



MINISTRY OF WATER, SANITATION & IRRIGATION
KENYA WATER INSTITUTE

Ref /No: KEWI/C/ORG/1/2/32

Date: 18th April, 2023

RE: INDENTS FOR ADVERTISED VACANT POSITION AT KENYA WATER INSTITUTE

1. ADVERT NO. EXT/ 1/04/2023– SENIOR PRINCIPAL REGISTRAR, SCALE KW3 – (1) POST

Salary scale: Kshs. 120,088x 10,721 - 195,134 PM
House allowance: Kshs. 45,000
Commuter allowance: Kshs. 14,000
Annual leave allowance: Kshs. 1/3 of Basic Salary
Medical Cover: As per the KEWI Scheme
Terms of service: Permanent and Pensionable

Job Description

The Senior Principal Registrar reports to the Deputy Director Academic Affairs and is responsible for managing and coordinating student's admissions, welfare, examinations and organizing extra-curricular activities in the Institute.

Duties and responsibilities at this level will entail:

- i. Evaluates and processes admissions applications in accordance with Institute's policies, goals and rules on admissibility of students;
- ii. Advise applicants regarding admissions requirements, eligibility for admission, program options, residency requirements and other matters related to their admission to the Institute;
- iii. Supporting ongoing development and implementation of Work Study program;
- iv. Customizing student/employer matches by instituting competency modeling;
- v. Interviewing students to assist them with choosing the most suitable placement or experiential learning experience;
- vi. Supporting departments with student placements;
- vii. Designing student work-readiness programs including resume writing, interview preparation workshops, etc;
- viii. Coordinating group orientation and networking events for all partners, students, businesses, community and faculty;
- ix. Maintaining a current database of employers, student placements and experiential assignments;
- x. Coordinating the registration and administration of examinations;
- xi. Coordinating Examination function including analysis and release of results;
- xii. Liaising with external examination bodies;

- xiii. Coordinating Guiding and Counseling of students;
- xiv. Coordinating students' welfare;
- xv. Coordinating students' recreational activities;
- xvi. Coordinating students' field attachment;
- xvii. Coordinating the registration of students and keeping their records;
- xviii. Dealing and solving students' problems;
- xix. Monitoring student behavior and developing strategies and action plans, as appropriate;
- xx. Coordinating student support services such as medical care, etc, are adequate;
- xxi. Custodian of office machinery used by students, e.g. photocopy/services and stationery;
- xxii. Overseeing the registration of students and maintenance of their records;
- xxiii. Monitoring student behavior and developing strategies and action plans, as appropriate;
- xxiv. Ensuring student support services such as medical care, etc, are adequate;
- xxv. Coordinating Examination function;
- xxvi. Coordinating Guiding and Counseling activities;
- xxvii. Coordinating students' welfare;
- xxviii. Formulating students' recreational activities;
- xxix. Coordinating students' field attachment;
- xxx. Preparing budget for the requirements of the department.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. Master's Degree in Public Administration (MPA), Masters in Business Administration (MBA), Masters in Education, Masters in Social Science, Masters in Human Resource Management or other equivalent qualifications from a recognized institution;
- ii. Bachelor's Degree from a recognized institution;
- iii. Computer literacy;
- iv. Exemplary work performance;
- v. Ten (10) years' work experience in management position with the responsibility for managing student affairs and spearheading the organization of a variety of student activities;
- vi. Must have served as a Principal Registrar, KW4 or equivalent position in a reputable organization for a minimum period of four (4) years;
- vii. Fulfill the requirements of Chapter 6 of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

Personal Attributes

- i. Organizational, analytical, managerial and decision making skills;
- ii. Creativity and innovation;
- iii. Technical Problem solving;
- iv. Resource management skills;
- v. Integrity and commitment to producing results;
- vi. Passion for continuous professional development.

Core Competences

- i. People management;
- ii. Financial management;
- iii. Policy formulation and implementation;
- iv. Planning;
- v. Coordination.

2. ADVERT NO. EXT/ 2/04/2023 – SENIOR PRINCIPAL LECTURER, SCALE KW3 – (4) POSTS

Salary scale:	Kshs. 120,088x 10,721 - 195,134 PM
House allowance:	Kshs. 45,000
Commuter allowance:	Kshs. 14,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Scheme
Terms of service:	Permanent and Pensionable

Job Description

The Senior Principal Lecturer is the head of a Department or Campus at the Institute. He/she reports and is responsible to the Deputy Director, Academic Affairs of the Institute.

Duties and responsibilities at this level entail:

- i. Management of a multi-disciplinary team of Lecturers;
- ii. Budgeting for course programmes and related activities;
- iii. Management of Performance Evaluation against set targets;
- iv. Formulation and provision of policy guidelines on planning, development and management of departmental/Campus academic programmes;
- v. Preparation of curricula/syllabuses, rules and regulations governing the implementation of departmental/Campus academic programmes;
- vi. Co-ordination of both continuous assessment and final examinations;
- vii. Guiding the other academic staff on running of academic programmes;
- viii. Working closely with Deputy Director in charge of Academic Affairs/Research, Consultancy, Outreach and Development and/or Campus Principal and Registrar on staff development, training and research programmes;
- ix. Carrying out research;
- x. Carrying out consultancy services;
- xi. Any other duties that may be assigned by the immediate supervisor.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. Have served satisfactorily in the scale of Principal Lecturer, KW4 for a minimum period of four (4) years or served in an equivalent scale in a training environment;
- ii. Master's degree in a relevant lecturing field in any of the following disciplines: Water / Civil / Mechanical / Electrical / Irrigation Engineering, Hydrology, Geology, Hydrogeology, Mathematics, Computer Science, Land Surveying and Social Science, Physical Sciences and Natural Sciences, Environmental Science, Economics, Commerce, Education from a recognized University;
- iii. Bachelor's degree in a relevant lecturing field in any of the following disciplines: Water / Civil / Mechanical / Electrical / Irrigation Engineering, Hydrology, Geology, Hydrogeology, Mathematics, Computer Science, Land Surveying and Social Science, Physical Sciences and Natural Sciences, Environmental Science, Economics, Commerce, Education from a recognized University;

- iv. Professional qualification and membership (where applicable);
- v. Senior Management Course lasting not less four (4) weeks;
- vi. At least ten (10) years' work experience four of which should be in a management position;
- vii. Training of Trainers Course;
- viii. Evidence of publication in refereed journals;
- ix. Demonstrated proficiency in teaching and Research or At least Four (4) Years' experience in a Management role;
- x. Computer Literacy;
- xi. Fulfill the requirements of Chapter 6 of the Constitution.
- xii. In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

Personal Attributes

- i. Ability to articulate, interpret and implement Institute's academic policies and goals;
- ii. Organizational, analytical, managerial and decision making skills;
- iii. Creativity and innovation;
- iv. Technical Problem solving;
- v. Personal and interpersonal skills;
- vi. Integrity and commitment to producing results;
- vii. Passion for continuous professional development.

Core Competences

- i. People management;
- ii. Lecturing and presentation;
- iii. Policy formulation and implementation;
- iv. Planning;
- v. Coordination;
- vi. Resource Mobilization;
- vii. Proposal writing;
- viii. Strategy implementation.

