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 **EMPLOYMENT OPPORTUNITIES**

The Coast Water Works Development Agency (CWWDA) is a state corporation in the Ministry of Water, Sanitation and Irrigation (MWS&I) created under the water Act 2016. The Area of Jurisdiction of CWWDA is all the six counties in Coast Region, namely Lamu, Tana River, Kilifi, Mombasa, Kwale and Taita Taveta.

The Agency is responsible for Water and Sanitation Infrastructure development within its area of jurisdiction.

In order to strengthen its human resource capacity, the Agency wishes to recruit self-driven, result oriented and highly motivated persons to fill the vacant positions as listed below: **-**

**1.PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER, CWWDA JOB GRADE 4 - ONE (1) POST**

***Terms of Service:*** *Permanent and Pensionable.*

***Basic Salary:*** *Kshs. (122,847 – 162,767) per month.*

***Allowances and Benefits:*** *As applicable to employees of CWWDA.*

1. **Job Specification**

**Duties and responsibilities will entail: -**

1. Installing and maintaining computer systems;
2. Analyzing, designing, coding, testing and implementing computer programs;
3. Configuring Local Area Network (LAN) and Wide Area Network (WAN);
4. Providing user support;
5. Configuring Local Area Network and Wide Area Network;
6. Developing and updating application systems;
7. Carrying out systems analysis, design and programme specifications in liaison with users;
8. Drawing up hardware specifications for Information Communication Technology equipment;
9. User and Systems Support and Logging of incidents;
10. Verifying, validating and certifying Information Communication Technology equipment;
11. Ensuring effective working of systems for efficient service delivery;
12. Configuring new Information Communication Technology equipment; and
13. Implementing systems and network security.
14. **Person Specifications**

**For appointment to this grade an officer must have:**

1. A minimum of eight (8) years’ experience in relevant work in the Public Service or in the Private Sector with at least three (3) years’ experience in a supervisory role;
2. Master’s Degree in any of the following disciplines: - Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution;
3. Bachelor’s Degree in any of the following fields: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or its equivalent qualification from a recognized Institution;
4. At least any two (2) certifications from relevant professional bodies in either CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSD, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP), CISA, CISM, CGEIT or other equivalent qualifications from a recognized institution;
5. Management Course of not less than four (4) weeks from a recognized institution;
6. Fulfilled the requirements of Chapter Six of the Constitution; and
7. Shown merit and ability as reflected in work performance and results.

**2. CHEMIST 1 CWWDA JOB GRADE 6 - ONE (1) POST**

***Terms of Service:*** *Permanent and Pensionable*

***Basic Salary:*** *Kshs. (49,572 - 69,858) per month*

***Allowances and Benefits:*** *As applicable to employees of CWWDA*

1. **Job Specification**

**Duties and responsibilities will entail: -**

1. Generating and interpreting scientific data;
2. Preparing reports of analysis;
3. Presenting reports of analysis and providing expert evidence in court;
4. Carrying out research on techniques and methods used in quantitative and qualitative analysis of geological, construction, forensic and
5. clinical toxicological materials, water and wastewater, drugs and chemicals substances;
6. Carrying out maintenance and calibration of scientific equipment
7. Advising clients on the quality of water, drugs and chemical substances or other materials under tests; and
8. Undertaking compliance and enforcement of quality control regulations with regard to water, waste water, construction materials, drugs and other materials.
9. **Person Specifications**

**For appointment to this grade, an officer must have:**

1. Served in the grade of Chemist II for a minimum period of three (3) years or in a comparable position in a reputable organization;
2. Bachelor of Science degree in any of the following disciplines: - Chemistry, Analytical Chemistry, Environmental Science or equivalent qualification from a recognized institution;
3. Proficiency in computer applications; and
4. Shown merit and ability as reflected in work performance and results.

**3. CORPORATE COMMUNICATIONS OFFICER, CWWDA JOB GRADE 6 - ONE (1) POST**

***Terms of Service:*** *Permanent and Pensionable*

***Basic Salary:*** *Kshs. (49,572 - 69,858) per month.*

***Allowances and Benefits:*** *As applicable to employees of CWWDA.*

1. **Job Specification**

This is an entry level grade for this cadre. An officer at this level will work under

supervision of a senior officer.

