



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 listed: -

1. DEPUTY DIRECTOR CORPORATE COMMUNICATIONS OFFICER, JOB GRADE CWWDA 3

Job purpose

The Deputy Director Corporate Communications Officer is responsible for coordinating Corporate Communications related activities including, Public relations, digital communications, and internal communications, sponsorships, events, brand and reputation management.

a) Job Specifications

Duties and responsibilities will entail: -

- (i) Maintaining and improve the Corporate Communication policy of the Agency taking into account the internal and external changes in the maritime industry;
- (ii) Advising and recommending to the Agency possible outcomes and response scenarios based on strategic initiatives made in the year;
- (iii) Coordinate all corporate communications related activities including publishing of brochures, handbooks, calendars, annual reports, departmental reports, etc.;
- (iv) Develop and deliver creative communication strategies and plans;
- (v) Update the Agency website and digital platforms and facilitate interdepartmental communications and managing external communications;
- (vi) Building and maintenance of consistent branding, corporate identity across relevant public relations channels while keeping the Agency up to date on industry trends;
- (vii) Develop suitable communication strategies to mitigate prevailing crisis;

- (viii) Develop content to provide clear and adequate information and material that will support marketing and communications activities;
- (ix) Review and approve key presentations and collaterals needed for communications and outreach activities;
- (x) Convening and chairing public relations and media related meetings;
- (xi) Manage Digital & Media Relations including information sharing and invitations for CWWDA events;
- (xii) Developing and incorporating online tools and in-person networking to create relationships and ultimately build the Agency's brand, both online and off line;
- (xiii) Coordinate content creation – editing and approving blog posts, articles, newsletters, communications materials, and material for social media channels;
- (xiv) Leveraging on Social media by creating, managing and growing the Agency's presence through blogs, Twitter, Facebook, and other strategically relevant online properties;
- (xv) Managing incoming media requests and building relationships with sector journalists;
- (xvi) creating, executing and measuring media campaigns;
- (xvii) Managing any online feedback forums;
- (xviii) Implementing strategic communications plans;
- (xix) Developing networks with journalists, media producers, editors and strategic influencers;
- (xx) Gathering information on programmes and significant events in a specific CWWDA Cluster area;
- (xxi) Developing media plans, distribute and follow up media releases, book interviews and respond to media request;
- (xxii) Oversee the Corporate Social Responsibility(CSR) Programmes; and
- (xxiii) Oversee the Compliments and Complaints Handling Mechanism of the Agency.

b) Person Specification

For appointment one must have: -

- (i) A minimum period of ten (10) years relevant work experience and at least five (5) years in a managerial role in comparable and relevant position;
- (ii) Master's Degree in Public relations, Communications, Journalism, Marketing, International relations or any other equivalent qualifications from a recognized institution;
- (iii) Bachelor's Degree in Public relations, Communications, Journalism, Marketing, International relations or any other equivalent qualifications from a recognized institution;
- (iv) Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Good communication skills;
- (vi) Have a clear understanding of the working of the media;
- (vii) Possess good oral and written communication skills in both English and Kiswahili;

- (viii) Have demonstrated professional and managerial competence in information work as reflected in work performance and results;
- (ix) Proficiency in computer applications; and
- (x) Meet the provision of Chapter Six of Constitution.

c) Key competences and skills

- (i) Good Communication skills
- (ii) Team work
- (iii) Interpersonal skills
- (iv) Analytical skills
- (v) Time management skills
- (vi) Organizational skills
- (vii) Leadership skills
- (viii) Negotiation skills
- (ix) Decision making skills
- (x) Problem solving skills.

d) Emoluments

Basic Salary Range: Ksh. 128,784 p.m. – Ksh. 170,485 p.m.

House Allowance: Ksh. 40,000 p.m.

Commuter Allowance: Ksh. 18,000 p.m.

