



KENYA WATER INSTITUTE

INDENTS FOR RECRUITMENT FOR VACANT POSITIONS

Date: 12th May 2021

RE: ADVERTISEMENT OF VACANT POSITIONS AT KENYA WATER INSTITUTE

Applications are invited from suitable qualified candidates for the following vacant positions:

S/NO.	Post	Job Group	No. Of Vacancies	Advert Number
1.	Deputy Director Academic Affairs (DDAA)	KW 2	One (1)	Advert No. 1/5/2021
2.	Deputy Director Research Consultancy & Technical Services(DDRCTS)	KW 2	One (1)	Advert No. 2/5/2021
3.	Manager, Internal Audit& Risk Assurance	KW3	One (1)	Advert No. 3/5/2021
4.	Senior Principal Registrar (SPR)	KW3	One (1)	Advert No. 4/5/2021
5.	Principal Legal Officer (PLO)	KW4	One (1)	Advert No. 5/5/2021
6.	Principal Planning, Resource Mobilization, And Business Development Officer(PPRMBDO)	KW4	One (1)	Advert No. 6/5/2021

Interested candidates who meet the requirements should send a soft application through the Institute's Email Address: kewikenya@gmail.com and hard copy applications be dropped at KEWI Headquarters-South C along Ole Shapara Avenue
The Applications should be addressed to;

*The Director/CEO
Kenya Water Institute
P.O Box 60013-00200
Nairobi*

In addition to the above indicated requirements, applicants will be required to meet the expectations of Chapter Six (6) of the Constitution of Kenya on Leadership and Integrity. This will include attaching the following clearance certificates:

- i. Certificate of Good Conduct;
- ii. Clearance from the Ethics and Anti – Corruption Commission;
- iii. Certificate of Compliance from the Higher Education Loans Board (HELB);
- iv. Kenya Revenue Authority (KRA) Tax Compliance Clearance; and
- v. Certificate of Clearance from the Credit Reference Bureau (CRB).

NOTE: The deadline for receiving the applications is 31st May, 2021 at 5.00pm (East African Time).

Please Note:

- i. Kenya Water Institute is an equal opportunity employer
- ii. Only shortlisted and successful candidates will be contacted
- iii. Canvassing in any form will lead to automatic disqualification;
- iv. Kenya Water Institute is committed to implementing the provisions of the constitution of Kenya (2010) under article 232 (1) on fair competition and merit, representation of Kenyans diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities.

THEREFORE PWLD, MARGINALISED AND MINORITY GROUPS ARE ENCOURAGED TO APPLY

**1. ADVERT NO. 1/5/2021 – DEPUTY DIRECTOR ACADEMIC AFFAIRS (DDAA)
- KW 2 – (ONE POST)**

Salary scale:	Kshs. 135,959x8, 158 -229,085 PM
House allowance:	Kshs. 50,000
Commuter allowance:	Kshs. 18,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Terms of service:	Contract

a) Job purpose

The job is responsible for the training function and the head of Academic Affairs Division of the Institute. This job is responsible for planning, organizing, managing and leading the academic function as well as supporting the research, consultancy and outreach function of the Institute.

b) Requirements for appointment

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

Academic qualifications

- i. Master's degree in any in any of the following disciplines; Water / Civil / Mechanical/Electrical Engineering, Water Resources Management, Physical Sciences, Natural Sciences, Hydrology, Geology, Hydrogeology, Education, Business Administration, Management or related disciplines from a recognized university;
- ii. Bachelor's Degree in any of the following disciplines; Water / Civil / Mechanical, Electrical Engineering, Water Resources Management, Physical Sciences, Natural Sciences, Hydrology, Geology, Hydrogeology, Education, Business Administration, Management or related disciplines from a recognized university;
- iii. Evidence of publication in refereed journal
- iv. Attended a Strategic Leadership Development and Management Programme lasting not less than six (6) weeks in a recognized institution

Membership to professional bodies

A member of a relevant Professional body

Previous relevant work experience required.

