



MINISTRY OF WATER, SANITATION & IRRIGATION
KENYA WATER INSTITUTE

REF: KEWI/C/ORG/1/2/56

Date: 12th March 2024

VACANT POSITIONS

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

S/No	Post	Job Grade	No. of Vacancies	Advert Number	Terms of Service
1.	Manager, Human Resource Management and Administration	KW3	One (1)	Advert No. EXT/01/03/2024	Permanent and Pensionable
2.	Principal Planning, Resource Mobilization and Business Development Officer	KW4	One (1)	Advert No. EXT/02/03/2024	Permanent and Pensionable
3.	Lecturer – Civil Engineering	KW6	One (1)	Advert No. EXT/03/03/2024	Permanent and Pensionable
4.	Enrolled Nurse	KW8	One (1)	Advert No. EXT/04/03/2024	Permanent and Pensionable

Full details of the job descriptions and requirements for appointments can be accessed through the link

[Careers | KEWI - Kenya Water Institute](#)

Interested and suitable candidates who meet the requirements of the positions should submit hard copies of their application(s) with detailed CV, copies of Academic and professional certificates, testimonials and National Identity Card to KEWI Headquarters located along Ole Shapara Avenue South C, Nairobi by **2nd April 2024**.

Applications for KW3 and KW4 positions should be addressed to:

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

Applications for KW6, and KW8 positions should be addressed to:

**The Chief Executive Officer
Kenya Water Institute
P.O Box 60013-00200
Nairobi**

In addition to the above indicated requirements, applicants will be required to meet the requirements of Chapter Six (6) of the Constitution of Kenya on Leadership and Integrity.

The following clearances will be required from successful candidates upon offer of job and not at the application stage.

- 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).**

KEWI is an equal opportunity employer and encourages all qualified persons; including Women, Persons living with Disability and persons from Minority groups to apply. Only successful candidates shall be contacted for interviews.

**THE CHIEF EXECUTIVE OFFICER
KENYA WATER INSTITUTE**

INDENTS FOR ADVERTISED VACANT POSITIONS AT KENYA WATER INSTITUTE

1. ADVERT NO . EXT /01/03/2024 MANAGER HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION, KW 3 – (1 POST)

Salary scale:	Ksh. 120,088x10,721 – 195,134 PM
House Allowance:	Ksh. 50,000
Commuter Allowance:	Ksh. 16,000
Annual Leave Allowance:	Ksh.1/3 of Basic salary
Medical Cover:	As per the existing KEWI Scheme
Terms of Service:	Permanent and Pensionable

Job Description

The Manager Human Resource and Administration, KW 3 reports to the Deputy director Corporate Services, KW 2.

Duties and responsibilities at this level will entail:

- i. Develop human resource strategy;
- ii. Develop and constantly review the Institute terms and conditions of service to ensure that they provide competitive employment practice and motivate staff;
- iii. Coordinate organizational development and job reviews with a view of developing job requirements to support the organizational and personal development;
- iv. Manage the recruitment function and provide human resource skills and competencies;
- v. Develop and manage welfare of the Institute and other incentive schemes such as medical, employee insurance and other health and safety requirement;
- vi. Develop and monitor implementation of the Institute's performance management process;
- vii. Regularly review remuneration policy and structure and advice as appropriate;
- viii. Analyzing the staffing levels and making proposals for succession planning;
- ix. Analyzing utilization of human resources in the Institute and advising on proper deployment;
- x. Analyzing staff progression and making proposals for career development;
- xi. Ensuring the correct interpretation and implementation of human resource regulations including those relating to pensions, salary administration, labour laws and other statutes relating to human resource management.

Job Specifications

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

- i. At least ten (10) years' relevant work experience;
- ii. Have served in the scale of Principal Human Resource and Administrative Officer KW 4 or a comparable and relevant position in a reputable organization for a minimum period of four (4) years;
- iii. Be in possession of a Master's degree in Human Resource Management/Industrial Relations, Public/Business Administration, government or its equivalent recognized qualifications from a recognized Institution;
- iv. Relevant professional qualification and membership;

- v. Senior Management Course lasting not less than four (4) weeks at a recognized Institution;
- vi. Be proficient in computer applications;
- vii. 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 competencies:

Personal Attributes

- i. Organizational, managerial and administrative skills;
- ii. Ability to work with minimal supervision;
- iii. Professionalism and integrity;
- iv. Good communication skills.

