



KENYA WATER INSTITUTE

Ref /No. KEWI/C/ORG/3/31 VOL.III/144

Date: 22nd November, 2021

RE: ADVERTISEMENT OF VACANT POSITION AT KENYA WATER INSTITUTE

Applications are invited from suitable qualified candidates for the following vacant Position

S/No.	Post	Job Group	No. Of Vacancies	Advert Number
1.	Manager Internal Audit& Risk Assurance	KW3	One (1)	Advert No. 1/11/2021
2.	Principal Legal Officer	KW4	One (1)	Advert No. 2/11/2021
3.	Principal Planning, Resource Mobilization, And Business Development Officer	KW4	One (1)	Advert No. 3/11/2021
4.	Lecturer /Researcher	KW6	Thirty (30)	Advert No. 4/11/2021
5.	Registrar	KW6	Five (5)	Advert No. 5/11/2021
6.	Senior Enrolled Nurse	KW7	One (1)	Advert No. 6/11/2021
7.	Senior Security Officer	KW7	One (1)	Advert No. 7/11/2021

Interested candidates who meet the requirements should send a soft application through the Institute's Email Address: kewikenya@gmail.com or recruitment@kewi.or.ke and hard copy applications is dropped at KEWI Headquarters-South C along Ole Shapara Avenue on or before **16th December, 2021**

The Applications for KW 3 and KW 4 should be addressed to;

*The Chairman Governing Council
Kenya Water Institute
P.O Box 60013-00200
Nairobi*

The Applications for KW 6 and KW 7 should be addressed to;

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

In addition to the above indicated requirements, applicants for positions of **KW 4 and above** 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).

**1. ADVERT NO.4 /11/2021 – MANAGER, INTERNAL AUDIT& RISK
ASSURANCE , SCALE KW3 – (ONE POST)**

Salary scale:	Kshs. 120,088x 10,721 - 195,134PM
House allowance:	Kshs. 45,000
Commuter allowance:	Kshs. 14,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the existing KEWI Scheme
Terms of service:	Permanent and pensionable

Job Descriptions

The Manager Internal Audit, KW3 reports to the Director.

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.

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

Previous relevant work experience required.

- 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;
- ii. Have passed Part III of the Certified Public Accountants (CPA (K) Examination or its recognized equivalent professional qualifications from a recognized Institution;
- iii. 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;

- iv. Master's Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution;
- v. Have attended an auditing/risk management course or its equivalent from a recognized Institution;
- vi. Senior Management Course lasting not less than four (4) weeks from a recognized institution;144
- vii. Be proficient in computer applications including Accounts related packages;
- viii. Be proficient in computer applications including Accounts related packages;
- ix. 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 competencies:

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

2. ADVERT NO. 5/11/2021 – PRINCIPAL LEGAL OFFICER, SCALE KW4- (ONE POST)

Salary scale:	Kshs. 87,607x5,793 -128,156PM
House allowance:	Kshs. 45,000
Commuter allowance:	Kshs. 12,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the existing KEWI Scheme
Terms of service:	Permanent and pensionable

Job Descriptions

The Principal Legal Officer, KW4 reports to the Corporation Secretary, KW3:

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.

Job Specifications

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

- i. Have a minimum of Eight (8) years relevant work experience;
- ii. Have Bachelor's of Laws degree from a recognized institution;
- iii. Have Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- iv. Have been admitted as an advocate of the High Court Kenya;
- v. Have valid practicing certificate;
- vi. Have proficiency in computer applications;
- vii. Demonstrate professional competence in work performance and results;
- viii. Fulfilled the requirements of Chapter Six of the Constitution.

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.

6. ADVERT NO. 6/11/2021- PRINCIPAL PLANNING, RESOURCE MOBILIZATION, AND BUSINESS DEVELOPMENT OFFICER, SCALE KW4

Salary scale:	Kshs. 87,607x5, 793 -128,156PM
House allowance:	Kshs. 45,000
Commuter allowance:	Kshs. 12,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the existing KEWI Medical Scheme
Terms of service:	Permanent and pensionable

Job Description

The Principal Planning, Resource Mobilization, and Business Development Officer, KW4 reports to the Senior Principal Planning, Resource Mobilization, and Business Development Officer, KW3

Duties and responsibilities at this level will entail:

