



**KENYA WATER INSTITUTE**

**P.O Box 60013-00200, Nairobi**

**VACANCIES**

Kenya Water Institute (KEWI) is a State Corporation under the Ministry of Water & Sanitation and Irrigation (MWSI) established by the Kenya Water Institute Act No 11 of 2001 to promote standards of service in the water sector through Human Resource Development, Research and Consultancy. KEWI is a Registered Research Institution by National Commission for Science Technology and Innovation.

We are seeking to recruit highly competent and outstanding individuals to fill the positions of Director / CEO for the Institute and Corporation Secretary & Manager Legal Services.

**1. POSITION OF DIRECTOR/CHIEF EXECUTIVE OFFICER (REF: KEWI/D/01/2020)**

Reporting to the Governing Council, the Director is the Chief Executive Officer and Secretary to the Governing Council.

**Job Description**

Duties and responsibilities at this level includes;

- i. Overseeing KEWI's operations to ensure efficiency, quality service and cost effective management of resources;
- ii. Coordinating the implementation of the KEWI's strategic plans and realization of its objectives;
- iii. Providing leadership to senior management and staff;
- iv. Overseeing the preparation and implementation of the performance appraisal systems and contracts of all the departments;
- v. Ensuring prudent management of resources and assets for the KEWI;
- vi. Promoting institutional accountability;
- vii. Ensuring Governing Council's decisions are implemented and reported on time;
- viii. Serving as a link between the Governing Council and members of staff;
- ix. Developing and implementing effective financial management policies and systems for

- monitoring and reporting financial performance to ensure proper management and accountability of funds in line with financial and budgetary policies and procedures of government and other stakeholders;
- x. Signing all government & donor grant agreements and contracts and related documentation on behalf of the Institute;
  - xi. Identifying and sourcing for favorable development partners;
  - xii. Submitting and follow-up of funding proposals;
  - xiii. Ensuring that annual financial audit is conducted and recommendations addressed;
  - xiv. Giving final approval of all payments within the Institute;
  - xv. Convening and chairing management team meetings;
  - xvi. Developing and implementing effective human resource management and administrative policies and systems;
  - xvii. Provide regular, thorough and prompt communication to the Council on key technical, financial and administrative matters;
  - xviii. Be responsible for stakeholder management and the enhancement of the corporate image of the organization

### **Person Specification**

For appointment to this scale, a candidate must meet the following requirements:

- i. Bachelor's Degree in any of the following disciplines; Water/Civil/ Mechanical Engineering, Natural Resources management, Hydrology, Geology, Hydrogeology, Social Science, Physical Sciences, Natural Sciences, Education, Business Management or related disciplines from a recognized University;
- ii. Master's Degree in any of the above mentioned disciplines from a recognized University;
- iii. Be a holder of earned Doctoral Degree from a university recognized in Kenya.
- iv. Professional qualification and membership where applicable;
- v. Attended a Strategic Leadership Development and Management Programme lasting not less than six (6) weeks in a recognized institution;
- vi. At least Fifteen (15) years' work experience;
- vii. At least 10 Years' relevant experience in management;
- viii. Demonstrated knowledge of public procurement systems and processes as used by the Government of Kenya, multilateral and bilateral development partners;

- ix. Evidence of publication in refereed journals;
- x. Computer Literacy;
- xi. Fulfill the requirements of Chapter 6 of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

### **Personal Attributes**

- i. Ability to articulate, interpret and implement Institute policies and Development goals;
- ii. Organizational, analytical, managerial and decision making skills;
- iii. Creativity and innovation;
- iv. Technical Problem solving;
- v. Resource management skills;
- vi. Integrity and commitment to producing results;
- vii. Passion for continuous professional development.

### **Core Competences**

- i. People management;
- ii. Financial management;
- iii. Policy formulation and implementation;
- iv. Planning;
- v. Coordination;
- vi. Resource Mobilization;
- vii. Strategy implementation.

### **Terms of Service and Remuneration**

KEWI offers a competitive remuneration package in line with Public Service Guidelines. The appointment will be for a contractual period of three (3) years, renewable once for a similar period subject to satisfactory performance.

