



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

Date: 18th April, 2023

VACANT POSITIONS

Applications are invited from suitable qualified candidates for the following vacant positions;

S/No.	Post	Job Grade	No. of Vacancies	Advert Number
1.	Senior Principal Registrar	KW 3	One (1)	Advert No. EXT/3/04/2023
2.	Senior Principal Lecturer- Water Engineering	KW 3	Four (4)	Advert No. EXT/2/04/2023
3.	Manager Internal Audit & Risk Assurance	KW 3	One (1)	Advert No. EXT/4/04/2023
4.	Manager Finance and Accounts	KW 3	One (1)	Advert No. EXT/1/04/2023
5.	Manager, Human Resource Management and Administration	KW 3	One (1)	Advert No. EXT/5/04/2023
6.	Principal Supply Chain Manager	KW 4	One (1)	Advert No. EXT/6/04/2023
7.	Principal Accountant	KW 4	One (1)	Advert No. EXT/7/04/2023
8.	Senior Accountant	KW 5	One (1)	Advert No. EXT/8/04/2023
9.	Principal Human Resource and Administration Officer	KW 4	One (1)	Advert No. EXT/9/04/2023
10.	Principal Legal Officer	KW 4	One (1)	Advert No. EXT/10/04/2023
11.	Principal Planning, Resource Mobilization and Business Development Officer	KW 4	One (1)	Advert No. EXT/11/04/2023
12.	Senior Lecturer- Water Engineering	KW5	One (1)	Advert No. EXT/ 12/04/2023
13.	Lecturers - <i>(Civil engineering 2, Water engineering 3)</i>	KW6	Five (5)	Advert No. EXT/ 13/04/2023
14.	Records Management Officer	KW6	One (1)	Advert No. EXT/ 14/04/2023
15.	Records Management Assistant	KW 8	Two (2)	Advert No. EXT/ 15/04/2023
16.	Corporate Communication Officer	KW6	One (1)	Advert No. EXT/ 16/04/2023
17.	Senior Librarian	KW 6	One (1)	Advert No. EXT/ 17/04/2023
18.	Library Assistant	KW 8	One (1)	Advert No. EXT/ 18/04/2023
19.	Senior Instructor	KW 7	Three (3)	Advert No. EXT/ 19/04/2023
20.	Senior Office Administrator	KW 7	One (1)	Advert No. EXT/ 20/04/2023
21.	Office Administrator	KW 8	Four (4)	Advert No. EXT/ 21/04/2023
22.	Senior Security Officer	KW 7	One (1)	Advert No. EXT/22/04/2023
23.	Enrolled Nurse	KW 8	One (1)	Advert No. EXT/ 23/04/2023
24.	Human Resource Assistant	KW 8	Two (2)	Advert No. EXT/ 24/04/2023
25.	Supply Chain Management Assistant	KW 8	Three (3)	Advert No. EXT/ 25/04/2023
26.	ICT Officer	KW 8	Two (2)	Advert No. EXT/ 26/04/2023
27.	Senior Driver	KW 8	One (1)	Advert No. EXT/ 27/04/2023
28.	Driver	KW 9	One (1)	Advert No. EXT/ 28/04/2023
29.	Technicians <i>(plumbing, instrumentation, power plant, construction)</i>	KW 8	Four (4)	Advert No. EXT/ 29/04/2023
30.	Accounts Assistant	KW 9	Two (2)	Advert No. EXT/ 30/04/2023
31.	Technologist	KW7	One	Advert No. EXT/ 31/04/2023

Full details of the job descriptions and requirements for appointments can be accessed through the link <https://kewi.or.ke/index.php/jobs>

Interested candidates who meet the requirements should submit soft copies of their application(s) with detailed CV and testimonials to the Institute's email address: recruitment@kewi.or.ke and hard copies to be sent or hand-delivered to KEWI Headquarters - along Ole Shapara Avenue South C, Nairobi by **17th May, 2023**.

The applications for positions should be addressed to:

The Chief Executive Officer
Kenya Water Institute
P.O Box 60013-00200
Nairobi

In addition to the above indicated requirements, applicants will be required to meet the requirements of Chapter Six (6) of the Constitution of Kenya on Leadership and Integrity.

The following clearances will be required from successful candidates upon offer of job and not at the application stage.

- i. **Certificate of Good Conduct;**
- ii. **Clearance from the Ethics and Anti – Corruption Commission;**
- iii. **Certificate of Compliance from the Higher Education Loans Board (HELB);**
- iv. **Kenya Revenue Authority (KRA) Tax Compliance Clearance; and**
- v. **Certificate of Clearance from the Credit Reference Bureau (CRB).**

KEWI is an equal opportunity employer and encourages all qualified persons; including Women, Persons with Disability and persons from Minority groups to apply. Only successful candidates shall be contacted for interviews.

THE CHIEF EXECUTIVE OFFICER
KENYA WATER INSTITUTE