- i. Developing and implementing research and development plans, procedures and techniques;
- ii. Assisting management and internal clients to understand the results and implications of research and development initiatives;
- iii. Interpreting the results of research reports and recommend new products or services based on research analysis;
- iv. Providing advice on research and development options available to the organization;
- v. Monitoring any developments in the research area and work out how these may affect the organization;85
- vi. Publishing results of significant research projects in various Marketing journals and periodicals;
- vii. Developing and implement knowledge management and knowledge sharing framework in the corporation;
- viii. Designing and implement performance monitoring system to ensure organization's objectives and ensure targets are met;
- ix. Preparing departmental quarterly and annual performance reports;
- x. Coordinating Annual Corporate performance contract evaluation exercise;
- xi. Coordinating the development and implementation of departmental annual business plans;
- xii. Cascading the Corporate performance Contract to the Divisional and departmental levels;
- xiii. Monitoring and evaluate implementation of the KEWI's Divisions and departmental performance contracts.

Job Specifications

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

- i. 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;
- ii. Bachelor's Degree in Economics, Strategy, Marketing, Business Administration or any other related field from a recognized institution;
- iii. Master's Degree in Economics, Strategy, Marketing, Business Administration and any other related field from a recognized institution;

- iv. Attended a Senior Management Course lasting not less four (4) weeks.
- v. Certificate in Monitoring and Evaluation course;
- vi. Proficiency in computer applications;
- vii. Fulfilling the requirements of Chapter Six of the Constitution.

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
- v. Good communication and interpersonal skills.

Core Competences

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

7. ADVERT NO. 8/11/2021- LECTURER/RESEARCHER - SCALE KW6 (30) POST

Salary scale:	Kshs. 48,739 x 2, 690 -67, 569PM
House allowance:	Kshs. 28,000
Commuter allowance:	Kshs. 7000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As existing in the KEWI scheme
Terms of service:	Permanent and pensionable

The Lecturer reports and is responsible to the Principal Lecturer of the Institute.
Duties and responsibilities at this level will entail:

a) Requirements for appointment

- i. A Bachelor's degree in a relevant lecturing field in any of the following disciplines: Water / Civil / Mechanical / Electrical / Irrigation Engineering, Hydrology, Geology, Hydrogeology, Physical sciences, Natural Sciences, Land Surveying; Social Science, Environmental Science, Mathematics, Education and other relevant qualifications from a recognized University;
- ii. Fulfill the requirements of Chapter 6 of the Constitution;
- iii. Computer Literacy.

b) Duties and responsibilities at this level will entail:

- i. Teaching specified subjects in accordance with the syllabus;
- ii. Preparing teaching/learning materials and teaching aids;
- iii. Setting and marking course work / examinations;
- iv. Carrying out research under the guidance of a Senior Lecturer;
- v. Assist in development and preparation of work plans;
- vi. Attend and participate in seminars workshops conferences etc in relevant fields;
- vii. Participate in the department meetings and other activities for effective and efficient management of the department.

Personal Attributes

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

8. ADVERT NO. 8/11/2021- REGISTRAR - SCALE KW6 (1) POST

Salary scale:	Kshs. 58,414x2, 996 -79, 386PMI
House allowance:	Kshs. 35000
Commuter allowance:	Kshs. 8000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As existing in the KEWI scheme
Terms of service:	Permanent and pensionable

a) Requirements for appointment

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

- i. Must have served satisfactorily in the scale of Lecturer, KW6 for a minimum period of four (4) years or served in an equivalent scale in a training/research environment;
- ii. A Master's degree in a relevant lecturing field in any of the following disciplines will be an added advantage: Water / Civil / Mechanical / Electrical / Irrigation Engineering, Hydrology, Geology, Hydrogeology, Mathematics, Statistics, Computer Science, Physical Sciences, Natural Sciences, Land Surveying and Social Science, Environmental Science, Education and any other relevant qualification from a recognized University;
- iii. A Bachelor's degree in a relevant lecturing field in any of the following disciplines: Water / Civil / Mechanical / Electrical / Irrigation Engineering, Hydrology, Geology, Hydrogeology, Mathematics, Statistics, Computer Science, Physical Sciences, Natural Sciences, Land Surveying and Social Science, Environmental Science, Education and any other relevant qualification from a recognized University;
- iv. Certificate in Training of Trainers course;
- v. Computer Literacy;
- vi. Fulfill the requirements of Chapter 6 of the Constitution.