3. ADVERT NO. EXT/3/04/2023–MANAGER, INTERNAL AUDIT & RISK ASSURANCE, SCALE KW3 – (ONE POST)

Salary scale:	Kshs. 120,088x 10,721 - 195,134PM
House allowance:	Kshs. 45,000
Commuter allowance:	Kshs. 14,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Scheme
Terms of service:	Permanent and Pensionable

Job Description

The Manager Internal Audit, KW3 reports to the Director/CEO.

Duties and responsibilities at this level will entail:

- i. Continuously reviewing and assessing operational, financial management systems, policies, procedures, and guidelines and recommend improvements;
- ii. Undertaking financial audits to assess compliance with set standards and specifications;
- iii. Gathering, collating and analyzing financial data and reports to ensure efficiency and effectiveness of funds utilization;
- iv. Conducting post audit reviews;
- v. Carrying out risk assessment and evaluation as part of the audit process; preparing and submitting periodic audit reports to the Director;
- vi. Coordinating Internal Auditors works;
- vii. Interpreting financial policies for sound auditing principles/practices and control;
- viii. Developing and implementing audit plans; undertaking special audit investigations as may be required from time to time;
- ix. Ensuring risk assessment and developing risk management guidelines as well as fraud investigation strategy;
- x. Setting up and implementing systems in accordance with International Auditing Standards. The Internal Auditor will also develop, Implement and audit work programmes in line with set targets and annual work plans.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. Served in the scale of Senior Auditor or in a comparable and relevant position in the Public Service for a minimum period of four (4) years;
- ii. Have passed Part III of the Certified Public Accountants (CPA (K) Examination or its recognized equivalent professional qualifications from a recognized Institution;

- iii. Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification from a recognized Institution;
- iv. Master's Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution;
- v. Have attended an auditing/risk management course or its equivalent from a recognized Institution;
- vi. Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Proficiency in computer applications including Accounts related packages;
- viii. Fulfill the requirements of Chapter 6 of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

Personal Attributes

- i. Good knowledge in the professional field of specialization;
- ii. Good communication skills;
- iii. Good Organization and supervisory skills;
- iv. Interpersonal skills;
- v. Team Player;
- vi. Integrity and commitment.

Core Competences

- i. Accuracy;
- ii. ERP skills;
- iii. Financial skills;
- iv. Care for resource

4. ADVERT NO. EXT/ 4/04/2023- MANAGER, FINANCE AND ACCOUNTS - SCALE KW3 – (1) POST

Salary scale:	Kshs. 120,088x 10,721 - 195,134 PM
House allowance:	Kshs. 45,000
Commuter allowance:	Kshs. 14,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Scheme
Terms of service:	Permanent and Pensionable

Job Descriptions

The Manager Finance and Accounts, KW3 reports to the Deputy Director Corporate Services, KW2.

Duties and responsibilities at this level will entail:

- i. Ensuring expenditure controls and payments;
- ii. Maintaining an up to date books of accounts;
- iii. Maintaining asset register;
- iv. Preparing all financial reconciliations;
- v. Assisting in the preparation of management accounts;
- vi. Preparing financial reports;
- vii. Reviewing expenditure returns from the county and departments;
- viii. Preparing budgets;
- ix. Accounting for funds disbursed to the Institute;
- x. Preparing management and statutory reports including final accounts;
- xi. Assisting in the development of supplementary financial regulations and procedures to enhance internal controls established through Treasury regulations and procedures;
- xii. Ensuring compliance with the National Treasury regulations and procedures;
- xiii. Authorizing payments and signing of cheques subject to set limits;
- xiv. Supervising, training and development of accounts staff;
- xv. Setting targets for the accounts staff and evaluating achievements.

Job Specifications

- i. For appointment to this scale, a candidate must meet the following requirements:
- ii. Served in the scale of Principal Accountant, KW4 or a comparable and relevant position in the Public Service for a minimum period of four (4) years;
- iii. Bachelor's degree in Commerce (Accounting or Finance option), have passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent from a recognized Institution;
- iv. Have a Master's degree in any of the following: Commerce, Accounting, Business Administration, Finance or their equivalent qualification from a recognized Institution;

- v. Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB);
- vii. Have demonstrated professional competence in Accounts work as reflected in work performance and results;
- viii. Have a clear understanding of the Mandate of KEWI and the role of finance and accounts work in achievement of the same.
- ix. Certificate in computer applications;
- x. Shown merit and ability as reflected in work performance and results;
- xi. Fulfill the requirements of Chapter 6 of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

Personal Attributes

- i. Organizational, managerial and administrative skills;
- ii. Positive working attitude and ability to give and take instructions;
- iii. Ability to work with minimum supervision;
- iv. Creativity and Innovativeness;
- v. Professionalism and integrity;
- vi. Interpersonal skills including being a team player; and
- vii. Good communication skills.

Core Competences

- i. Supervisory management;
- ii. Policy implementation;
- iii. Oral / written communication skills;
- iv. ERP skills;
- v. Target setting;
- vi. Administrative skills.

**5. ADVERT NO. EXT/5/04/2023- MANAGER, HUMAN RESOURCE
MANAGEMENT AND ADMINISTRATION, SCALE KW3 – (ONE POST)**

Salary scale:	Kshs. 120,088x 10,721 - 195,134 PM
House allowance:	Kshs. 45,000
Commuter allowance:	Kshs. 14,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

The Manager, Human Resource and Administrative Officer, KW3 reports to the Deputy Director Corporate Services, KW2

Duties and responsibilities entails to:

- i. Develop human resource strategy;
- ii. Develop and constantly review the Institute terms and conditions of service to ensure that they provide competitive employment practice and motivate staff;
- iii. Coordinate organizational development and job reviews with a view of developing job requirements to support the organizational and personal development;
- iv. Manage the recruitment function and provide human resource skills and competencies;
- v. Develop and manage welfare of the Institute and other incentive schemes such as medical, employee insurance and other health and safety requirements;
- vi. Develop and monitor implementation of the Institute's performance management process;
- vii. Regularly review remuneration policy and structure and advice as appropriate;
- viii. Analyzing the staffing levels and making proposals for succession planning;
- ix. Analyzing utilization of human resources in the Institute and advising on proper deployment;
- x. Analyzing staff progression and making proposals for career development;
- xi. Ensuring the correct interpretation and implementation of human resource regulations including those relating to pensions, salary administration, labour laws and other statutes relating to human resource management.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. At least ten (10) years' relevant work experience;

- ii. Have served in the scale of Principal Human Resource and Administrative Officer KW4 or a comparable and relevant position in a reputable organization for a minimum period of four (4) years;
- iii. Be in possession of a Master's degree in Human Resource Management/Industrial Relations, Public/Business Administration, Government or its equivalent recognized qualifications from a recognized Institution;
- iv. Relevant Professional qualification and membership,
- v. Senior Management course lasting not less four (4) weeks at a recognized institution;
- vi. Be proficient in computer applications.
- vii. Fulfill the requirement of Chapter six of the constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

Personal Attributes

- i. Organizational, managerial and administrative skills;
- ii. Ability to work with minimum supervision;
- iii. Professionalism and integrity;
- iv. Good communication skills.

Core Competences

- i. Supervisory management;
- ii. Policy implementation skills;
- iii. Oral and written skills;
- iv. Budget setting;
- v. Administrative skills.

6. ADVERT NO. EXT/6/04/2023- PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER, SCALE KW4 – (ONE POST)

Salary scale:	Kshs. 87,607x5, 793 -128,156PM
House allowance:	Kshs. 45,000
Commuter allowance:	Kshs. 12,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of Service:	Permanent and Pensionable

Job Description

The Principal Supply Chain Management Officer, Scale KW4 reports to the Director.