Leave Allowance: as prescribed in the HR policy

Medical cover: as prescribed in the HR policy

Terms of service: permanent and pensionable

Duty station: Mombasa

2. SENIOR CORPORATE COMMUNICATIONS OFFICER, JOB GRADE CWWDA 5

Job purpose

The Senior Corporate Communications Officer is responsible for to coordinating Corporate Communications related activities including, Public relations, digital communications, and internal communications, sponsorships, events, brand and reputation management.

a) Job Specifications Duties and responsibilities will entail: -

- (i) Responding to all queries in respect of CWWDA from general public, media, special interest groups etc;
- (ii) Ensuring that collaterals for CWWDA functions and other forms of communications by the Agency are prepared and issued in line with CWWDA brand guidelines and are aligned with overall communications strategy;
- (iii) Collecting, receiving and communicating information that may inform CWWDA strategic direction of the maritime industry;
- (iv) Preparing and submitting weekly, monthly and periodic reports within schedule and up to standard; (v) Distribute press releases and media kits;
- (vi) Draft in-house stories and publications such as the Agency's magazine, brochures, flyers, notices and advertisements;
- (vii) Maintaining and regularly update data base and mailing list of all stakeholders;
- (viii) Preparing public relations materials to be used in various departmental events
- (ix) Maintain media database;
- (x) Monitoring the press on pertinent charitable/NGOs sector issues;
- (xi) Update the Agency's website and digital platforms as advised and engage with users on social media sites such as twitter and Facebook;
- (xii) Organizing events including press conferences, exhibitions, open days, workshops and fairs;
- (xiii) Keep calendars and diaries events (editorial, press conferences, events);
- (xiv) Proper filing, folioing and maintain Corporate Communication Department registry;
- (xv) Take news worthy photos for the Agency's photo gallery;
- (xvi) Ensure proper selection and storage of promotional videos, photography, films, multimedia, and publicity materials and monitor usage Compile Performance Contract evidence and proper file and folio;
- (xvii) Compile, receive complaints and update the Agency's complaints register;
- (xviii) Monitor and compile report on usage of publicity and CSR budgets;
- (xix) Compile CSR and publicity reports and prepare proposals for the Committee meetings;
- (xx) Organizing and execution of Public relations campaigns and events;
- (xxi) Coordinate conducting customer satisfaction surveys; and

(xxii) Edit publicity and communication materials as advised.

b) Person Specifications for appointment to this grade an officer must have at least: -

- (i) A minimum period four (4) years relevant work;
- (ii) Bachelor's Degree in Public relations, Communications, Journalism, Marketing or any other equivalent qualifications from a recognized institution;
- (iii) Professional qualification and membership to a professional body;
- (iv) Proficiency in computer applications;
- (v) Supervisory Course lasting not less than two (2) weeks; and
- (vi) Fulfil the requirements of Chapter Six of the Constitution.

C) Emoluments

Basic Salary Range: Ksh. 70,186p.m – Ksh. 85,414 p.m.

House Allowance: Ksh. 30,000 p.m.

Commuter Allowance: Ksh. 9,000 p.m.

Leave Allowance: as prescribed in the HR policy

Medical cover: as prescribed in the HR policy

Terms of service: permanent and pensionable

Duty station: Mombasa

3. PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER, CWWDA GRADE 4, ONE (1) POST

Job purpose

This cadre is responsible for facilitation and management of information and telecommunications through ICT Project Management and development of ICT systems.

a) Job Specification Duties and responsibilities will entail: -

- (i) Installing and maintaining computer systems;
- (ii) Analyzing, designing, coding, testing and implementing computer programs;
- (iii) Configuring Local Area Network (LAN) and Wide Area Network (WAN);

- (iv) Providing user support;
- (v) Configuring Local Area Network and Wide Area Network;
- (vi) Developing and updating application systems;
- (vii) Carrying out systems analysis, design and programme specifications in liaison with users;
- (viii) Drawing up hardware specifications for Information Communication Technology equipment;
- (ix) User and Systems Support and Logging of incidents;
- (x) Verifying, validating and certifying Information Communication Technology equipment;
- (xi) Ensuring effective working of systems for efficient service delivery;
- (xii) Configuring new Information Communication Technology equipment; and
- (xiii) Implementing systems and network security.

b) Person Specification for appointment to this grade an officer must have: -

- (i) 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;
- (ii) 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;
- (iii) 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;
- (iv) At least any two (2) certifications from relevant professional bodies in either CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSA, MCSA, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP), CISA, CISM, CGEIT or other equivalent qualifications from a recognized institution;
- (v) Management Course of not less than four (4) weeks from a recognized institution;
- (vi) Fulfilled the requirements of Chapter Six of the Constitution; and
- (vii) Shown merit and ability as reflected in work performance and results.

