



NORTHERN WATER WORKS DEVELOPMENT AGENCY

CAREER OPPORTUNITIES

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.

In order to carry out its mandate effectively, the agency wishes to fill the following vacant positions with creative, proactive, visionary and tenacious Kenyan citizens with the ability to quickly adapt to a dynamic work environment.

1. CHIEF EXECUTIVE OFFICER– Job Grade NW 1

REF: NWWDA/Job-01/2023

The Chief Executive Officer (CEO) is the Secretary to the Board of Directors and is the authorized and Accounting Officer of the Agency. The CEO is responsible to the Board of Directors for providing strategic leadership and overall execution of day-to-day activities of the Agency.

a) Job Specification

The specific duties and responsibilities of the CEO will involve: -

- i) Providing strategic leadership to the senior management and staff of the Agency;
- ii) Guide in the development and implementation of relevant policies and procedures that gives the Agency positive perception and competitive advantage;
- iii) Being responsible for day-to-day operations of the Agency;
- iv) Manage internal multidisciplinary teams to ensure set objectives are met;
- v) Facilitate the preparation and implementation of the Agency's strategic and annual work plans;
- vi) Facilitate regular reporting on the status of performance of agency;
- vii) Being responsible for the execution and communication of the Board's strategies, decisions and policies;
- viii) Ensuring that the organization has an effective management structure including succession plans;
- ix) Coordinate resource mobilization to enhance realization of the strategic objectives;

- x) Foster relationship with the relevant Ministries, development partners and other stakeholders for the benefit of the Agency;
- xi) Ensure prudent management of all available resources of the Agency;
- xii) Ensure adherence to relevant national and international conventions and treaties;
- xiii) Foster conducive corporate culture that promotes ethical practices and good governance in line with the Constitution of Kenya 2010;
- xiv) Coordinate the preparation of the budget and financial reports for consideration and approval by the Board;
- xv) Develop networks and partnerships with development partners and spearhead donor collaboration, fundraising and project development within the Agency's area of jurisdiction;
- xvi) Ensure compliance with any Government policies and regulatory guidelines and directives;
- xvii) Serving as the link between the Board and the Management and other stakeholders;
- xviii) Being responsible for stakeholder management and the enhancement of the corporate image of the organization.

b) Person Specification

For appointment to this grade, a candidate must have/be: -

- i) Bachelor's Degree from a recognized University.
- ii) Master's Degree from a recognized University.
- iii) Have at least Fifteen (15) years proven experience in a relevant field.
- iv) At least five (5) years relevant work experience in senior management position.
- v) Leadership course lasting not less than four (4) weeks from a recognized institution.
- vi) Demonstrate professional competency and managerial capability as reflected in work performance and results.
- vii) Professional qualification and membership of a professional body.
- viii) Proficiency in computer applications.
- ix) Fulfil the requirements of Chapter Six of the Constitution of Kenya 2010.

c) Key Competencies and Skills

- Strong Strategic thinking skills
- Strong analytical skills
- Strong communication and reporting skills
- Strong Mentoring and Coaching skills
- Ability to lead and work with teams
- Strong interpersonal and negotiation skills

d) Terms of Service

The Chief Executive Officer (CEO) shall serve for a contractual period of three (3) years renewable once for a similar period subject to satisfactory

performance and delivery of set performance targets and outcomes set and evaluated by the Board.

Basic Salary: Kshs.317,465 -414,237

Hardship Allowance: Kshs.60,000

House Allowance: Kshs.52,000

Leave Allowance: As provided by the Agency

Annual Leave: 30 Working days per financial year

Medical Cover: As provided in the Agency

Candidates MUST meet the requirements of Leadership and Integrity as set out in Chapter six (6) of the Constitution of Kenya and the shortlisted candidates shall be required to present the following documents.

- Ethics and Anti-corruption Commission Clearance Certificate
- Kenya revenue Authority Tax Compliance Certificate
- Higher Education Loans Board Clearance Certificate or proof of ongoing repayments
- Certificate of Good Conduct issued by National Police Service
- Certificate of Clearance from the Credit Reference Bureau (CRB).

e) How to apply

Interested Qualified applicants should send their applications accompanied with detailed Curriculum Vitae, copies of relevant academic and professional certificates, National Identity Card or Passport, testimonials, and other relevant supporting documents.

All applications should be submitted in any **one** of the following ways:

1. Online applications should be emailed in PDF format to chair@nwwda.go.ke .
2. Manual Applications should be hand delivered to Northern Water Works Development Agency office, Maji House, Kismayu Road, Garissa during working hours of 8am to 5pm.
3. Applications via Courier Services should be addressed to:

**The Chairperson,
Board of Directors
Northern Water Works Development Agency (NWWDA)
PO Box 495 – 70100
Maji House, Kismayu, Garissa, Kenya.**

All applications should reach the Agency on or before Tuesday, **8th August 2023 at 5.00 pm**

Upon consideration of all applications received, the Agency will publish a long list of all Applicants and a Short list of all shortlisted candidates which shall be placed on the Agency's website

The Short list of the Shortlisted candidate shall contain the venue and dates of interview.

“Women, minorities, the marginalized and persons living with disability are encouraged to apply”

NWWDA is an equal opportunity employer and all qualified candidates are encouraged to apply. Canvassing in any form will lead to automatic disqualification.