**Duties and responsibilities will entail:**

1. Assist in drafting press releases and responding to media inquiries about the Agency;
2. Assist in arranging speaking engagements for the Agency’s leadership and maintaining contacts within the media;
3. Assist in writing branding/marketing materials or coordinating promotional events;
4. Assist in Media monitoring and maintaining relations with a specific entity like the press, the government, stakeholders or interest groups representing the NGOs sector;
5. Assist in Event management and other stakeholder sensitization programs to develop charitable sector knowledge;
6. Assist in managing Digital & Media Relations including information sharing and invitations for CWWDA events;
7. Assist in Responding to all queries in respect of CWWDA from general public, media, special interest groups etc.;
8. Assist in preparing and submitting weekly, monthly and periodic reports within schedule and up to standard;
9. Assist in distributing press releases and media kits;
10. Assist in maintaining and regularly update data base and mailing list of all stakeholders;
11. Assist in preparing public relations materials to be used in various departmental events;
12. Assist in monitoring the press on pertinent non-governmental organizations issues;
13. Assist in organizing events including press conferences, exhibitions, open days, workshops and trade-fairs;
14. Assist in keeping calendars and diaries events (editorial, press conferences, events);
15. Proper filing, folioing and maintain Corporate Communication Division registry;
16. Take news worthy photos for the Agency’s photo gallery;
17. Assist in compiling, receiving complaints and updating the Agency’s complaints register;
18. Assist in compiling CSR and publicity reports and preparing proposals for Committee meetings;
19. Assist in organizing and execution of public relations campaigns and events;
20. Assist in conducting customer satisfaction surveys; and
21. Assist in editing publicity and communication materials as advised.
22. **Person Specifications**

**For appointment to this grade an officer must have at least:**

1. Bachelor’s Degree in Public relations, Communications, Journalism or any

other equivalent qualifications from a recognized institution;

1. Proficiency in computer applications; and
2. Fulfil the requirements of Chapter Six of the Constitution.

 **4.OFFICE ADMINISTRATOR, CWWDA JOB GRADE 6 - ONE (1) POST**

***Terms of Service:*** *Permanent and Pensionable*

***Basic Salary:*** *Kshs. (49,572 - 69,858) per month*

***Allowances and Benefits:*** *As applicable to employees of CWWDA*

1. **Job Specification**

**Duties and responsibilities will entail: -**

1. Ensuring security of office equipment, documents and records;
2. Recording dictation in shorthand and transcribing in typewritten form; processing data and managing e-office;
3. Planning and organizing meetings, workshop/conferences and seminars; operating office equipment;
4. Responding to correspondences; attending to visitors/clients; handling telephone calls, enquiries and appointments; and
5. Handling protocols and confirming travel itineraries; and managing office petty cash.
6. **Person Specifications**

**For appointment to this grade, an Officer must: -**

1. Have at least Eight (8) years relevant work experience in public service or private sector, three (3) of which must be in a supervisory position;
2. Have Bachelor’s degree in Secretarial Studies or any other equivalent from a recognized institution;
3. Diploma in Secretarial Studies from the Kenya National Examinations Council;
4. Have passed the following examinations from the Kenya National Examinations Council (KNEC);
* Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III;
* Shorthand III (120 w.p.m);
* Business English III/Communications I;
* Office Management III/Office Administration and Management III;
* Secretarial Duties II;
* Commerce II;
1. A Management Course lasting not less than Four (4) weeks from a recognized

 institution;

1. Proficiency in computer applications;
2. Demonstrated results in work performance;

 ix. Good communication skills, and

1. Meet the provision of Chapter Six of the Constitution.

 **5.LABORATORY TECHNICIAN CWWDA JOB GRADE 10 - ONE (1) POST**

***Terms of Service:*** *Permanent and Pensionable*

***Basic Salary:*** *Kshs. (26,205 - 33,020) per month.*

***Allowances and Benefits:*** *As applicable to employees of CWWDA.*

1. **Job Specification**

**Duties and responsibilities at this level will involve:**

1. Simple analytical work;
2. Media preparation;
3. Maintenance of laboratory records;
4. Storage, collection and preparation of samples and specimens; elementary

diagnostics work;

1. Maintenance of cultures of insect, bacteria and fungi or laboratory animals; and other laboratory duties as may be assigned.