C) Emoluments

Basic Salary Range: Ksh. 122,847p.m – Ksh. 162,767p.m.

House Allowance: Ksh. 40,000 p.m.

Commuter Allowance: Ksh. 12,000 p.m.

Leave Allowance: as prescribed in our HR policy

Medical cover: as prescribed in our HR policy

Terms of service: permanent and pensionable

Duty station: Mombasa

4. LABORATORY TECHNICIAN, JOB GROUP CWWDA 10, ONE (1) POST

Job purpose

This Cadre is responsible for performing laboratory testing of water samples to determine bacterial content or contamination before and after treatment in a water distribution and transmission system as well as assisting chemists by performing other basic routine laboratory tests and procedures.

a) Job specification Duties and responsibilities at this level will involve: -

i)Simple analytical work;

ii)Media preparation;

iii)Maintenance of laboratory records;

iv)Storage, collection and preparation of samples and specimens; elementary diagnostics work;

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

b) Person Specification for appointment to the grade, an officer must have: -

Kenya Certificate of Secondary Education mean grade D+ or its recognized equivalent qualification Certificate in technical education programme from KNEC.

c. Emoluments

Basic Salary Range: Ksh. 26,205 p.m. – Ksh. 33,020 p.m.

House Allowance: Ksh. 6,500 p.m.

Commuter Allowance: Ksh. 2,000 p.m.

Leave Allowance: as prescribed in the HR policy

Medical cover: as prescribed in the HR policy

Terms of service: permanent and pensionable

Duty station: Baricho/Pemba

5. SENIOR OFFICE ADMINISTRATOR GRADE 5, ONE (1) POST

Job Purpose

Senior Office Administrator is responsible for providing the front office services for the smooth coordination of activities of the Agency and serve as the point of linkage between the Agency and visitors to the Agency.

(a) Job Description

Duties and responsibilities at this level will entail:

- (i) Taking oral dictation;
- (ii) Using e-office to research and process data;
- (iii) Operating office equipment; attending to visitors/clients;
- (iv) Handling telephone calls;
- (v) Booking rooms and conference facilities;
- (vi) Handling customer inquiries and complaints;
- (vii) Coordinating schedules of meetings and appointments;
- (viii) Coordinating travel arrangements;
- (ix) Ensuring security of office records, equipment and documents, including classified materials;
- (x) Ensuring security, integrity and confidentiality of data;
- (xi) Establishing and monitoring procedures for record keeping of correspondence and file movements;
- (xii) Maintaining an up to date filing system in the office;
- (xiii) Preparing responses to routine correspondence;
- (xiv) Managing office protocol and etiquette and managing petty cash; and
- (xv) Guide and supervise staff.

(b) Person Specifications

For appointment one must have: -

- (i) Served in the grade of Office Administrator for a minimum period of four (4) years;
- (ii) Bachelor's degree in any of the following fields: Secretarial Studies or Business and Office Management from a recognized institution from a recognized institution;

OR

(iii) Bachelor's Degree in any Social Sciences **plus** a Diploma in Secretarial Studies from a recognized institution;

OR

Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:

- (a) Shorthand III (minimum 120 w.p.m.);
- (b) Typewriting III (50 w.p.m.)/Certificate in Computerized Document;
- (c) Processing III;
- (d) Business English III/Communications II;
- (e) Commerce II;
- (f) Office Practice II;
- (g) Secretarial Duties II; and
- (h) Office Management III/Office Administration and Management III;
- (iv) Certificate in Secretarial Management Course from a recognized institution;
- (v) Certificate in Senior Management Course or equivalent from a recognized institution;
- (vi) Proficiency in Computer applications; and
- (vii) Shown merit and ability as reflected in work performance and results.

c) Key competences and skills

- (i) Problem solving
- (ii) Target setting
- (iii) Attention to details
- (iv) Ability to work under pressure

d) Emoluments

Basic Salary Range: Ksh. 70,186p.m – Ksh. 85,414 p.m.