Duties and responsibilities at this level will entail:

- i. Providing input into the annual procurement and disposal plans;
- ii. Implementing the annual procurement and disposal plans;
- iii. Coordinating procurement and disposal activities;
- iv. Preparing contract documents for goods, works and services;
- v. Liaising with the user department to ensure effective implementation of contracts for goods, works and services;
- vi. Providing secretariat to committees incidental to procurement of goods and services, and disposal of assets;
- vii. Overseeing periodic and annual stocktaking exercise;
- viii. Coordinating disposal of assets activities;
- ix. Preparing draft statutory reports to PPRA.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements;

- i. Have eight (8) years relevant work experience in public or private, four (4) of which must have been at a Senior Supply Chain Management Officer grade KW5 or its equivalent in a comparable position in a reputable organization;
- ii. Bachelor's Degree in Commerce, Procurement and Supplies Management, or equivalent qualification from a recognized institution;
- iii. Master's Degree in Supply Chain Management, Logistics or equivalent qualification from a recognized institution;
- iv. Diploma in Supplies Management or its equivalent qualification from a recognized institution
- v. A Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Membership of professional body either KISM or CIPS in good standing;

- vii. Senior Management course lasting not less than four (4) weeks from a recognized institution;
- viii. Proficiency in computer applications.
- ix. Demonstrated results in work performance;
- x. Fulfilled the requirements of Chapter Six of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

Personal Attributes

- i. Organizational, managerial and administrative skills;
- ii. Positive working attitude and ability to give and take instructions;
- iii. Ability to get on well with diverse work force;
- iv. Good communication skills;
- v. Creativity and innovativeness;
- vi. Professionalism and Integrity;
- vii. Interpersonal skills including being a team player.

Core Competences

- i. Supervisory management;
- ii. Policy implementation;
- iii. Oral / written communication skills;
- iv. Target setting; v. ERP
- v. Administrative skills
- vi. Team leadership; and
- vii. Problem solving.

7. ADVERT NO. EXT/ 7/04/2023– PRINCIPAL ACCOUNTANT, SCALE KW4 - (ONE POST)

Salary scale:	Kshs. 87,607x5, 793 -128,156PM
House allowance:	Kshs. 45,000
Commuter allowance:	Kshs. 12,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Descriptions

The Principal Finance Officer/Accountant, KW4 reports to the Manager, Finance and Accounts, KW3.

Duties and responsibilities at this level will entail:

- i. Coordinating management accounting and preparation of final accounts and statements;
- ii. Ensuring timely and proper bank reconciliation;
- iii. Interpreting regulations of the Institute pertaining to financial control and management;
- iv. Timely and accurate preparation of quality management reports;
- v. Coordinating preparation of budgets based on work plans;
- vi. Ensuring provision of accurate timely reliable financial information as well as timely submission of annual financial statements of accounts;
- vii. Interpretation of financial policies for sound accounting principles, practices and control and management of corporate tax, VAT and other statutory deductions.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. Served in the scale of Senior Accountant or in a comparable and relevant position in a reputable organization for a minimum period of four (4) years;
- ii. Have a Master's degree in any of the following: Commerce, Accounting, Business Administration, Finance or their equivalent qualification from a recognized Institution;
- iii. Bachelor's degree in Commerce (Accounting or Finance option) and passed Part III of Certified Public Accountants (K) Examination or its recognized equivalent;
- iv. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and the Registration of Accountants Board (RAB);

- v. Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Be proficient in computer applications including Accounts related packages;
- vii. Shown merit and ability as reflected in work performance and results;
- viii. Fulfill the requirements of Chapter 6 of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

Personal Attributes

- i. Ability to get on well with a diverse workforce;
- ii. Good knowledge in the professional field of specialization;
- iii. Good communication skills;
- iv. Ability to take instructions; and
- v. Good organizational and supervisory skills.

Core Competences

- i. Team playing skills;
- ii. Accuracy;
- iii. Care for resources;
- iv. Carrying out instructions;
- v. Interpersonal skills;
- vi. ERP skills;
- vii. Analytical skills; and
- viii. Records management skills.

8. ADVERT NO. EXT/8/04/2023 – SENIOR ACCOUNTANT, SCALE KW5 - (ONE POST)

Salary scale:	Kshs. 58,414 x2, 996 -79,386PM
House allowance:	Kshs. 35,000
Commuter allowance:	Kshs. 8,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Description

The Senior Finance Officer/Accountant, KW5 reports to the Principal Accountant, KW4.

Duties and responsibilities at this level will entail:

- i. Verification of vouchers and committal documents in accordance with laid down rules and regulations;
- ii. Data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports e.g. imprest and expenditure returns etc;
- iii. Timely and accurate preparation of quality management reports;
- iv. Safe custody of KEWI records and assets under him/her; analysis of the below the line accounts. receiving duly processed payments and receipt vouchers;
- v. Writing cheques and posting payments and receipting vouchers in the cash books; balancing and reconciling cash books on daily basis;
- vi. Arranging for withdrawal of cash for office use and ensuring safety of the same at all times; extracting and providing cash liquidity analysis;
- vii. Ensuring security of cheques and cheque books;
- viii. Paying personal and merchant claims guided by cash balances in the cash books and treasury regulations;
- ix. Receipting of all money due and payable to the Institute.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. Have served in the grade of Accountant KW6 or in a comparable and relevant position for a minimum of four (4) years;
- ii. Passed Part III of the Certified Public Accountants (CPA) Examination or a

- iii. Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification from a recognized Institution;
- iv. Be proficient in computer applications including Accounts related packages;
- v. Fulfill the requirements of Chapter 6 of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

Personal Attributes

- i. Ability to get on well with a diverse workforce;
- ii. Good knowledge in the professional field of specialization;
- iii. Good communication skills;
- iv. Ability to take instructions;
- v. Good organizational and supervisory skills.

Core Competences

- i. Team playing skills ;
- ii. Accuracy;
- iii. Care for resources;
- iv. Carrying out instructions;
- v. Interpersonal skills;
- vi. ERP skills;
- vii. Records management skills.
- viii. Analytical skill.

9. ADVERT NO. EXT/9/04/2023– PRINCIPAL HUMAN RESOURCE AND ADMINISTRATION OFFICER, SCALE KW4 - (ONE POST)

Salary scale: Kshs. 87,607x5, 793 -128,156PM
House allowance: Kshs. 45,000
Commuter allowance: Kshs. 12,000
Annual leave allowance: Kshs. 1/3 of Basic Salary
Medical Cover: As per the KEWI Medical Scheme
Terms of service: Permanent and Pensionable

Job Description

The Principal Human Resource and Administrative Officer, KW4 reports to the Manager, Human Resource and Administration, KW3.