- i. At least twelve (12) years' work experience six (6) of which should be in senior management position in a training and/or research environment

c) Key Responsibilities/Duties/Tasks

- i. Member of Senior Management of the Institute;
- ii. Secretary to the Academic Board;
- iii. Secretary to the Academic Examination Board;
- iv. Member curriculum review board;

- v. Implement Institute policies in the Division;
- vi. Managing student enrolment;
- vii. Supervision of training and examination function;
- viii. Evaluation of training programmes;
- ix. Supervision of Staff and Student industrial attachment
- x. Responsible for processing of certificates to graduates
- xi. Managing Staff and resources in Academic Affairs Division
- xii. Implement approved curricular in the Division
- xiii. Coordinate development of laboratory procedures and training manuals
- xiv. In charge of student co-curricular activities in the Division
- xv. In charge of student welfare in the Division
- xvi. In charge of student welfare enrolment in the Division
- xvii. Ensure compliance with statutory and regulatory requirements in the Division
- xviii. Negotiating performance targets in the Units and ensuring targets are met
- xix. Participate in Marketing KEWI academic programs
- xx. Linking Senior Management to Academic staff
- xxi. Budgeting for the Academic Affairs Division
- xxii. Manage risks in Academic Division
- xxiii. Prepare staff projections for the Division
- xxiv. Advise the Director on Academic matters
- xxv. Secretary to the Academic Board;
- xxvi. Write minutes and maintains records of Academic Board;
- xxvii. Convene Academic Division meetings;
- xxviii. Chairing Academic Division meetings
- xxix. Participate in market surveys on Academic programmes
- xxx. Participate in mobilizing resources for Academic Affairs Division;
- xxxi. Coordinate proposal writing in the Unit;
- xxxii. Participate in partnership with external partners on capacity building in water, sanitation and irrigation sectors;
- xxxiii. Supervise and maintain standards in training in water, sanitation and irrigation sector;
- xxxiv. Develop and annual academic calendars for all KEWI Campuses;
- xxxv. Managing Industrial attachment of staff and students in the Division;
- xxxvi. Monitoring performance of staff Academic Affairs Division against negotiated targets;
- xxxvii. Responsible for procurement plans of the Academic Affairs Division
- xxxviii. Principal examiner in charge of setting, marking and invigilation examinations in the Division
- xxxix. Liaise with external examiners for setting and marking of examinations

d) Personal Attributes

- i. Ability to articulate, interpret and implement Institute's Policies and Development goals;
- ii. Organizational, analytical, managerial and decision making skills;
- iii. Creativity and innovation;
- iv. Problem solving;

- v. Resource management skills;
- vi. Passion for continuous professional development
- vii. Fulfill the requirements of Chapter 6 of the Constitution

e) Core competencies

- i. Curriculum development and review;
- ii. Research;
- iii. Capacity building
- iv. Proposal writing;
- v. Resource Mobilization;
- vi. Mentorship and coaching
- vii. Financial management

2. ADVERT NO. 2/5/2021 – DEPUTY DIRECTOR RESEARCH CONSULTANCY AND TECHNICAL SERVICES (DDRCS) - KW 2 – (ONE POST)

Salary scale:	Kshs. 135959x8,158 -229,085 PM
House allowance:	Kshs. 50,000
Commuter allowance:	Kshs. 18,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Terms of service:	Contract

a) Job purpose

This job provides leadership and coordination in the development and implementation of the Institute's research, consultancy, monitoring & evaluation systems and frameworks, risk management guidelines, technical and advisory services, resource mobilization and marketing policies, strategies and programs.

b) Requirements for appointment

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

Academic qualifications

- i. Bachelor of Science degree in any of the following areas: Water Engineering, Civil Engineering, Water Resources Management, Environmental Science, Hydrology, Geology, Hydrogeology, Physical sciences, Natural Sciences, Meteorology, Education, Business Administration, Statistics or related disciplines from a recognized university;
- ii. Master of Science degree in any of the above mentioned disciplines from a recognized university
- iii. Attended a Strategic Leadership Development and Management Programme lasting not less than six (6) weeks in a recognized institution;

Membership to professional bodies

A member of a relevant Professional body

Previous relevant work experience required.

- i. At least twelve (12) years' work experience six (6) of which should be in senior management position in a training and/or research environment;
- ii. Evidence of publication in refereed journals;
- iii. Demonstrated general administrative ability required for direction, control and implementation of research and consultancy programmes;

c) Key Responsibilities/Duties/Tasks

- i. Coordinate the operations and administrative activities of the Institute's Research, Consultancy and Development Department;
- ii. Ensure sound management of the Institute's research, consultancy and technical services programs;