House Allowance: Ksh. 30,000 p.m.

Commuter Allowance: Ksh. 9,000 p.m.

Leave Allowance: as prescribed in the HR policy

Medical cover: as prescribed in the HR policy

Terms of service: permanent and pensionable

Duty station: Mombasa

6. ARTISAN (PUMP OPERATOR/PUMP ATTENDANT) JOB GRADE CWWDA 9, THREE (3) POSTS

Job purpose

This cadre is responsible for repair and maintenance of works which do not require higher skills. They are also responsible for operations of simple equipment.

a) Duties and Responsibilities Duties and responsibilities at this level will entail:

- (i) maintaining and repairing buildings, equipment and electrical appliances;
- (ii) undertaking improvement works, repair and maintenance works in their area of specialization (plumbing/pipe fitting/meter reading/pump attendants, carpentry, masonry, painting works, welding, and mechanical services).

b) Person Specification for appointment to this grade, an officer must: -

- (i) Have served in the grade of Artisan III for a minimum period of two (2) years;
- (ii) Have Kenya Certificate of Secondary Education mean grade of D+ with at least D (Plain) in Mathematics, English and any Science subject;
- (iii) Have passed the National Trade Test II in the relevant field or its equivalent qualification from a recognized institution;
- (iv) Be proficient in computer applications; and
- (v) Have shown merit and ability as reflected in work performance and results.

c) Emoluments

Basic Salary Range: Ksh. 30,015p.m – Ksh. 38,025p.m.

House Allowance: Ksh. 6,500 p.m.

Commuter Allowance: Ksh. 2,000 p.m.

Leave Allowance: as prescribed in the HR policy

Medical cover: as prescribed in the HR policy

Terms of service: permanent and pensionable

Duty station: Baricho /Pemba/Tiwi

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

Job purpose

The Inspectors, Electrical are responsible for inspecting and maintaining machinery, plants and vehicles.

a) Job specifications Duties and responsibilities will entail:

- (i) Interpretation and carry out advanced electrical works, diagrams using correct symbols;
- (ii) Testing of alternator relays and armature resistance and continuity etc.; repair of large battery charging plants;
- (iii) Examination of batteries for slugging, sulphation;
- (iv) Assist in interpretation of given drawing symbols; and
- (v) Repair of electrical components of machinery and plant equipment.

b) Person specifications for appointment to this grade, an officer must have:

- (i) Served in the grade of Inspector, Electrical II for a minimum period of three (3) years;
- (ii) Diploma in Electrical Engineering or equivalent and relevant qualification from a recognized institution;
- (iii) Proficiency in computer applications; and
- (iv) Shown merit and ability as reflected in work performance and results.

c) Emoluments

Basic Salary Range: Ksh. 49,572p.m – Ksh. 69,858 p.m.

House Allowance: Ksh. 27,000 p.m.

Commuter Allowance: Ksh. 9,000 p.m.

Leave Allowance: as prescribed in the HR policy

Medical cover: as prescribed in the HR policy

Terms of service: permanent and pensionable

Duty station: Mombasa

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

Job purpose

The Inspectors Mechanical are responsible for maintaining the machines

a) Job specifications

Duties and responsibilities will entail:

- (i) Inspecting and evaluating machinery, plants and motor vehicles;
- (ii) Maintaining machinery, motor vehicles and plants;
- (iii) Verifying spare parts for motor vehicles and machinery upon purchase and utilization;
- (iv) Testing of mechanical equipment;
- (v) Designing and modifying plant components;
- (vi) Developing design drawings and specifications for machinery or mechanical equipment;
- (vii) Recommending necessary repairs on motor vehicles and machinery;
- (viii) Preparing progress reports on mechanical inspections; and
- (ix) Guiding and counseling staff.

b) Person specifications

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

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

c)Emoluments

Basic Salary Range: Ksh. 49,572p.m – Ksh. 69,858 p.m.