Duties and responsibilities at this level will entail:

- i. Human resource planning; recruitment; appointment; discipline; industrial relations; staff welfare; and performance appraisals;
- ii. Staff training and development;
- iii. Assisting in design of human resource policies;
- iv. Managing records;
- v. Designing and managing human resource management information system.
- vi. Overseeing the provision of efficient office services, telephone services, registry services, office equipment and supplies, cleanliness of grounds and offices, transport services, including the drivers;
- vii. Ensuring proper facilitation of officers travelling within and without the country;
- viii. Coordination of prompt payment of bills;
- ix. Guiding and training staff under him/her;
- x. Upkeep of institute's assets register,
- xi. Supervision of constructions and maintenance works,
- xii. Developing work plans for the section;
- xiii. Monitoring and evaluating officers in the section.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. Bachelor's degree in Human Resource/Personnel Management/Public Administration/Business Management or any other relevant qualifications from a recognized Institution;

- ii. Master's Degree in any of the above fields;
- iii. Relevant Professional qualification and membership,
- iv. At least Eight (8) years' work experience four (4) of which should have been a Senior Human Resource and Administrative Officer KW5 or its equivalents
- v. Attended a Senior Management course lasting not less four (4) weeks.
- vi. Shown merit and ability as reflected in work performance and results.
- vii. Membership of a professional body
- viii. Proficiency in computer applications;
- ix. Fulfill the requirements of Chapter 6 of the Constitution

Personal Attributes

- i. Organizational, managerial and administrative skills;
- ii. Ability to work with minimum supervision;
- iii. Professionalism and integrity; and
- iv. Good communication skills.

Core Competences

- i. Supervisory management;
- ii. Policy implementation skills;
- iii. Oral and written skills;
- iv. Budget setting;
- v. Administrative skills.

10. ADVERT NO. EXT/10/04/2023– PRINCIPAL LEGAL OFFICER, SCALE KW4 - (ONE POST)

Salary scale:	Kshs. 87,607x5, 793 -128,156PM
House allowance:	Kshs. 45,000
Commuter allowance:	Kshs. 12,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Description

The Principal Legal Officer, KW4 reports to the Corporation Secretary, KW3:

Duties and responsibilities at this level will entail:

- i. Providing legal advice to the taken by the Board;
- ii. Drawing up contracts, agreements and other legal documents;
- iii. Undertaking research on different information to ensure that the Board is acting in accordance with all applicable laws;
- iv. Preparing Quarterly Legal Reports;
- v. Preparing Board Resolutions, Action Points, Board Reports and Board Minutes;
- vi. Identifying legal and compliance risks and issues relative to the Board's intended actions;
- vii. Managing the risk exposure of the Board by ensuring compliance with all relevant statutory and regulatory requirements;
- viii. Liaising with external lawyers on all cases filed against the Board to ensure instructions, witnesses and statements are procured on time;
- ix. Working with external lawyers to initiate lawsuits or to formulate a defense, to gather evidence in legal proceedings involving the Board and rendering general advice relating to any legal proceedings involving the Board;
- x. Representing the Board in litigation matters.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements;

- i. Minimum of Eight (8) years relevant work experience;
- ii. Bachelors of Laws degree from a recognized institution;
- iii. Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- iv. Have been admitted as an advocate of the High Court Kenya;
- v. Have valid practicing certificate;
- vi. Have proficiency in computer applications;
- vii. Demonstrate professional competence in work performance and results;
- viii. Fulfilled the requirements of Chapter Six of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

Personal Attributes

- i. Ability to articulate and implement organizational mandate;
- ii. Organizational;
- iii. Analytical, managerial and decision making abilities;
- iv. Creativity and innovation;
- v. Good communication and interpersonal skills;
- vi. Technical Problem solving;
- vii. Resources management.

Core Competences

- i. People management;
- ii. Financial management;
- iii. Supervisory and managerial skills;
- iv. Policy implementation skills;
- v. Planning;
- vi. Coordination.

11. ADVERT NO. EXT/11/04/2023 – PRINCIPAL PLANNING, RESOURCE MOBILIZATION, AND BUSINESS DEVELOPMENT OFFICER, SCALE KW4 - (ONE POST)

Salary scale: Kshs. 87,607x5, 793 -128,156PM
House allowance: Kshs. 45,000
Commuter allowance: Kshs. 12,000
Annual leave allowance: Kshs. 1/3 of Basic Salary
Medical Cover: As per the KEWI Medical Scheme
Terms of service: Permanent and Pensionable

Job Description

The Principal Planning, Resource Mobilization, and Business Development Officer, KW4 reports to the Senior Principal Planning, Resource Mobilization, and Business Development Officer, KW3

Duties and responsibilities at this level will entail:

- i. Developing and implementing research and development plans, procedures and techniques;
- ii. Assisting management and internal clients to understand the results and implications of research and development initiatives;
- iii. Interpreting the results of research reports and recommend new products or services based on research analysis;
- iv. Providing advice on research and development options available to the organization;
- v. Monitoring any developments in the research area and work out how these may affect the organization;
- vi. Publishing results of significant research projects in various Marketing journals and periodicals;
- vii. Developing and implement knowledge management and knowledge sharing framework in the corporation;
- viii. Designing and implement performance monitoring system to ensure organization's objectives and ensure targets are met;
- ix. Preparing departmental quarterly and annual performance reports;
- x. Coordinating Annual Corporate performance contract evaluation exercise;
- xi. Coordinating the development and implementation of departmental annual business plans;

- xii. Cascading the Corporate performance Contract to the Divisional and departmental levels;
- xiii. Monitoring and evaluate implementation of the KEWI's Divisions and departmental performance contracts.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. A minimum period eight of (8) years relevant work experience four (4) of which should have been at the level of Senior Planning, Resource Mobilization, and Business Development Officer;
- ii. Bachelor's Degree in Economics, Strategy, Marketing, Business Administration or any other related field from a recognized institution;
- iii. Master's Degree in Economics, Strategy, Marketing, Business Administration and any other related field from a recognized institution;
- iv. Attended a Senior Management Course lasting not less four (4) weeks.
- v. Certificate in Monitoring and Evaluation course;
- vi. Proficiency in computer applications;
- vii. Fulfilling the requirements of Chapter Six of the Constitution.

Personal Attributes

- i. Positive working attitude and ability to give and take instruction;
- ii. Creativity and innovativeness;
- iii. Professionalism and integrity;
- iv. Interpersonal skills including being a team player; and
- v. Good communication and interpersonal skills.

Core Competences

- i. Policy implementation;
- ii. Planning;
- iii. Oral / written communication skills;
- iv. Target setting;
- v. Problem solving.

**12. ADVERT NO. EXT/12/04/2023- SENIOR LECTURER - SCALE KW 5 (1)
POST**

Salary scale:	Kshs. 58,414 x 2,996 – 79,386PM
House allowance:	Kshs. 35,000
Commuter allowance:	Kshs. 8,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Description

The Senior Lecturer reports and is responsible to the Principal Lecturer of the Institute.

Duties and responsibilities at this level will entail:

- i. Teaching specified subjects in accordance with the syllabus;
- ii. Preparing teaching/learning materials and teaching aids;
- iii. Setting, moderating, and marking course work / examinations;
- iv. Assisting in developing and reviewing curriculum;
- v. Guiding and counseling students;
- vi. Evaluating training programmes;
- vii. Carrying out research under the guidance of a Senior Lecturer;
- viii. Assist in development and preparation of work plans;
- ix. Attend and participate in seminars workshops & conferences in relevant fields;
- x. Participate in the department meetings and other activities for effective and efficient management of the department;
- xi. Participate in academic trips of the department;
- xii. Academic Adviser to students.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. Must have served satisfactorily in the scale of Lecturer, KW6 for a minimum period of four (4) years or served in an equivalent scale in a training/research environment;
- ii. A Master's degree in a relevant lecturing field in any of the following disciplines will be an added advantage: Water / Civil / Mechanical / Electrical / Irrigation Engineering, Hydrology, Geology, Hydrogeology, Mathematics, Statistics, Computer Science, Physical Sciences, Natural Sciences, Land Surveying and Social Science, Environmental Science, Education and any other relevant qualification from a recognized University;

- iii. A Bachelor's degree in a relevant lecturing field in any of the following disciplines: Water / Civil / Mechanical / Electrical / Irrigation Engineering, Hydrology, Geology, Hydrogeology, Mathematics, Statistics, Computer Science, Physical Sciences, Natural Sciences, Land Surveying and Social Science, Environmental Science, Education and any other relevant qualification from a recognized University;
- iv. Certificate in Training of Trainers course;
- v. Computer Literacy;
- vi. Fulfill the requirements of Chapter 6 of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

Personal Attributes

- i. Organizational, analytical, managerial and decision making skills;
- ii. Creativity and innovation;
- iii. Technical Problem solving;
- iv. Integrity and commitment to producing results;
- v. Passion for continuous professional development.