Core Competencies

- i. Supervisory management;
- ii. Policy implementation skills;
- iii. Oral and written skills;
- iv. Oral and written skills;
- v. Budget setting
- vi. Administrative skills.

2. ADVERT NO . EXT /02/03/2024 PRINCIPAL PLANNING, RESOURCE MOBILIZATION AND BUSINESS DEVELOPMENT OFFICER, KW 4 – (1 POST)

Salary scale:	Ksh. 87,607x5,793 – 128,156 PM
House Allowance:	Ksh. 45,000
Commuter Allowance:	Ksh. 12,000
Annual Leave Allowance:	Ksh.1/3 of Basic salary
Medical Cover:	As per the existing KEWI Scheme
Terms of Service:	Permanent and Pensionable

Job Description

The Principal Planning, Resource Mobilization and Business Development Officer , KW 4 reports to the Senior Principal Planning, Resource Mobilization and Business Development Officer, KW 3.

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;
- vi. Publishing results of significant research projects in various Marketing journals and periodicals;

- vii. Developing and implementing 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 quartely and annual performance reports'
- x. Coordinating annual Corporate performance contract evaluation exercise;
- xi. Coordinating the development and implementation of departmental annual business plans;
- xii. Monitoring and evaluating 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 of eight (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 6 of the constitution.

Personal Attributes

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

Core competencies

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

3. ADVERT NO . EXT /03/03/2024 LECTURER – CIVIL ENGINEERING, KW 6 – (1 POST)

Salary scale:	Ksh. 48,739x2,690 – 67,569 PM
House Allowance:	Ksh. 35,000
Commuter Allowance:	Ksh. 8,000

Annual Leave Allowance: Ksh.1/3 of Basic salary
Medical Cover: As per the existing KEWI Scheme
Terms of Service: Permanent and Pensionable

Job Description

The Lecturer reports and is responsible to the Principal Lecturer of the Institute.

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.

Job Specifications

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

- i. A Bachelor's degree in Civil Engineering;
- ii. Fulfill the requirements of Chapter 6 of the constitution;
- iii. Computer Literacy.

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

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.

Core Competencies

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

4. ADVERT NO . EXT /04/03/2024 ENROLLED NURSE, KW 8 – (1 POST)

Salary scale:	Ksh. 33,639x1,770 – 46,032 PM
House Allowance:	Ksh. 16,500
Commuter Allowance:	Ksh. 5,000
Annual Leave Allowance:	Ksh.1/3 of Basic salary
Medical Cover:	As per the existing KEWI Scheme
Terms of Service:	Permanent and Pensionable

Job Description

The Enrolled Nurse, KW 8 reports to the Principal Human Resource and Administration Officer, KW 4.

Duties and responsibilities entail:

- i. Implementing nursing policies, guidelines, procedures and programmes;
- ii. Assess patients' needs for nursing services;
- iii. Verify and maintain information related to patients;
- iv. Keep records of drugs and other supplies;
- v. Compile and maintain health information records;
- vi. Monitoring and administering medication and intravenous infusion.
- vii. Any other duties as may be assigned from time to time.

Job specifications

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

- i. Certificate in any of the following disciplines: Kenya Enrolled Nurse or Kenya Enrolled Community Health Nurse from a recognized institution;
- ii. An enrolled certificate issued by the Nursing Council of Kenya; and
- iii. A valid practicing license from the Nursing Council of Kenya;
- iv. Certificate in computer application skills from a recognized institution;
- v. Fulfill the requirements of chapter 6 of the constitution.

Personal attributes

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

Core Competencies

- i. Team playing skills;
- ii. Accuracy;
- iii. Interpersonal skills.