b) Duties and responsibilities at this level will entail:

- i. Teaching specified subjects in accordance with the syllabus;
- ii. Preparing teaching/learning materials and teaching aids;
- iii. Setting, moderate, and marking course work / examinations;
- iv. Assisting in developing and reviewing curriculum;
- v. Guiding and counseling students;
- vi. Evaluating training programmes;
- vii. Carrying out research under the guidance of a Senior Lecturer;

- viii. Assist in development and preparation of work plans;
- ix. Attend and participate in seminars workshops & conferences in relevant fields;
- x. Participate in the department meetings and other activities for effective and efficient management of the department;
- xi. Participate in academic trips of the department;
- xii. Academic Adviser to students.

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.

9. ADVERT NO. 8/11/2021- SENIOR NURSE, GRADE KW7

Salary scale:	Kshs. 40,389 x 2, 368 -56, 964PM
House allowance:	Kshs. 28,000
Commuter allowance:	Kshs. 7000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As existing in the KEWI scheme
Terms of service:	Permanent and pensionable

The Senior Nurse, KW6 reports to the Principal Human Resource and Administration Officer, KW4.

a) Requirements for appointment

- i. Four (4) years' experience as Enrolled Nurse, KW8 or an equivalent position in a reputable organization;
- ii. Diploma in Clinical Medicine & Surgery;
- iii. Registered by Clinical Officers Board;
- iv. Proficiency in Computer Applications;
- v. Fulfill the requirements of Chapter 6 of the Constitution

a) Duties and responsibilities at this level will entail:

- i. Supervise Junior staff;
- ii. Examine, diagnose and treat patients;
- iii. Filter and refer patients appropriately;
- iv. Advise the institute on health standards required.

Personal Attributes

- i. Good communication skills;
- ii. Ability to work with minimum supervision;
- iii. Creativity and innovation;
- iv. Ability to take instructions; and
- v. Professionalism and Integrity.

10. ADVERT NO. 8/11/2021- SENIOR SECURITY OFFICER, GRADE KW7

Salary scale:	Kshs. 40,389 x 2, 368 -56, 964PM
House allowance:	Kshs. 28,000
Commuter allowance:	Kshs. 7000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As existing in the KEWI scheme
Terms of service:	Permanent and pensionable

Senior Security Officer, KW7 will report to the Principal Human Resource and Administration Officer, KW4.

a) Requirements for appointment

- i. Minimum four (4) years relevant work experience as a Security Officer KW8 or an equivalent position in a reputable organization;
- ii. Diploma in Security Studies or its equivalent from recognized institution;
- iii. Certificate in First Aid;
- iv. Proficiency in Computer Applications;
- v. Fulfill the requirements of Chapter 6 of the Constitution.

b) Duties and responsibilities at this level will entail:

- i. To maintain security and safety of staffs, clients and Institutes properties and equipment's;
- ii. Conducts patrols, deploys and supervises guards;
- iii. Carries out investigations;
- iv. Plans work of all its subordinates
- v. Requisitioning of extra outsourced security personnel for events;
- vi. Gathering of information, analyzing it and using it positively;
- vii. Appraising and evaluating subordinates performance;
- viii. Monitor CCTV surveillance system;
- ix. Brief superiors in any security related issues that arise;
- x. Enforces Institutes security procedures and policies;
- xi. Coordinates all the outsourced security services and internal security operations;
- xii. Handle staff security cases and administrative issues;
- xiii. Compile monthly security surveys and crime analysis;
- xiv. Liaise with the external security agent;
- xv. Ensure security of all visitors of the Institute and making reports thereof;
- xvi. Make regular security surveys/reports summaries on Institute security;
- xvii. Prevent and report any theft or loss of the Institute properties;
- xviii. Monitor vehicles movement and assist the Transport Officer on security of the vehicles, e.g. parking places, accidents, inspections etc.

Personal attributes

- i. Good communication skills;
- ii. Ability to work with minimum supervision;
- iii. Creativity and innovation;
- iv. Ability to take instructions; and
- v. Professionalism and Integrity.

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 **15th December, 2021**

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

Yours Faithfully,

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