Core Competences

- i. People management;
- ii. Policy formulation and implementation;
- iii. Planning;
- iv. Coordination;
- v. Work plan implementation.

13. ADVERT NO. EXT/13/04/2023- LECTURER - SCALE KW 6 (5) POSTS

Salary scale:	Kshs. 48,739 x 2, 690 -67, 569 PM
House allowance:	Kshs. 35,000
Commuter allowance:	Kshs. 8,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Description

The Lecturer reports and is responsible to the Principal Lecturer of the Institute.

Duties and responsibilities at this level will entail:

- i. Teaching specified subjects in accordance with the syllabus;
- ii. Preparing teaching/learning materials and teaching aids;
- iii. Setting and marking course work / examinations;
- iv. Carrying out research under the guidance of a Senior Lecturer;
- v. Assist in development and preparation of work plans;
- vi. Attend and participate in seminars workshops conferences etc in relevant fields;
- vii. Participate in the department meetings and other activities for effective and efficient management of the department.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements;

- i. A Bachelor's degree in a relevant lecturing field in any of the following disciplines:
Water / Civil / Mechanical / Electrical / Irrigation Engineering, Hydrology, Geology, Hydrogeology, Physical sciences, Natural Sciences, Land Surveying; Social Science, Environmental Science, Mathematics, Education and other relevant qualifications from a recognized University;
- ii. Fulfill the requirements of Chapter 6 of the Constitution;
- iii. Computer Literacy.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

Personal Attributes

- i. Organizational, analytical, managerial and decision making skills;
- ii. Creativity and innovation;
- iii. Technical problem solving;
- iv. Integrity and commitment to producing results;
- v. Passion for continuous professional development.

Core Competences

- i. People management;

- ii. Policy formulation and implementation;
- iii. Planning;
- iv. Coordination.
- v. Work plans implementation

**ADVERT NO. EXT/ 14 /04/2023- RECORDS MANAGEMENT OFFICER - SCALE KW
6 (1) POSTS**

Salary scale:	Kshs. 48,739 x 2, 690 - 67, 569 PM
House allowance:	Kshs. 35,000
Commuter allowance:	Kshs. 8,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Descriptions

The Records Management Officer, KW6 reports to the Senior Records Management Officer, KW5;

Duties and responsibilities will entail:

- i. Ensuring that letters are appropriately filed and marked to action officers;
- ii. Controlling and opening of files and updating file index;
- iii. Ensuring security of information/files in the registry;
- iv. Up-dating and maintaining up-to-date file movement records;
- v. Ascertaining the general cleanliness of the registry;
- vi. Guiding and supervising staff working under him/her;
- vii. Ensuring security of files and documents;
- viii. Renewing file covers;
- ix. Ensuring proper handling of documents, pending correspondence and bring-ups;
- x. Receiving and dispatching letters and maintaining related registers;
- xi. Preparing disposal schedules and disposing dead files in accordance with relevant Government regulations.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. Be in possession of a bachelor's degree in Information Science/Records Management or any of the Social Sciences plus a Certificate in Records Management/Information Management or relevant equivalent qualifications from a recognized Institution;
- ii. Be proficient in computer applications;
- iii. Fulfill the requirements of Chapter 6 of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

Personal Attributes

- i. Ability to get on well with diverse work force
- ii. Good communication skills
- iii. Professionalism and Integrity;
- iv. Ability to take instructions.

Core Competences

- i. Punctuality;
- ii. Team playing skills;
- iii. Accuracy;
- iv. Interpersonal skills;
- v. Records management.

**15.ADVERT NO. EXT/15/04/2023- RECORDS MANAGEMENT ASSISTANT -
SCALE KW8 (2) POST**

Salary scale:	Kshs. 33, 639 x 1, 770 -46, 032PM
House allowance:	Kshs. 16, 500
Commuter allowance:	Kshs. 5,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Description

The Records Management Assistant, KW8 reports to the Senior Records Management Officer, KW5.

Duties and responsibilities will entail:

- i. Receiving, sorting, opening, filing, recording and distribution of mail;
- ii. Dispatching of mails; and guiding on files disposal.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. Diploma in Records/Information Management or equivalent qualifications from a recognized Institution;
- ii. Be proficient in computer applications;
- iii. Fulfill requirements of Chapter 6 of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

Personal Attributes

- i. Ability to get on well with diverse work force;
- ii. Good communication and interpersonal skills; and
- iii. Ability to take instructions.

Core Competences

- i. Punctuality;
- ii. Team playing skills;
- iii. Accuracy;
- iv. Interpersonal skills;
- v. Records management.

**16.ADVERT NO. EXT/16/04/2023- CORPORATE COMMUNICATION OFFICER -
SCALE KW6 (1) POST**

Salary scale:	Kshs. 48,739 x 2, 690 -67, 569 PM
House allowance:	Kshs. 35,000
Commuter allowance:	Kshs. 8,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Description

Corporate Communication Officer, KW6 will report to the Principal Corporate Communications Officer, KW4.

Duties and responsibilities at this level will entail:

- i. Assisting in preparing press material for press releases and publications;
- ii. maintaining press and other Institute's contacts database;
- iii. assisting in drafting of publication on topics/issues;
- iv. keeping records of speeches and public reports;
- v. liaising with the public and the media on all matters of concern to the Institute;

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. Bachelor's degree in Journalism or Mass Communications or Public Relations from a recognized institution;
- ii. Proficient in computer applications, including knowledge in desk top publishing;
- iii. Fulfill the requirements of Chapter 6 of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

Personal Attributes

- i. Ability to articulate and implement organizational mandate;
- ii. Creativity and innovation;
- iii. Technical Problem solving;
- iv. Excellent communication skills.

Core Competences

- i. People management;
- ii. Financial management;
- iii. Planning.

**17. ADVERT NO. EXT/17/04/2023 - SENIOR LIBRARIAN - SCALE KW6 (1)
POSTS**

Salary scale:	Kshs. 48,739 x 2, 690 -67, 569 PM
House allowance:	Kshs. 35,000
Commuter allowance:	Kshs. 8,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Descriptions

The Senior Librarian reports to the Principal Librarian;

Duties and responsibilities at this level entail;

- i. Indexing and abstracting journal articles;
- ii. Conducting information searches from electronic data bases;
- iii. Editing of reports;
- iv. Newsletters and other publications;
- v. Selection and acquisition of information in consultation with other professionals and researchers;
- vi. Coordinating staff work plans.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. Must have served satisfactorily as a Librarian KW6 for a minimum period of four (4) years or served in an equivalent grade in a comparable training environment;
- ii. A bachelor's degree in Library Studies or Information Science or equivalent qualification from a recognized institution;
- iii. Shown merit and ability as exhibited in work performance;
- iv. Proficiency in Computer applications;
- v. Fulfill the requirements of Chapter 6 of the Constitution.

