO.)

Qualifications

- i. A Masters degree in Social Sciences or Education.
- ii. A Bachelors degree in Social Sciences or Education.
- iii. Diploma in Guidance and Counselling.

Knowledge and Skills

- i. Guidance and counseling
- ii. Excellent facilitation and Interpersonal Communication skills
- iii. Public Relations
- iv. Ability to understand, coordinate and oversee recreational activities
- v. Ability to administer first aid
- vi. Understand the organization and operation of student's welfare.

Experience

- i. Three (3) years experience in Administrative position with the responsibility for managing student affairs and spearheading the organization of a variety of student activities.

Main Tasks

The officer will report to the Registrar in performing the following tasks:

- i. Guiding and Counseling students;
- ii. Coordinating students welfare;
- iii. Implementing students recreational activities;
- iv. Coordinating students' field attachment;
- v. Coordinates the registration of students and keeping their records;
- vi. Attending to students' issues
- vii. Monitoring student behavior and developing strategies and action plans, as appropriate;
- viii. Ensuring student support services such as medical care, etc, are adequate;
- ix. Maintenance of office machinery used by students, e.g. photocopy/services and stationery;

6. SENIOR EXAMINATION OFFICER-JOB SCALE: KW4

Qualification

- i. A Master's degree in Education or its equivalent.
- ii. A Bachelors degree in Education, Art or science with PGD in Education or its equivalent.
- iii. Certificate in Senior Management course lasting not less than one month.

Knowledge and Skills

- i. Excellent facilitation and Interpersonal Communication skills
- ii. Public Relations
- iii. Examination policies and processes

- iv. Organizational and supervisory skills
- v. Analytical skills
- vi. Computer applications
- vii. Knowledge of ERP accounting packages is desirable

Experience

- i. Three (3) years experience in Examination function with the responsibility for managing examinations.

Main Tasks

The officer will assist and be answerable to the Registrar in performing the following tasks:

- i. Coordinating the registration and administration of examinations;
- ii. Coordinating Examination function including analysis and release of results;
- iii. Maintaining examination records / data/materials;
- iv. Liaising with external examination bodies;
- v. Custodian of office machinery used by students, e.g. photocopy/services and stationery.

Mandatory Requirements

1. Must have clearance certificate as contained in Chapter Six of the Kenya Constitution 2010:
 - i. Clearance Certificate from Kenya Revenue Authority (KRA);
 - ii. Clearance Certificate from Ethics and Anti-corruption Commission (EACC);
 - iii. Certificate of Good Conduct from the Kenya Police;
 - iv. Clearance Certificate from the Higher Education Loans Board (HELB);
 - v. An approved credit reference bureau certificate;
 - vi. An approved certificate from Commission for University Education for degrees obtained outside Kenya.
2. Must have a minimum of Kenya Certificate Secondary Education mean grade of C+ in or its equivalent.

Interested persons with the required background, experience and competence are invited to send their application(s) with detailed CV and testimonials. The applications should reach the:

Director, P.O. BOX 60013 - 00200, NAIROBI. Tel. 0722207757 on or before 27th November 2017

NB: Persons with disabilities are encouraged to apply.