



NORTHERN WATER WORKS DEVELOPMENT AGENCY

The Northern Water Works Development Agency (NWWDA) was earlier established as Northern Water Services Board through a Kenya Gazette Notice No. 1716 dated 12th March 2004 as a State Corporation under the State Corporations Act and the Water Act 2002. The water Act 2016 was enacted and the Northern Water Services Board, was Gazetted as Northern Water Works Development Agency vide special issue of Kenya Gazette No.28 dated 26th April 2019.

Northern Water Works Development Agency covers an area of 244,860 Km² (about 43% of Kenya), with a population of approximately 4.05 million people and approximately 70% of livestock population in Kenya. The Agency is responsible for the development, maintenance and management of Water and Sewerage infrastructure in six (6) counties namely:-Garissa, Wajir, Mandera, Isiolo, Samburu and Marsabit.

1. Corporation Secretary– Job Grade (NWWDA 3)

Ref No: NWWDA/01/2020

Duties and Responsibilities

- i) Provide guidance to the NWWDA and Board members individually on their duties, responsibilities and powers and how these should be exercised in the best interest of the organization;
- ii) Ensure NWWDA procedures are followed and reviewed regularly, and that the NWWDA complies with the law, rules and regulations;
- iii) Assisting the Chairperson in organizing Board activities, including providing information, preparing agenda, issuing notices and preparing for the meeting, NWWDA evaluation and NWWDA development programmes;
- iv) Providing secretarial services to the NWWDA including ensuring that the NWWDA work plan is prepared and adhered to, circulating Board papers in advance of the meeting, keeping records of attendance at meetings, keeping safe custody of the seal and a record of its usage, and preparing the NWWDA for the annual general meeting where applicable;
- v) Ensure that the minutes of the NWWDA and Board committees are promptly prepared and circulated;
- vi) Keeping the Board abreast of informed on current government thinking and practice;
- vii) Coordinating the Governance Audit process;
- viii) Providing legal advice to Management on all legal matters;
- ix) Develop a comprehensive framework for the NWWDA;
- x) Identification of all compliance issues in all the departments;

- xi) Carry out annual Legal Audits, prepare a report and present it to the Directors;
- xii) Negotiating, drafting and reviewing contracts, agreements and other legal instruments;
- xiii) Drafting legal opinions;
- xiv) Developing the targets for the staff of the department in consultations with the Directors;
- xv) Carry out insurance needs analysis for NWWDA staff ,equipments and construction materials;
- xvi) Manage insurance for NWWDA staff and equipment.This includes development of TORs, participating in Evaluation of legal related tenders, preparation of insurance contracts. Follow up of Insurance claims;
- xvii) Development of partnerships instruments between NWWDA and other partners;
- xviii) Preparation of Board papers in consultations with the Directors;
- xix) Preparation of the budget for the Directors;
- xx) Preparation of Performance Contracts for the Directorate and for the staff therein;
- xxi) Preparing monthly, quarterly, semi-annual, annual performance report;
- xxii) Ensure that all staff meet their targets and submit their Performance Contract report as expected; and
- xxiii) Create teamwork among the staff in the Divisions.

Requirements for Appointment

- i) At least 9 years of post-qualification experience with at least 5 years of Managerial experience;
- ii) Bachelor's degree in Law and Postgraduate diploma in Law;
- iii) Master's degree in Law, Masters in Business Administration, Economics or related field;
- iv) Registered with Law Society of Kenya (LSK), and Qualified Certified Public Secretaries of Kenya (ICPSK);
- v) Senior Leadership course lasting not less than four weeks;
- vi) An advocate of the High Court;
- vii) Chapter six of the constitution on leadership and integrity;
- viii) Be a Certified Public Secretary in good professional standing;
- ix) Specialized Legal Management Skills;
- x) Decision making and problem solving skills;
- xi) Report and Minutes writing skills;
- xii) Litigation skills;
- xiii) Demonstrate leadership and integrity,
- xiv) Meets the provision of Chapter Six (6) of the Constitution.

2. Legal Officer 1 - Job Grade (NWWDA 6)

Ref No: NWWDA/02/2020

Duties and Responsibilities-;

- i) Receiving sermons for litigation matters and opening court files;
- ii) Managing court diaries and files;
- iii) Managing bring ups on all legal matters;
- iv) Drafting of court pleadings;
- v) Responding to correspondences and issues arising out of court matters;
- vi) Open files for new cases and keep an up to date record of all court cases;
- vii) Develop and maintain the filing registry for the Division;
- viii) Manage and update the court diary;
- ix) Update the record on laws of Kenya;
- x) Assist the corporation secretary in preparing board papers including photocopying binding and circulation;
- xi) Assist in attending to claimants and external advocates queries
- xii) Following up payments of judgments award, claimant lawyers and claimant from finance division;
- xiii) Prepare reports on litigation matters;
- xiv) Ensure that insurance policies and performance bonds for contractors are always upto date; and
- xv) To inform contractors to renew performance bonds and insurance

Requirements for Appointment

- i) Bachelor's Degree in Law (LLB), and Postgraduate Diploma in Law;
- ii) Registered with relevant professional Board;
- iii) IT proficiency;
- iv) Minute writing skills;
- v) Litigation skills;
- vi) Report Drafting and Writing skills;
- vii) Demonstrated integrity; and
- viii) Meets the provision of Chapter Six (6) of the Constitution.