Personal Attributes

- i. Positive working attitude and ability to give and take instruction;
- ii. Creativity and innovativeness;
- iii. Professionalism and integrity;
- iv. Interpersonal skills including being a team player;

- v. Good communication and interpersonal skills.

Core Competences

- i. Working experience in designing communication strategies;
- ii. Working experience in designing and developing communication materials;
- iii. Computer literate;
- iv. Planning and organizing library functions;
- v. Good communication skills;
- vi. Interpersonal skills.

**18.ADVERT NO. EXT/18/04/2023- LIBRARY ASSISTANT - SCALE KW8 (1)
POSTS**

Salary scale:	Kshs. 33, 639 x 1, 770 -46, 032PM
House allowance:	Kshs. 16, 500
Commuter allowance:	Kshs. 5,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Description

The Library Assistant reports to the Senior Librarian;

Duties and responsibilities at this level will entail:

- i. Assist in requisitioning, controlling, classifying, cataloguing and verification of materials / documents / serials;
- ii. Assist in recalling overdue books;
- iii. Assist in shelf arrangement;
- iv. Assist in serial control;
- v. Assist in conducting searches from electronic data base.

Job Specifications

- i. For appointment to this scale, a candidate must meet the following requirements:
- ii. Have a Diploma in Library Studies or Information Science or equivalent qualification from a recognized institution;
- iii. Be proficient in computer applications;
- iv. Fulfill requirements of Chapter six of the Constitution.

Personal Attributes

- i. Positive working attitude and ability to give and take instruction;
- ii. Creativity and innovativeness;
- iii. Professionalism and integrity;
- iv. Interpersonal skills including being a team player;
- v. Good communication and interpersonal skills.

Core Competences

- i. Working experience in designing and developing communication materials;

- ii. Computer literate;
- iii. Good communication skills;
- iv. Interpersonal skills.

**19.ADVERT NO. EXT/19/04/2023- SENIOR INSTRUCTOR - SCALE KW 7 (3)
POSTS**

Salary scale:	Kshs. 40,389 x 2, 368 -56, 964PM
House allowance:	Kshs. 28,000
Commuter allowance:	Kshs. 6,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Descriptions

The Senior Instructor reports to the Principal Instructor.

Duties and responsibilities at this level will entail:

- i. Organizing for practical sessions in the laboratory/workshop;
- ii. Preparing procurement plans;
- iii. Maintaining Inventory at the laboratory;
- iv. Requisitioning of laboratory/workshop training materials;
- v. Maintaining of laboratory/workshop facilities;
- vi. Assisting in research work;
- vii. Analyzing samples.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. Bachelor's Degree in a relevant technical field from a recognized institutions; **OR**
- ii. HND with two years' relevant experience in a laboratory/workshop environment;
- iii. Have a Diploma in a relevant technical field from a recognized Institution;
- iv. Computer Literacy;
- v. Fulfill the requirements of Chapter 6 of the Constitution.

Personal Attributes

- i. Positive working attitude and ability to give and take instruction;
- ii. Creativity and innovativeness;
- iii. Professionalism and integrity;
- iv. Interpersonal skills including being a team player;
- v. Good communication and interpersonal skills;

Core Competences

- i. Experience in working in a multi-disciplinary team of professionals;
- ii. Interpersonal and communication skills;
- iii. Knowledge in Laboratory/workshop safety precautions;

- iv. Knowledge in laboratory/workshop operations;
- v. Knowledge in water quality and wastewater management;
- vi. Computer literacy.

20.ADVERT NO. EXT/20/04/2023- SENIOR OFFICE ADMINISTRATOR - SCALE KW 7 (1) POSTS

Salary scale:	Kshs. 40,389 x 2, 368 -56, 964PM
House allowance:	Kshs. 28,000
Commuter allowance:	Kshs. 6,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Descriptions

The Office Administrative Assistant, KW 7 reports to the Principal Human Resource and Administrative Officer, KW4.

Details and responsibilities will entail:

- i. Recording dictation in shorthand and transcribing it in typewritten form;
- ii. Typing from drafts, manuscripts or recording from dictation machines;
- iii. Processing data;
- iv. Operating office machines;
- v. Attending to visitors/clients;
- vi. Handling telephone calls and appointments;
- vii. Ensuring security of office records, equipment and documents, including classified materials;
- viii. Preparing responses to simple routine correspondence.
- ix. Guide and supervise junior secretarial staff and handle other issues relating to the secretarial cadre in a Department;
- x. Effective management of office protocol.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. Served in the grade of Office Administrative Assistant, KW8 or any other relevant and comparable in a reputable organization for a minimum period of four (4) years;
- ii. Diploma in Secretarial Studies or Office Management or equivalent qualifications from a recognized institution;
- iii. Certificate in computer applications;

- iv. Fulfill the requirements of Chapter 6 of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

Personal Attributes

- i. Ability to get on well with a diverse workforce;
- ii. Good knowledge in the professional field of specialization;
- iii. Good communication skills;
- iv. Ability to take instructions;
- v. Good organizational and supervisory skills.

Core Competences

- i. Team playing skills;
- ii. Accuracy;
- iii. Care for resources;
- iv. Carrying out instructions;
- v. Interpersonal skills;
- vi. Analytical skills;
- vii.** Records management skills.

21. ADVERT NO. EXT/21/04/2023 - OFFICE ADMINISTRATOR, SCALE KW8 (4) POSTS

Salary scale:	Kshs. 33, 639 x 1, 770 -46, 032PM
House allowance:	Kshs. 16, 500
Commuter allowance:	Kshs. 5,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Descriptions

The Office Administrative Assistant, KW8 reports to the Principal Human Resource and Administrative Officer, KW4.

Duties and responsibilities at this level will entail:

- i. Recording dictation in shorthand and transcribing it in typewritten form;
- ii. Typing from drafts, manuscripts or recording from dictation machines; processing data;
- iii. Operating office machines; attending to visitors/clients;
- iv. Handling telephone calls and appointments;
- v. Ensuring security of office records, equipment and documents, including classified materials.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. Diploma in Secretarial Studies or Business and Office Management or equivalent qualifications from a recognized institution;
- ii. OR the following qualifications from the Kenya National Examinations Council;
- iii. Typewriting II (minimum 40 w.p.m)/Computerized Document Processing II Business English II/Communications I, Office Practice Secretarial Duties II Commerce II; and Certificate in computer applications;
- iv. Computer Skills;
- v. Fulfill the requirements of Chapter 6 of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

Personal Attributes

- i. Ability to get on well with a diverse workforce;
- ii. Good knowledge in the professional field of specialization;
- iii. Good communication skills;
- iv. Ability to take instructions; and
- v. Good organizational and supervisory skills.

Core Competences

- i. Team playing skills;
- ii. Accuracy;
- iii. Care for resources;
- iv. Carrying out instructions;
- v. Interpersonal skills;
- vi. Analytical skills; and
- vii. Records management skills.