**b) Person Specifications**

**For appointment to the grade, an officer must have:**

1. Kenya Certificate of Secondary Education mean grade D+ or its recognized

equivalent qualification;

1. Certificate in technical education program from KNEC.

**6.ARTISAN III PUMP OPERATOR, CWWDA JOB GRADE 10 - THREE (3) POSTS**

***Terms of Service:*** *Permanent and Pensionable*

***Basic Salary:*** *Kshs.* *(26,205- 33,020) per month.*

***Allowances and Benefits:*** *As applicable to employees of CWWDA.*

**a) Job Specification**

This is the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer.

**Duties and responsibilities at this level will entail:**

1. Maintaining and repairing equipment’s and electrical appliances;
2. Undertaking improvement, repair and maintenance works in electrical related works,
3. Detecting, recording and reporting pumps malfunctioning
4. Recording power consumption.

**b) Person Specifications**

**For appointment to this grade, a candidate must:**

1. Have Kenya Certificate of Secondary Education mean grade of D+ with at least D (Plain) in Mathematics, English and any Science subject;
2. Have a Certificate in National Trade Test III - electrical/Mechanical or its equivalent qualification from a recognized institution; and
3. Be proficient in computer applications.

**7. INSPECTOR, ELECTRICAL I, CWWDA JOB GRADE CWWDA 6 - ONE (1 POST)**

***Terms of Service:*** *Permanent and Pensionable.*

***Basic Salary:*** *Kshs. (49,572- 69,858) per month*

***Allowances and Benefits:*** *As applicable to employees of CWWDA*

1. **Job Specification**

**Duties and responsibilities will entail:**

1. Interpretation and carry out advanced electrical works, diagrams using correct symbols;
2. Testing of alternator relays and armature resistance and continuity e.t.c;
3. Repair of large battery charging plants;
4. Examination of batteries for slugging, sulphation;
5. Assist in interpretation of given drawing symbols; and
6. Repair of electrical components of machinery and plant equipment.

**b) Person Specifications**

**For appointment to this grade, an officer must have:**

1. Served in the grade of Inspector Electrical II for a minimum period of three (3) years or in a comparable position in a reputable organization;
2. Diploma in Electrical Engineering or equivalent and relevant qualification from a recognized institution;
3. Proficiency in computer applications; and
4. Shown merit and ability as reflected in work performance and results.

**8. INSPECTOR, MECHANICAL I, JOB GRADE CWWDA 6 - ONE (1) POST**

 ***Terms of Service:*** *Permanent and Pensionable*

 ***Basic Salary:*** *Kshs. (49,572 - 69,858) per month*

***Allowances and Benefits:*** *As applicable to employees of CWWDA*

**a) Job Specification**

**Duties and responsibilities will entail:**

1. Inspecting and evaluating machinery, plants and motor vehicles;
2. Maintaining machinery, motor vehicles and plants;
3. Verifying spare parts for motor vehicles and machinery upon purchase and utilization;
4. Testing of mechanical equipment;
5. Designing and modifying plant components;
6. Developing design drawings and specifications for machinery or mechanical equipment;
7. Recommending necessary repairs on motor vehicles and machinery;
8. Preparing progress reports on mechanical inspections; and
9. Guiding and counseling staff.

**b) Person Specifications**

**For appointment to this grade, an officer must have: -**

1. Served in the grade of Inspector, Mechanical II for a minimum period of three (3) years;
2. Diploma in Mechanical Engineering or Automotive Engineering or an equivalent and relevant qualification from a recognized institution;
3. Proficiency in computer applications; and
4. Shown merit and ability as reflected in work performance and results.

 **9.MECHANICAL ENGINEER 1I, CWWDA JOB GRADE 7 - ONE (1) POST**

 ***Terms of Service:*** *Permanent and Pensionable*

***Basic Salary:*** *Kshs. (*43,639 – 55,345) per month.

***Allowances and Benefits:*** *As applicable to employees of CWWDA*

1. **Job Specification**

This is the entry and training grade for this cadre. An officer at this level will work under close supervision of a senior officer.

