



30th September 2020

INTERNAL ADVERTISEMENT

EXCITING SENIOR MANAGEMENT CAREER OPPORTUNITIES AT CWWDA

1. POSITION - FINANCE MANAGER - (Ref: CWWDA/HR/FM-001/2020)

No. of Posts : 1
Job Grade : 2
Department : Finance
Reporting to : Chief Executive Officer

Terms of Employment: Contract (Three (3) years renewable based on performance)

Basic Salary Details: KShs per month : 85,000 – 209,440

85,000*12750 – 136,000*24480 – 209,440 p.a

Housing Allowance: Kshs:40,000

Commuter Allowance: Kshs: 18,000

Overall Job purpose

The successful candidate will be responsible for ensuring that all the financial resources of the Agency are acquired, disbursed, prudently invested, fully accounted for and reported efficiently. Should ensure that the Agency is financially sound and in conformity with the overall Strategic Plan.

Key results Areas and Duties

1. Formulate the Agency's financial strategy and ensure it is properly implemented;
2. Ensure sound corporate governance by identifying risks and developing and implementing proper controls in order to minimize those risks;
3. Spearhead formulation implementation and review of sound financial policies systems and procedures to sustain the Agency;
4. Develop Systems for the effective and efficient management of financial resources;
5. Ensure timely and accurate accounting, reporting and analysis in order to aid management decision making;
6. Ensure efficient revenue collection, disbursement, accounting and reporting;
7. Advise the Agency on financial viability of proposed investment;
8. Ensure financial reports are prepared and submitted in compliance with the Agency requirements;
9. Participate in setting in setting performance targets and appraisals for the Finance staff in the Agency;
10. Manage all financial relationships with external agencies, partners and Donors;
11. Prepare accurate and timely budgets and periodic financial performance reports for presentation to the Board of Directors;
12. Organize, manage, motivate and develop staff in the finance function;
13. Oversee the protection of the Agency's assets; and
14. Any other duty assigned by the Chief Executive Officer or the Board of Directors' Committees.

Education, Professional qualifications and Work Experience

- Bachelor of Business Administration, Commerce Degree (Finance/Economics or Accounting Option) or its equivalent from a recognized University.
- Being a holder of Master's Degree in Business Administration (MBA) is desirable; Possession of Master's Degree in Business Administration (MBA)/ Accounting/Economics/Finance or its equivalent is an added advantage;
- Must be a holder of CPA(K) or ACCA qualification;

- Must be a member of the relevant professional body and in good standing;
- Minimum seven (7) years' progressive and proven experience with at least five (3) years' experience in Financial, Accounting or Auditing at senior management level;
- Experience in implementing financial strategies in a dynamic environment; and
- Ability to use computers including MS Office suite (including Excel) and/or relevant accounting computer programs is a must.

Required skills and Competencies

- Should possess excellent interpersonal and communication skills and have experience in dealing with target-based multi-disciplinary teams;
- Understands and can implement the regulatory obligations of the Agency.
- Strong communication skills in English and Kiswahili.
- Experience working with international donor agencies will be an added advantage and international business experience is a plus; and
- Strong leadership, management, coaching and negotiation skills

2. POSITION: Managing Director Bulk Unit (Ref: CWWD/HR/MDBU-002/2020)

No. of Posts : 1

Job Grade : 3

Department : Technical Services

Reporting to : Technical Services Manager

Terms of Employment: Contract - (Three (3) years renewable based on performance)

Basic Salary Details: KShs per month 75,000 – 174,000 :

75,000*9,000 – 120,000*18,000 – 174,000 p.a

Housing Allowance: Kshs: 50,000

Commuter Allowance: Kshs : 20,000

Overall Job Purpose

Provide strategic and technical leadership in the Bulk Unit to ensure provision of high quality water and sewerage services to customers by ensuring compliance with engineering and water quality standards and procedures.

Key Duties and Responsibilities:

1. Planning for long-term and short-term programs in water supply and sewerage systems including feasibility studies;
2. Overall responsibility of projects including planning and design of water supply and sewerage systems and other relevant engineering projects;
3. Provide strategic and technical leadership in the Bulk Unit to ensure provision of high quality services to customers that meet industry standards;
4. Steer the development of departmental policies, procedures and action plans in line with Agency's mission and objectives;
5. Manpower planning for the Bulk Unit; making recommendations for recruitment, redeployment and promotion;
6. Ensure that all water and sewerage services infrastructure is operated and maintained to the required standards.
7. Ensure that technical audits are carried out on time and remedial action taken;
8. Oversee preparation of comprehensive departmental reports and budgets, to Chief Executive Officer through the Technical Manager to facilitate decision-making
9. Ensure development of departmental staff including engineers, technicians and artisans through setting of performance targets, appraisal and trainings;
10. Produce timely and accurate reports as may be requested by the Technical Committee of the Board of Directors' Committee; and
11. Any other duties that may be assigned by the Technical Services Manager.

Education, Professional qualifications and Work Experience

1. Must possess Bachelor of Science – Electrical Engineering, Mechatronics Engineering, Civil Engineering or Water Engineering from a recognized University;
2. Possession of a Master's Degree in Civil Engineering or Water Engineering is an added advantage;

3. Must at least be a Registered Graduate Engineer by the Engineers Board of Kenya (EBK) and in good standing;
4. Must have a minimum of seven (7) years' progressive and proven experience in the water sector of which five (5) must be at a senior management level;
5. Ability to use computers including MS Office suites related to engineering e.g Auto-cad, Arch-cad etc.

Core Competencies/Skills

- Strong interpersonal skills.
- Excellent communication skills in English and Kiswahili.
- Ability to adopt in a highly changing business environment.
- Must have excellent understanding of the Kenyan water reforms
- Strong leadership, management skills and integrity. (chapter 6)

Application Procedures and Deadline

Candidates, who meet the above specifications and have the drive to join a highly motivated work team, should submit their applications and CV including a reliable telephone and e-mail contact of self and at least **three (3) referees**, so as to reach us on or before **Friday, 15th October, 2020** addressed to:

**The Chief Executive Officer,
Coast Water Works Development Agency,
P.O Box 90417-80100,
MOMBASA.**

E-mail Address: info@cwwda.co.ke

CWWDA is an equal opportunity employer and women and people with disabilities are particularly encouraged to apply.