3. Internal Auditor - Job Grade (NWWDA 4)

Ref No: NWWDA/03/2020

Duties and responsibilities-;

- i) Develop department/division budget and work plan;
- ii) Prepare and submit monthly, quarterly and annual reports for the department/division;
- iii) Assist to prepare draft Board management papers for the Manager Internal Audit approval;
- iv) Assist to prepare the departmental service charter;
- v) Assist to develop and update appropriate risk management and internal control framework for NWWDA;

- vi) Assist to review the audit reports for all risk based audits conducted by Internal Audit staff and following up implementation of the audit recommendations;
- vii) Assist to summarize all the audit reports for presentation to the Audit Committee;
- viii) Assist to prepare discussion papers on the recommendations of the Audit Committee for presentation at the Board meetings;
- ix) Prepare and monitor the annual budget of the Internal Audit Division;
- x) Review and access operational financial & management systems, policies, guides and recommend improvements and
- xi) Prepare Audit division operational plans

Requirements for Appointment

- i) Have served in the grade of Senior Internal Auditor or in a relevant and comparable position for a minimum period of three (3) years;
- ii) Bachelor's Degree in Commerce –Accounting or Finance Option or its equivalent from a recognized university from a recognized university;
- iii) Master's of Business administration degree (preferably in Finance or Accounting) or its equivalent from a recognized university;
- iv) Certified Public Accountants (CPA) Examination; Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
- v) Qualification in Certified Internal Auditor (CIA) or Certified Internal Systems Auditors (CISA) are an added advantage;
- vi) Member of the Institute of Certified Public Accountants of Kenya (ICPAK) in good standing;
- vii) Have Management Course lasting not less than four (4) weeks from a recognized institution;
- viii) Prior experience managing an Audit unit in a busy environment; and
- ix) Meets the provision of Chapter Six (6) of the Constitution.

4. Human Resource Manager, Job Grade (NWWDA 3)

Ref No: NWWDA/04/2020

Duties and Responsibilities

- i) Coordinating the formulation, review, harmonization and implementation of Human Resource policies, guidelines and regulations;
- ii) Building capacity of human resource development strategies for effective execution of human resource function;
- iii) Developing of human resource management plans to ensure effective succession management;
- iv) Ensure institutionalization of performance management, performance appraisal system for the Agency;
- v) Interpreting and advising on human resource policies and regulations;

- vi) Monitoring the implementation of human resource policies, rules and regulations and analyzing their impact on staff;
- vii) Facilitating human resource planning, communication, discipline, employee relations, remuneration, and staff welfare;
- viii) Overseeing the development and maintenance of an up-to-date human resource database;
- ix) Spearheading the monitoring, evaluation and auditing of human resource and activities and programmes;
- x) Overseeing the preparation of Board papers relating to human resource matters for deliberation and decision making by the Human Resource committee and the full Board
- xi) To oversee the allocation and utilization of office space
- xii) Plan, organize, administration and control of activities of Human Resource division
- xiii) Analyze staff performance and career progression and succession management in the Agency
- xiv) Building the capacity of human resource management for proper execution of human resource function
- xv) Prepare personnel emolument budget
- xvi) Ensuring implementation and promotion of best human resource standards and practices; and
- xvii) Preparing divisional budget and work plans.

Requirements for Appointment

- i) Served in the grade of Principal Human Resource Management Officer for a minimum period of three (3) years; or served for at least nine (9) years in the public service or in a large and reputable organization in the public sector, five (5) of which must have been at a Senior Management level;
- ii) Bachelor's Degree in any of the following disciplines:-Human Resource Management/Development/Planning, Public Administration, Business Administration, Political or equivalent qualification from a recognized institution;
- iii) Master's Degree in any of the following disciplines: -Human Resource Management/Development/Planning, Public Administration, Business Administration, or equivalent qualification from a recognized institution
- iv) Senior Management and Leadership course lasting not less than four (4) weeks from a recognized institution;
- v) Certified human resource professional (CHRP), level III will be an added advantage
- vi) Membership to a relevant professional body;
- vii) Be a holder of a practicing Certificate
- viii) Possess knowledge of Kenya's employment and Labour relations laws
- ix) Possess mentorship, coaching and leadership skills
- x) Certificate in computer applications from a recognized institution; and
- xi) Must meet the provisions of Chapter Six of the Constitution.

How to apply

Application along with detailed up-to-date Curriculum Vitae, including names of three referees, telephone contacts, email address, current and expected salary, and copies of Academic and Professional Certificates and other testimonials should be received on or before Monday 15th December, 2020 at 5:00 p.m

Additional Requirements

Applicants shortlisted for the interview of the four positions will be required to submit the following-;

- i) Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- ii) Clearance Certificate from Higher Education Loans Board (HELB)
- iii) Certificate of Good Conduct from the Directorate of Criminal Investigation
- iv) Clearance from Ethics and Anti-Corruption Commission (EACC)
- v) Clearance from an accredited Credit Reference Bureau (CRB)

Applications should be sent preferably by email to the following email: **recruitment@nwwda.go.ke** or to the undersigned with an envelope clearly marked indicating the position applied for to-;

**THE CHIEF EXECUTIVE OFFICER
NORTHERN WATER WORKS DEVELOPMENT AGENCY
MAJI HOUSE -KISMAYU ROAD
P. O. BOX 495-70100
GARISSA.**

Only shortlisted applicants will be contacted

Northern Water Works Development Agency is an Equal Opportunity Employer

Canvassing in any form will lead to automatic disqualification of the candidate