## **2. POSITION OF CORPORATION SECRETARY AND MANAGER LEGAL SERVICES (REF: KEWI/CSMLS/01/2020)**

### **Job Description**

The Corporation Secretary and Manager Legal Services reports to the Director/CEO

Duties and responsibilities at this level will entail;

- i. Monitoring and reviewing regulations governing the operations and ensuring compliance with statutory requirements on a continuous basis;
- ii. Facilitating Council Meetings, and coordinating preparation of agenda including other documents required;
- iii. Preparing Minutes of the Council Meetings and ensuring their circulation;
- iv. Ensuring safekeeping of confirmed and signed Minutes of Council Meetings;
- v. Providing advice on all contracts and agreements to be entered into between the Institute and other parties;
- vi. Handling the Council's litigation functions in liaison with the State Law Office; attending court as appropriate and ensuring the Council obtains effective representation as necessary;
- vii. Advising the Council on all legal matters that may arise in its operations;
- viii. Drawing and vetting of Contracts, agreements and other legal documents;
- ix. Following up on cases filed against the Institute and preparation of legal reports and opinions;
- x. Developing, implementing and reviewing legal policies and procedures to ensure that they are in accord with the existing legislation;
- xi. Negotiating for contracts;
- xii. Coordinating service providers in legal matters involving the Council;
- xiii. Initiating legal action on behalf of the Board on any matter in line with the KEWI Act;
- xiv. Undertaking legal research;
- xv. Advising the Board on the legislation that affect the Board and changes made thereof;
- xvi. Monitoring compliance with regulatory and legislative requirements;
- xvii. Providing of day to day legal and regulatory support to the functional areas covering general compliance queries and reviews;

### **Person Specification**

For appointment to this scale, a candidate must meet the following requirements:

- i. Have a minimum of ten (10) years and at least four (4) years' experience in management role;
- ii. Have a Bachelor's of Law degree from a recognized institution;

- iii. Have a Master's Degree in any of the following disciplines; Law, Business Administration, Public Administration, or equivalent qualifications from a recognized institution;
- iv. Have a postgraduate Diploma in Legal Studies from the Council of Legal Education;
- v. Have been Admitted as an advocate of the High Court Kenya;
- vi. Have valid practicing certificate;
- vii. Have passed Certified Public Secretary (K) or its equivalent qualification from a recognized institution;
- viii. Have a certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- ix. Be proficient in computer applications;
- x. Demonstrate professional competence in work performance and results;
- xi. Fulfill the requirements of Chapter Six of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

#### **Personal Attributes**

- i. Ability to articulate and implement organizational mandate;
- ii. Organizational;
- iii. Analytical, managerial and decision making abilities;
- iv. Creativity and innovation;
- v. Good communication and interpersonal skills;
- vi. Technical Problem solving;
- vii. Resources management.

#### **Core Competences**

- i. People management;
- ii. Financial management;
- iii. Supervisory and managerial skills;
- iv. Policy implementation skills;
- v. Planning;
- vi. Coordination

## **Terms of Service and Remuneration**

KEWI offers a competitive remuneration package in line with Public Service Guidelines. The appointment will be for a contractual period of three (3) years, renewable once for a similar period subject to satisfactory performance.

## **How to Apply:**

Interested and eligible Candidates should submit an application letter attaching the following;

- i. CV with full details of education and professional qualifications indicating names and contacts of three referees;
- ii. Copies of academic and professional certificates and testimonials;
- iii. Valid clearance certificates as listed below;
  - a) Tax compliance certificate from Kenya Revenue Authority (KRA)
  - b) Clearance certificate from Higher Education Loans Board (HELB)
  - d) Clearance certificate of Good Conduct from Directorate of Criminal Investigations (DCI)
  - e) Clearance certificate from Credit Reference Bureau (CRB)
- iv. Valid Self-Declaration Form duly stamped by Ethics and Anti-Corruption Commission (EACC)

## **How to Submit:**

### **i. Email applications**

Email applications to be sent to: [recruitment@kewi.or.ke](mailto:recruitment@kewi.or.ke) and copied to: [recruitment.kewi@gmail.com](mailto:recruitment.kewi@gmail.com)

### **ii. Hand delivered and posted applications**

Hand delivered or posted applications, as appropriate, should be submitted in a sealed envelope marked the Reference number to;

The Council Chairperson  
KEWI Governing Council  
Kenya Water Institute  
KEWI headquarters  
Ole Shapara Avenue, Nairobi South C  
P.O. Box 60013-00200  
**NAIROBI**

## **Deadline for Application**

**All applications should be received by 5.00 p.m on Tuesday, 18<sup>th</sup> February, 2020.**

## **NB:**

KEWI is an equal opportunity employer committed to Diversity and Gender equality. Any form of canvassing by any candidate will lead to automatic disqualification.

**Only shortlisted candidates will be contacted.**