**Duties and responsibilities will entail:**

1. Preparing simple design drawings and specifications, carry out repair work on repair and maintenance of motor vehicle, plants and machinery;
2. Inspecting motor vehicles and plants and recommend necessary repairs; recommending motor vehicles and plants for boarding;
3. Verifying the required spare parts for motor vehicles and machinery;
4. Preparing valuation reports on motor vehicles as required; and
5. Preparing motor vehicle and plant specifications**.**
6. **Person Specifications**

**For appointment to this grade, a candidate must have:**

1. Bachelor degree in Mechanical Engineering or equivalent qualification from a recognized institution; and
2. Proficiency in computer applications**.**

**10. SENIOR MECHANICAL ENGINEER, JOB GRADE, CWWDA 5 (1 POST)**

***Terms of Service:*** *Permanent and Pensionable*

***Basic Salary:*** *Kshs. (70,186 - 85,414) per month.*

***Allowances and Benefits:*** *As applicable to employees of CWWDA*

1. **Job Specification**

**Duties and responsibilities will entail:**

1. Developing design drawings and specifications;
2. Repairing and maintaining motor vehicle, plants and machinery;
3. Inspecting motor vehicles and plants and recommending required repairs or verifications of the required spare parts for motor vehicles and machinery;
4. Preparing valuation reports on motor vehicles, plants, machinery and mechanical equipment;
5. Ensuring effectiveness and quality control of repairs of machinery;
6. Inspecting and evaluating motor vehicles and machinery as required;
7. Participating in preparing tender documents for motor vehicles, machinery and spare parts.
8. **Person Specifications**

**For appointment to this grade, an officer must have:**

1. Served in the grade of Mechanical Engineer I for a minimum period of three (3) years or in a comparable position in a reputable organization;
2. Bachelor degree in Mechanical Engineering or equivalent qualification from a recognized institution;
3. Certificate in Senior management course lasting not less than four (4) weeks from a recognized institution;
4. Proficiency in computer applications; and
5. Shown merit and ability as reflected in work performance and results.

**11.SENIOR DRIVER, CWWDA JOB GRADE 9 - ONE (1) POST**

***Terms of Service:*** *Permanent and Pensionable*

***Basic Salary:*** *Kshs. (30,015 - 38,025) per month.*

***Allowances and Benefits:*** *As applicable to employees of CWWDA*

1. **Job Specification**

**Duties and responsibilities of the officer will entail: -**

1. Driving the Service vehicle as authorized;
2. Carrying out minor mechanical adjustments;
3. Recognizing and reporting mechanical defaults of the vehicles;
4. Ensuring security and safety of the vehicle on and off the road;
5. Monitoring and reporting expiry of insurance policies for motor vehicles;
6. Overseeing transport management in the absence of the Principal Driver;
7. Preparing and submitting reports on transport when need arises; and
8. Ensuring safety of passengers and/or goods therein.
9. **Person Specifications**

**For appointment to this grade a candidate must have: -**

1. At least served in the grade of Driver for at least four (4) years;
2. A Diploma Education Certificate or its equivalent from a recognized institution;
3. The Occupational Trade Test II Driving Certificate;
4. A Valid class B, C1, C, CE, D1, D2 and D3 driving License free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
5. A defensive Driving Certificate from the Automobile Association of Kenya (AA) or its equivalent qualification from any other recognized institution;
6. A valid Certificate of Good Conduct;
7. A First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution;
8. An accident-free driving period of 5 years; and
9. Fulfill the requirements of Chapter 6 of the Constitution.

**How to Apply**

Applications complete with a detailed Curriculum Vitae (CV), a copy of the National

Identity card, KCPE, KCSE and copies of other academic and professional certificates and other testimonials should be emailed to **info@cwwda.go.ke**, posted or hand delivered not later than Tuesday 16th September, 2025 at 5.00 pm (East Africa Time) to: -

**The Chief Executive Officer**

**Coast Water Works Development Agency**

**P. O. Box 90417 - 80100**

**MOMBASA.**

**Notes**

1. Applications through post office, hand delivery or through courier services should indicate the “**position applied for**” on top of the envelope, while email applications should have the subject as **“the position applied for**”.
2. Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
3. Only shortlisted candidates will be contacted and canvassing will lead to automatic

disqualification.

1. Candidates who applied for similar positions in January 2024 are also encouraged to apply.
2. Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
3. Serving officers shall be required to avail original letters of appointment to the current substantive posts during interviews.
4. It is a criminal offence to present fake certificates/documents.
5. Successful candidates will be required to submit valid compliance certificates from Kenya Revenue Authority, a registered Credit Reference Bureau, Higher Education Loans Board and a certificate of good conduct from the Directorate of Criminal Investigations.
6. Coast Water Works Development Agency is an equal opportunity employer and youth, women, marginalized, minority groups and persons with disability are encouraged to apply.