- iii. Develop new research and consultancy programs
- iv. Ensure that KEWI complies with legal and regulatory requirements;
- v. Organize and control the Research, Consultancy and Development Department staff of the Institute;
- vi. Ensure implementation and fulfillment of the research, consultancy and technical services policies and agreed objectives, performance targets and service standards of the Institute;
- vii. Provide advice, as required on all research, consultancy and technical services matters to the Director;
- viii. Formulate and execute Research, consultancy and technical services policies and objectives;
- ix. Prepare research, consultancy and technical services forecasts and make recommendations of development strategy formulation;
- x. Liaise with related professional bodies, agencies and departments in executing research, resource mobilization, consultancy and technical services activities
- xi. Organize conferences, seminars and workshops
- xii. Participate in technical committees on research and consultancies;
- xiii. Develop operations plan for achieving the Institute's research, resource, consultancy and technical services objectives;
- xiv. Organize and coordinate research, consultancy and technical services activities
- xv. Prepare work plans and annual budget for the Division;
- xvi. Utilize statistical analysis techniques for policy-oriented research;
- xvii. Enforce Patent and Copyright registration;
- xviii. Meet the set Department Performance Contract targets;
- xix. Mentor and guide departmental staff
- xx. Member Academic Board
- xxi. Coordinate the development and review of curriculum
- xxii. Coordinate the development of teaching materials
- xxiii. Convening research, consultancy and technical division meeting
- xxiv. Conduct market surveys on KEWI programs
- xxv. Participate in resource mobilization
- xxvi. Participate in mobilizing partnership with external partners
- xxvii. Supervise maintaining standards in research in water, sanitation and irrigation sector
- xxviii. Human resource planning for the division

d) Personal Attributes

- i. Fulfill the requirements of Chapter 6 of the Constitution.
- ii. Ability to articulate, interpret and implement Institute Policies and Development goals;
- iii. Organizational, analytical, managerial and decision making skills;
- iv. Creativity and innovation;
- v. Technical Problem solving;
- vi. Resource management skills;
- vii. Integrity and commitment to producing results;

viii. Passion for continuous professional development.

e) Core Competencies

- i. Computer Literacy;
- ii. People management;
- iii. Resource Mobilization;
- iv. Report Writing;
- v. Networking and Negotiation skills
- vi. Research, Consultancy and Technical Services programs management;
- vii. Financial management;
- viii. Policy formulation and implementation;
- ix. Planning;
- x. Coordination;
- xi. Strategy implementation
- xii. Human resource capacity development skills
- xiii. Ability to conduct research

3. ADVERT NO. 3/5/2021 – MANAGER, INTERNAL AUDIT& RISK ASSURANCE (MIARA) - KW 3 – (ONE POSTS)

Salary scale:	Kshs. 120,088 x10721 -195, 134 PM
House allowance:	Kshs. 50,000
Commuter allowance:	Kshs.14,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Terms of service:	Permanent and pensionable

a) Job purpose

This job is responsible for providing independent, objective assurance and consulting activity aimed at adding value and improving the operations of the Institute. In addition, it assists the Institute accomplish its strategic objectives by applying a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, Internal control systems and governance processes

b) Requirements for appointment

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

Academic Qualifications

- 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. Master's Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution;
- iii. Have attended an auditing/risk management course or its equivalent from a recognized Institution;
- iv. Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Have passed Part III of the Certified Public Accountants (CPA (K) Examination or its recognized equivalent professional qualifications from a recognized Institution

Membership to professional bodies

A member of a relevant Professional body

Previous Relevant Experience

- i. Served in the scale of Senior Auditor or in a comparable and relevant position in the Public Service for a minimum period of four (4) years;

a) Key Responsibilities/Duties/Tasks

Duties and responsibilities at this level will entail:

- i. Continuously reviewing and assessing operational, financial management systems, policies, procedures, and guidelines and recommend improvements;
- ii. Undertaking financial audits to assess compliance with set standards and specifications;
- iii. Gathering, collating and analyzing financial data and reports to ensure efficiency and effectiveness of funds utilization;
- iv. Conducting post audit reviews;
- v. Carrying out risk assessment and evaluation as part of the audit process; preparing and submitting periodic audit reports to the Director;
- vi. Coordinating Internal Auditors works;
- vii. Interpreting financial policies for sound auditing principles/practices and control;
- viii. Developing and implementing audit plans; undertaking special audit investigations as may be required from time to time;
- ix. Ensuring risk assessment and developing risk management guidelines as well as fraud investigation strategy;
- x. Setting up and implementing systems in accordance with International Auditing Standards.
- xi. The Internal Auditor will also develop, Implement and audit work programmes in line with set targets and annual work plans.

d) Personal Attributes

- i. Good knowledge in the professional field of specialization;
- ii. Good communication skills;
- iii. Good Organization and supervisory skills;
- iv. Interpersonal skills;
- v. Team Player;
- vi. Integrity and commitment. Core Competences i. Accuracy; ii. ERP skills; iii. Financial skills;
- vii. Care for resource

e) Core Competencies

- i. Accuracy;
- ii. ERP skills;
- iii. Financial skills;
- iv. Care for resources