**22.ADVERT NO. EXT/22/04/2023- SENIOR SECURITY OFFICER, SCALE KW7
(ONE POST)**

Salary scale:	Kshs. 40,389 x 2, 368 -56, 964PM
House allowance:	Kshs. 28,000
Commuter allowance:	Kshs. 6,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Description

Senior Security Officer, KW7 will report to the Principal Human Resource and Administration Officer, KW4.

Duties and responsibilities at this level will entail:

- i. To maintain security and safety of staffs, clients and Institutes properties and equipment's;
- ii. Conducts patrols, deploys and supervises guards;
- iii. Carries out investigations;
- iv. Plans work of all its subordinates
- v. Requisitioning of extra outsourced security personnel for events;
- vi. Gathering of information, analyzing it and using it positively;
- vii. Appraising and evaluating subordinates performance;
- viii. Monitor CCTV surveillance system;
- ix. Brief superiors in any security related issues that arise;
- x. Enforces Institutes security procedures and policies;
- xi. Coordinates all the outsourced security services and internal security operations;
- xii. Handle staff security cases and administrative issues;
- xiii. Compile monthly security surveys and crime analysis;
- xiv. Liaise with the external security agent;
- xv. Ensure security of all visitors of the Institute and making reports thereof;
- xvi. Make regular security surveys/reports summaries on Institute security;
- xvii. Prevent and report any theft or loss of the Institute properties;
- xviii. Monitor vehicles movement and assist the Transport Officer on security of the vehicles, e.g. parking places, accidents, inspections etc.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements;

- i. Minimum four (4) years relevant work experience as a Security Officer KW8 or an equivalent position in a reputable organization;
- ii. Diploma in Security Studies or its equivalent from recognized institution;
- iii. Certificate in First Aid;
- iv. Proficiency in Computer applications;
- v. Fulfill the requirements of Chapter 6 of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

Personal attributes

- i. Good communication skills;
- ii. Ability to work with minimum supervision;
- iii. Creativity and innovation;
- iv. Ability to take instructions; and
- v. Professionalism and Integrity.

Core Competences

- i. Team playing Skills
- ii. Accuracy
- iii. Interpersonal skills
- iv. Technical skills

23. ADVERT NO. EXT/ 23/04/2023- ENROLLED NURSE, SCALE KW 8 (ONE POST)

Salary scale:	Kshs. 33, 639 x 1, 770 -46, 032PM
House allowance:	Kshs. 16, 500
Commuter allowance:	Kshs. 5,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Description

The Senior Enrolled Nurse, KW7 reports to the Principal Human Resource and Administration Officer, KW4.

Duties and responsibilities at this level will entail:

- i. Supervise junior staff;
- ii. Examine, diagnose and treat patients;
- iii. Filter and refer patients appropriately;
- iv. Advise the institute on health standards required.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements;

- i. Four (4) years' experience as Enrolled Nurse, KW8 or an equivalent position in a reputable organization;
- ii. Diploma in Clinical Medicine & Surgery;
- iii. Registered by Clinical Officers Board;
- iv. Proficiency in Computer Applications;
- v. Fulfill the requirements of Chapter 6 of the Constitution

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

Personal Attributes

- i. Good communication skills;
- ii. Ability to work with minimum supervision;
- iii. Creativity and innovation;
- iv. Ability to take instructions; and
- v. Professionalism and Integrity.

Core Competences

- i. Team playing Skills
- ii. Accuracy
- iii. Interpersonal skills

**ADVERT NO. EXT/24/04/2023 - HUMAN RESOURCE AND ADMINISTRATIVE ASSISTANT
GRADE KW8 (2) POSTS**

Salary scale:	Kshs. 33, 639 x 1, 770 -46, 032PM
House allowance:	Kshs. 16, 500
Commuter allowance:	Kshs. 5,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Descriptions

The Human Resource and Administrative Assistant, KW8 reports to the Senior Human Resource and Administrative Officer, KW5.

Duties and responsibilities at this level will entail:

- i. Carrying out simple general administrative duties such as maintenance of general cleanliness;
- ii. Planning office accommodation and layout;
- iii. Processing of documents; payment of bills;
- iv. Providing transport services;
- v. Performing a variety of human resource work of limited scope and complexity under close supervision and guidance of a more senior officer.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. Have Certified Public Secretaries Part II (CPS II) or a diploma in Human Resource Management or Business Administration or equivalent qualifications from a recognized Institution; and
- ii. Certificate in computer applications.
- iii. Fulfill the requirements of Chapter 6 of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

Personal Attributes

- i. Ability to get on well with a diverse workforce;
- ii. Good communication skills;

- iii. Ability to take instructions.

Core Competences

- i. Team playing skills;
- ii. Accuracy;
- iii. Care for resources;
- iv. Manual dexterity;
- v. Execute of instructions;
- vi. Interpersonal skills;
- vii. Records management.

**25.ADVERT NO. EXT/25/04/2023 - SUPPLY CHAIN MANAGEMENT ASSISTANT
GRADE KW8 (3) POSTS**

Salary scale:	Kshs. 33, 639 x 1, 770 -46, 032PM
House allowance:	Kshs. 16, 500
Commuter allowance:	Kshs. 5,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Description

The Supply Chain Management Assistant, KW8 reports to the Senior Supply Chain Management Officer, KW5.

Duties and responsibilities at this level will entail:

- i. Assisting in undertaking market surveys to ensure the Commission obtains value for money;
- ii. Participating in the opening quotations;
- iii. Assisting in maintaining and update a list of prequalified suppliers;
- iv. Liaising with suppliers to ensure timely delivery of goods and services;
- v. Ensuring safe custody of all procurements records.

Job Specification

For appointment to this scale, a candidate must meet the following requirements:

- i. Diploma in Procurement & Supplies Management, Business Administration, or other relevant field from a recognized institution;
- ii. Member of professional body either KISM or CIPS; and
- iii. Proficiency in Computer applications;
- iv. Fulfilled the requirements of Chapter 6 of the Constitution.

Personal Attributes

- i. Good communication and interpersonal skills;
- ii. Record Keeping skills;
- iii. Resource management skills.

Core Competences

- i. People management;
- ii. ERP skills;
- iii. Planning.

**26.ADVERT NO. EXT/26/04/2023 - INFORMATION COMMUNICATION
TECHNOLOGIST OFFICER GRADE KW8 (2) POSTS**

Salary scale:	Kshs. 33, 639 x 1, 770 -46, 032PM
House allowance:	Kshs. 16, 500
Commuter allowance:	Kshs. 5,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Description

INFORMATION COMMUNICATIONS & TECHNOLOGY, GRADE KW8

Job Description

The Information Communications Technology reports to the Senior Information Communications Technology Assistants, KW7.

Duties and responsibilities at this level entail:

- i. Operating computer systems and training of users;
- ii. Assisting in repairing and maintaining of ICT equipment and associated peripherals;
- iii. Assisting in installing of ICT equipment and configuring of new ICT equipment.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. Diploma in Computer Science / ICT or its equivalent qualification from a recognized institution;
- ii. Fulfill the requirements of Chapter 6 of the Constitution.

Personal Attributes

- i. Positive working attitude and ability to give and take instruction;
- ii. Creativity and innovativeness;
- iii. Professionalism and integrity;
- iv. Interpersonal skills including being a team player;
- v. Good communication and interpersonal skills.

Core Competences

- i. High level of Information Communication Technology skills;
- ii. Able to maintain, repair and handle both the hardware and software;
- iii. Interpersonal and Communication skills.