House Allowance: Ksh. 27,000 p.m.

Commuter Allowance: Ksh. 9,000 p.m.

Leave Allowance: as prescribed in the HR policy

Medical cover: as prescribed in the HR policy

Terms of service: permanent and pensionable

Duty station: Mombasa

9. MECHANICAL ENGINEER II, JOB GRADE, CWWDA 7, ONE (1) POST

Job purpose

The Mechanical Engineer is responsible for maintaining the machines.

a) Job specifications

Duties and responsibilities will entail:

- (i) Carrying out repairs on machinery, plants and motor vehicles;
- (ii) Inspecting machinery, plants and motor vehicles;
- (iii) Verifying spare parts for machinery, plants and motor vehicles;
- (iv) Testing of mechanical equipment;
- (v) Designing and modifying plant components;
- (vi) Preparing an inventory of mechanical inspection works and services; and preparing progress reports on mechanical inspections.

b) Person specifications

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

- (i) Served in the grade of Inspector, Mechanical III for a minimum period of three (3) years;
- (ii) Diploma in Mechanical Engineering or Automotive Engineering or an equivalent and relevant qualification from a recognized institution;
- (iii) Proficiency in computer applications; and
- (iv) Shown merit and ability as reflected in work performance and result

c)Emoluments

Basic Salary Range: Ksh. 43,639p.m – Ksh. 55,345 p.m.

House Allowance: Ksh. 27,000p.m.

Commuter Allowance: Ksh. 9,000 p.m.

Leave Allowance: as prescribed in the HR policy

Medical cover: as prescribed in the HR policy

Terms of service: permanent and pensionable

Duty station: Mombasa

10. SENIOR DRIVER, JOB GRADE CWWDA 9, ONE (1) POST

Job Purpose

Drivers are responsible for ensuring that all vehicles are maintained in good order to ensure smooth mobility of employees of the Agency.

a) Job Specification

The duties and responsibilities of the Officer will entail: -

- i. Driving the Service vehicle as authorized;
- ii. Carrying out minor mechanical adjustments;
- iii. Recognizing and reporting mechanical defaults of the vehicles;
- iv. Ensuring security and safety of the vehicle on and off the road;
- v. Monitoring and reporting expiry of insurance policies for motor vehicles;
- vi. Overseeing transport management in the absence of the Principal Driver;
- vii. Preparing and submitting reports on transport when need arises; and
- viii. Ensuring safety of passengers and/or goods therein.

b) Person Specification

For appointment to this grade a candidate must have: -

- (i) At least served in the grade of Driver for at least four (4) years;
- (ii) A Diploma Education Certificate or its equivalent from a recognized institution;
- (iii) The Occupational Trade Test II Certificate;
- (iv) A valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
- (v) A defensive Driving Certificate from the Automobile Association of Kenya (AA) or its equivalent qualification from any other recognized institution;
- (vi) A valid Certificate of Good Conduct;
- (vii) A First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution;
- (viii) An accident free driving period of 5 years; and
- (ix) Fulfill the requirements of Chapter 6 of the Constitution.

c) Key competences and skills

- (i) Problem solving
- (ii) Target setting
- (iii) Attention to details
- (iv) Ability to work under pressure

d) Emoluments

Basic Salary Range: Ksh. 30,015p.m – Ksh. 38,025p.m.

House Allowance: Ksh. 13,000 p.m.

Commuter Allowance: Ksh. 8,000 p.m.

Leave Allowance: as prescribed in the HR policy

Medical cover: as prescribed in the HR policy

Terms of service: permanent and pensionable

Duty station: Mombasa

How to Apply

Applications complete with a detailed Curriculum Vitae (CV), a copy of the National Identity card, copies of academic and professional certificates and other testimonials should be emailed to info@cwvda.go.ke, posted or hand delivered on or before 5th February 2024 to:

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

Notes

- i) Applications through post office, hand delivery or through courier services should indicate the **"position applied for"** on top of the envelope. While email application should have the subject as **"the position applied for"**
- ii) Only shortlisted candidates will be contacted and canvassing will lead to automatic disqualification.

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