**4. ADVERT NO. 4/5/2021 – SENIOR PRINCIPAL REGISTRAR (SPR) - KW 3 –
(ONE POSTS)**

Salary scale:	Kshs. 120,088 x10,721 -195, 134 PM
House allowance:	Kshs. 50,000
Commuter allowance:	Kshs.14,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Terms of service:	Permanent and pensionable

a) Job Purpose

This job will be responsible managing and coordinating student's admissions, welfare, examinations and organizing extra-curricular activities in the Institute.

b) Requirements for appointment

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

Academic Qualifications

- i. Master's Degree in Public Administration (MPA), Masters in Business Administration (MBA), Masters in Education, Masters in Social Science, Masters in Human Resource Management or other equivalent qualifications from a recognized institution;
- ii. Bachelor's Degree from a recognized institution;
- iii. Senior Management Course lasting not less four (4) weeks;
- iv. Computer literacy;
- v. Exemplary work performance;
- vi. Fulfill the requirements of Chapter 6 of the Constitution

Membership to professional bodies

A member of a relevant Professional body if any

Previous Relevant Work Experience

- i. Ten (10) years' work experience in management position with the responsibility for managing student affairs and spearheading the organization of a variety of student activities;
- ii. Must have served as a Principal Registrar, KW4 or equivalent position in a reputable organization for a minimum period of four (4) years;

c) Key Responsibilities/Duties/Tasks

Duties and responsibilities at this level will entail:

- i. Evaluates and processes admissions applications in accordance with Institute's policies, goals and rules on admissibility of students;
- ii. Advise applicants regarding admissions requirements, eligibility for admission, program options, residency requirements and other matters related to their admission to the Institute;
- iii. Supporting ongoing development and implementation of Work Study program;
- iv. Customizing student/employer matches by instituting competency modeling;

- v. Interviewing students to assist them with choosing the most suitable placement or experiential learning experience;
- vi. Supporting departments with student placements; vii. Designing student work-readiness programs including resume writing, interview preparation workshops, etc;
- vii. Coordinating group orientation and networking events for all partners, students, businesses, community and faculty;
- viii. Maintaining a current database of employers, student placements and experiential assignments;
- ix. Coordinating the registration and administration of examinations;
- x. Coordinating Examination function including analysis and release of results;
- xi. Liaising with external examination bodies;
- xii. Coordinating Guiding and Counseling of students;
- xiii. Coordinating students' welfare;
- xiv. Coordinating students' recreational activities;
- xv. Coordinating students' field attachment;
- xvi. Coordinating the registration of students and keeping their records;
- xvii. Dealing and solving students problems;
- xviii. Monitoring student behavior and developing strategies and action plans, as appropriate;
- xix. Coordinating student support services such as medical care, etc, are adequate;
- xx. Custodian of office machinery used by students, e.g. photocopy/services and stationery;
- xxi. Overseeing the registration of students and maintenance of their records;
- xxii. Monitoring student behavior and developing strategies and action plans, as appropriate;
- xxiii. Ensuring student support services such as medical care, etc, are adequate;
- xxiv. Coordinating Examination function;
- xxv. Coordinating Guiding and Counseling activities;
- xxvi. Coordinating students welfare;
- xxvii. Formulating students recreational activities;
- xxviii. Coordinating students' field attachment;
- xxix. Preparing budget for the requirements of the department.

d) Personal Attributes

- i. Organizational, analytical, managerial and decision making skills;
- ii. Creativity and innovation;
- iii. Technical Problem solving;
- iv. . Resource management skills;
- v. Integrity and commitment to producing results;
- vi. Passion for continuous professional development

e) Core Competencies

- i. People management;
- ii. Financial management;
- iii. Policy formulation and implementation;
- iv. Planning
- v. Coordination

**5. ADVERT NO. 5/5/2021 – PRINCIPAL LEGAL OFFICER (PLO) GRADE KW4
– (ONE POST)**

Salary scale:	Kshs. 87,607 x 5,793 – 128,156 PM
House allowance:	Kshs. 45,000
Commuter allowance:	Kshs.12,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Terms of service:	Permanent and pensionable

a) Job purpose

The Legal Officer is responsible for providing Board Secretariat, legal services and advice to KEWI.

b) Requirements for appointment

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

Academic Qualifications

- i. Have Bachelor's of Laws degree from a recognized institution;
- ii. Have Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- iii. Have been admitted as an advocate of the High Court Kenya;
- iv. Have valid practicing certificate;
- v. Have proficiency in computer applications;
- vi. Demonstrate professional competence in work performance and results;
- vii. Fulfilled the requirements of Chapter Six of the Constitution.