27. ADVERT NO. EXT/27/04/2023 – SENIOR DRIVER GRADE KW 8 (1) POST

Salary scale:	Kshs. 33, 639 x 1, 770 - 46, 032PM
House allowance:	Kshs. 16, 500
Commuter allowance:	Kshs. 5,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Descriptions

The Senior Driver, KW8 reports to the Transport Officer, KW7.

Duties and responsibilities at this level will entail:

- i. Driving a motor vehicle as authorized;
- ii. Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc;
- iii. Detecting and reporting malfunctioning of vehicle systems;
- iv. Maintenance of work tickets for vehicles assigned;
- v. Ensuring security and safety for the vehicle on and off the road;
- vi. Safety of the passengers and/or goods therein;
- vii. Maintaining cleanliness of the vehicle.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. Have served in the scale of Driver, KW9 or a comparable and relevant position in the Public Service for a minimum period of four (4) years;
- ii. Have a valid driving license free from any current endorsement(s) for classes of vehicle (s) an officer is required to drive;
- iii. Have passed Occupational Trade Test III for Drivers;
- iv. Be in possession of a Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- v. Have attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or any other recognized Institution;

- vi. Have attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at a recognized Institution;
- vii. Be in possession of a valid Certificate of Good Conduct from the Kenya Police;
- viii. Have shown merit and ability as reflected in work performance and results;
- ix. Fulfill the requirements of Chapter 6 of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

Personal Attributes

- i. Integrity and commitment;
- ii. Good knowledge in the field of specialization;
- iii. Ability to communicate;
- iv. Ability to support management and get on well with types of people;
- v. Good work attitude;
- vi. Ability to follow instructions.

Core Competences

- i. Punctuality;
- ii. Team playing skills;
- iii. Care for resources;
- iv. Manual dexterity;
- v. Carrying out instructions;
- vi. Interpersonal skills.

28.ADVERT NO. EXT/28/04/2023 - DRIVER GRADE KW9 (1) POST

Salary scale:	Kshs. 23, 070 x 1, 510 -33, 639PM
House allowance:	Kshs. 10, 000
Commuter allowance:	Kshs. 4,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Descriptions

The Driver, KW9 reports to the Transport Officer, KW7;

Duties and responsibilities at this level will entail:

- i. Driving a motor vehicle as authorized;
- ii. Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc;
- iii. Detecting and reporting malfunctioning of vehicle systems;
- iv. Maintenance of work tickets for vehicles assigned;
- v. Ensuring security and safety for the vehicle on and off the road;
- vi. Safety of the passengers and/or goods therein;
- vii. Maintaining cleanliness of the vehicle.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. Kenya Certificate of Secondary Education mean grade D plain or its approved equivalent qualification;
- ii. Valid driving license free from any current endorsement (s) for class(es) of vehicle(s) an officer is required to drive;
- iii. Attended a First-Aid Certificate Course lasting not less than one (1) week at any recognized Institution;
- iv. Passed Suitability Test for Driver Grade III;
- v. Passed Practical Test for Drivers conducted by the respective Ministry/ Department;
- vi. Valid Certificate of Good Conduct from the Kenya Police;
- vii. At least two (2) years driving experience;

viii. Fulfill the requirements of Chapter 6 of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

Personal Attributes

- i. Integrity and commitment;
- ii. Good knowledge in the field of specialization;
- iii. Ability to communicate;
- iv. Ability to get on well with types of people;
- v. Good work attitudes;
- vi. Ability to take instructions.

Core Competences

- i. Punctuality;
- ii. Team playing skills;
- iii. Care for resources;
- iv. Manual dexterity;
- v. Interpersonal skills;
- vi. Multi- skilling skills.

29. ADVERT NO. EXT/29/04/2023-TECHNICIAN GRADE KW8 (4) POSTS

Salary scale:	Kshs. 33, 639 x 1, 770 -46, 032PM
House allowance:	Kshs. 16, 500
Commuter allowance:	Kshs. 5,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Description

The Technician, KW8 will report to the Senior Technician, KW7.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements;

- i. Certificate in a relevant technical field from a recognized Institution;
- ii. Proficiency in Computer Applications;
- iii. Fulfill the requirements of Chapter 6 of the Constitution.

Duties and responsibilities at this level will entail:

- i. Organize for practical sessions in the laboratory and workshops;
- ii. Maintenance of Inventory at the laboratory/workshop;
- iii. Analyzing samples

In addition to the above requirements, the officer must have the following key attributes and core competences;

Personal attributes

- i. Positive working attitude and ability to give and take instruction;
- ii. Creativity and innovativeness;
- iii. Professionalism and integrity;
- iv. Interpersonal skills including being a team player;
- v. Good communication and interpersonal skills.

Core Competences

- i. Experience in working in a multi-disciplinary team of professionals;
- ii. Interpersonal and communication skills;
- iii. Knowledge in Laboratory/workshop safety precautions;
- iv. Knowledge in laboratory/workshop operations;
- v. Computer literacy.

**30. ADVERT NO. EXT/30/04/2023 – ACCOUNTS ASSISTANT GRADE KW8 (2)
POST**

Salary scale:	Kshs. 33, 639 x 1, 770 - 46, 032PM
House allowance:	Kshs. 16, 500
Commuter allowance:	Kshs. 5,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Descriptions

The Accounts Assistant, KW8 reports to the Senior Accountant, KW5.

Duties and responsibilities will entail:

- i. Verification of vouchers and committal documents in accordance with laid down rules and regulations;
- ii. Data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers;

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. Part II of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualifications;
- ii. Proficiency in computer applications;
- iii. Fulfill requirement of Chapter 6 of the Constitution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

Personal Attributes

- i. Ability to get on well with a diverse workforce;
- ii. Good knowledge in the professional field of specialization;
- iii. Good communication skills;
- iv. Ability to take instructions;
- v. Good organizational and supervisory skills.

Core Competences

- i. Team playing skills;
- ii. Accuracy;
- iii. Care for resources;
- iv. Carrying out instructions;
- v. Interpersonal skills;
- vi. ERP skills.

31. ADVERT NO. EXT/31/04/2023 – TECHNOLOGIST GRADE KW7 (2) POST

Salary scale:	Kshs. 40, 389 x 2,368 - 56, 964PM
House allowance:	Kshs. 28, 000
Commuter allowance:	Kshs. 6,000
Annual leave allowance:	Kshs. 1/3 of Basic Salary
Medical Cover:	As per the KEWI Medical Scheme
Terms of service:	Permanent and Pensionable

Job Description

The Technologist/Instructor reports to the Principal Technologist.

Duties and responsibilities will entail:

- i. Organize for practical sessions in the laboratory/workshop;
- ii. Assisting in the preparation of procurement plans;
- iii. Maintenance of Inventory at the laboratory/workshop;
- iv. Assist in research work;
- v. Analyzing samples.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements:

- i. Diploma in a relevant technical field from a recognized Institution ;
- ii. Proficiency in Computer Applications;
- iii. Fulfill the requirements of Chapter 6 of the Constitution.

Personal Attributes

- i. Positive working attitude and ability to give and take instruction;
- ii. Creativity and innovativeness;
- iii. Professionalism and integrity;
- iv. Interpersonal skills including being a team player;
- v. Good communication and interpersonal skills.

Core Competences

- i. Interpersonal and communication skills;
- ii. Knowledge in Laboratory/workshop safety precautions;
- iii. Knowledge in laboratory/workshop operations;
- iv. Computer literacy.