

**Employment opportunities**

**Preamble**

The Coast Water Works Development Agency (CWWDA) is a State Corporation in the Ministry of Water, Sanitation and Irrigation which was created under the Water Act 2016. The area of jurisdiction of (CWWDA) covers 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.

Inorder to strengthen its Human Resource Capacity, the Agency wishes to recruit self-driven, result oriented and highly motivated persons to fill the vacant positions listed below: -

|  |  |  |
| --- | --- | --- |
| **i)Senior Office Administrator** | **Job Group CWWDA -5** | **One (1) Post** |

**Job Purpose**

To provide executive support services to the Office of the Chief Executive Officer to ensure its operations work efficiently .

**Terms of Service** - *Permanent and Pensionable*

**Monthly Salary**

|  |  |  |
| --- | --- | --- |
| Basic Salary Scale  | :  | Kshs Min 70,186/ – Max 85,414 P.M  |
| House Allowance  | :  | Kshs. 27,000  |
| Commuter Allowance  | :  | Kshs. 7,000  |
| Leave Allowance  | **:**  | As provided by the agency |
| Medical Cover Duty Station –Mombasa **Job specification**  | **:**  | As provided by the Agency  |

1. **Duties and responsibilities**
2. Taking oral dictation;
3. Using e-office to research and process data;
4. Operating office equipment; attending to visitors/clients;
5. Handling telephone calls;
6. Booking rooms and conference facilities;
7. Handling customer enquiries and complaints;
8. Coordinating schedules of meetings and appointments;
9. Coordinating travel arrangements;
10. Ensuring security of office records, equipment and documents, including classified materials;
11. Ensuring security, integrity and confidentiality of data;
12. Establishing and monitoring procedures for record keeping of correspondence and file movements;
13. Maintaining an up to date filing system in the office;
14. Preparing response to routine correspondences;
15. Managing office protocol and etiquette and managing petty cash; and
16. Guide and supervise staff in the office of Chief Executive Officer.
17. **Person specification**
18. Bachelor’s degree in any of the following fields: Secretarial Studies or Business and Office Management from a recognized institution; OR
19. Bachelor’s Degree in any Social Sciences plus a Diploma in Secretarial Studies from a recognized institution; OR
20. Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:
21. Shorthand III (minimum 120 w.p.m.);
22. Typewriting III (50 w.p.m.)/Certificate in Computerized Document processing III;
23. Business English III/Communications II;
24. Commerce II;
25. (Office Practice II;
26. Secretarial Duties II; and
27. Office Management III/Office Administration and Management III;

**Key competences and skills**

1. Problem solving
2. Target setting
3. Attention to details
4. Ability to work under pressure

|  |  |  |
| --- | --- | --- |
| **ii) Principal Water Treatment Engineer** | **Job Grade CWWDA -4** | **One (1) Post** |

**Job Purpose**

To provide support in design, Construction Supervision and operation of the proposed Mwache Water Treatment Plant.

**Terms of Service** - *Permanent and Pensionable*

 **Monthly Salary**

|  |  |  |
| --- | --- | --- |
| Basic Salary Scale  | :  | Kshs Min 122,847/- Max 162,767/-P.M |
| House Allowance  | :  | Kshs. 30,000  |
| Commuter Allowance  | :  | Kshs. 7,000  |
| Leave Allowance  | **:**  | As provided by the agency |
| Medical Cover  | **:**  | As provided by the Agency  |

 **Duty station-Mombasa**

 **Job Specification**

1. **Duties and Responsibilities**
* Participating in the process design and construction supervision of the proposed Water Treatment plant to completion,
* Supervising testing and monitoring the performance of processes throughout the water treatment,
* Troubleshooting problems with treatment processes,
* Evaluating equipment and processes to ensure compliance with safety and environmental regulations,
* Advice during the commissioning and the operation and maintenance of the Water Treatment Plant.,
* Establish safety procedures for working with water treatment chemicals,
* Manage Laboratory processes,
* Conduct research to develop new and improved treatment processes,
* Prepare monthly and quarterly reports,
* Any other duty as may be assigned from time to time by the immediate supervisor.
1. **Person Specification**
2. At least a University Bachelor’s degree in Chemical Engineering, Civil/Water Engineering or any other relevant discipline from a recognized University.
3. Must be a registered member of a relevant professional body e.g the Engineers Board of Kenya (EBK) etc;
4. At least 10 years general experience after graduation;
5. At least five (5) years’ similar experience in operation and maintenance of surface Water Treatment Plants.
6. Experience in design and construction supervision of at least one (1) Water Treatment Plant.
7. Knowledge of applicable local and international regulations, codes and standards on drinking water,
8. Knowledge of water treatment processes or water chemistry

**c) Key competences and skills**

1. Knowledge of Microsoft office suite (Excel, word etc.)
2. Good Communication skills,
3. Working without supervision,
4. Strategic Leadership skills
5. Analytical Skills
6. Report writing skills

**How to Apply**

**Applications** **complete with a detailed resume, a copy of the National Identity card, copies of academic and professional certificates and other testimonials should be emailed to** **info@cwwda.go.ke**, posted or hand delivered to:

The Chief Executive Officer

 Coast Water Works Development Agency

P. O. Box 90417 - 80100

**MOMBASA.**

**On or before 28-03-2023 by 4.30 pm**

**Notes**

1. Applications through post office, hand delivery or through courier services should indicate the **“position applied for”** on top of the envelope**.**

ii) Only shortlisted candidates will be contacted and canvassing will lead to automaticdisqualification.

*Coast Water Works Development Agency is an equal opportunity employer and youth, women ,marginalized , Minority groups and persons with disability are encouraged to apply.*