Membership to professional bodies

A member of a relevant Professional body

Previous Relevant Work Experience

Have a minimum of Eight (8) years relevant work experience;

c) Key Responsibilities /Duties/Tasks

Duties and responsibilities at this level will entail:

- i. Providing legal advice to the taken by the Board;
- ii. Drawing up contracts, agreements and other legal documents;
- iii. Undertaking research on different information to ensure that the Board is acting in accordance with all applicable laws;
- iv. Preparing Quarterly Legal Reports;
- v. Preparing Board Resolutions, Action Points, Board Reports and Board Minutes;
- vi. Identifying legal and compliance risks and issues relative to the Board's intended actions;
- vii. Managing the risk exposure of the Board by ensuring compliance with all relevant statutory and regulatory requirements;
- viii. Liaising with external lawyers on all cases filed against the Board to ensure instructions, witnesses and statements are procured on time;

- ix. Working with external lawyers to initiate lawsuits or to formulate a defense, to gather evidence in legal proceedings involving the Board and rendering general 55 advice relating to any legal proceedings involving the Board;
- x. Representing the Board in litigation matters

d) 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.
- viii. Core Competences
- ix. People management;
- x. Financial management;
- xi. Supervisory and managerial skills;
- xii. Policy implementation skills;
- xiii. Planning;
- xiv. Coordination

e) Core competencies:

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

6. ADVERT NO. 6/5/2021 – PRINCIPAL PLANNING, RESOURCE MOBILIZATION, AND BUSINESS DEVELOPMENT OFFICER- GRADE KW4 (ONE POST)

Salary scale: Kshs. 87,607 x5,793 – 128,156 PM
House allowance: Kshs. 45,000

Commuter allowance:	Kshs.12,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Terms of service:	Permanent and pensionable

a) Job purpose

This job is responsible for strategic planning, monitoring and evaluation of programs and projects, Coordination of the GoK performance contracting program, business innovation management, and ensuring compliance to relevant statutory and regulatory obligations.

b) Requirements for appointment

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

Academic Qualifications

- i. Bachelor’s Degree in Economics, Strategy, Marketing, Business Administration or any other related field from a recognized institution;
- ii. Master’s Degree in Economics, Strategy, Marketing, Business Administration and any other related field from a recognized institution;
- iii. Attended a Senior Management Course lasting not less four (4) weeks.
- iv. Certificate in Monitoring and Evaluation course;

Membership to professional bodies

A member of a relevant Professional body

Previous Relevant Experience

A minimum period eight of (8) years relevant work experience four (4) of which should have been at the level of Senior Planning, Resource Mobilization, and Business Development Officer;

c) Key Responsibilities/ Duties / Tasks

Duties and responsibilities at this level will entail:

- i. Developing and implementing research and development plans, procedures and techniques;
- ii. ii. Assisting management and internal clients to understand the results and implications of research and development initiatives;
- iii. iii. Interpreting the results of research reports and recommend new products or services based on research analysis;
- iv. iv. Providing advice on research and development options available to the organization;
- v. v. Monitoring any developments in the research area and work out how these may affect the organization;85
- vi. vi. Publishing results of significant research projects in various Marketing journals and periodicals;
- vii. vii. Developing and implement knowledge management and knowledge sharing framework in the corporation;
- viii. viii. Designing and implement performance monitoring system to ensure organization’s objectives and ensure targets are met;
- ix. ix. Preparing departmental quarterly and annual performance reports;

- x. x. Coordinating Annual Corporate performance contract evaluation exercise;
- xi. xi. Coordinating the development and implementation of departmental annual business plans;
- xii. xii. Cascading the Corporate performance Contract to the Divisional and departmental levels;
- xiii. xiii. Monitoring and evaluate implementation of the KEWI's Divisions and departmental performance contracts.

d) Personal Attributes

- i. Positive working attitude and ability to give and take instruction;
- ii. Creativity and innovativeness;
- iii. Professionalism and integrity;86
- iv. Interpersonal skills including being a team player; and
Good communication and interpersonal skills

e) Core competencies:

- i. Policy implementation;
- ii. Planning;
- iii. Oral / written communication skills;
- iv. Target setting;
- v. Problem solving.

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

NB: Women and Persons with disabilities are encouraged to apply.

Yours Faithfully,

**Prof. Patrick O. Hayombe, PhD.
DIRECTOR/CEO**