



## **VACANCY**

The Water Services Regulatory Board (WASREB) is a statutory body charged with economic and service regulation of the water services sector, as established by the Water Act 2016. WASREB sets rules, standards and guidelines to ensure that water services are provided in an effective and efficient manner with a view to protecting consumers and other stakeholders' interests.

To strengthen our management team, we wish to recruit highly motivated professional to fill the position of:

### **CHIEF EXECUTIVE OFFICER (WASREB 1)**

#### **Job Purpose**

The Chief Executive Officer (CEO) of the Board is responsible to the Board of Directors for the implementation of the Board's strategic goals, prudent management of resources, giving direction and leadership in the achievement of the Board's mission and strategic objectives. The Chief Executive Officer is also responsible for the day-to-day management and administration of the Board.

#### **Reporting Relationship**

This role reports to the Board of Directors

#### **Supervises**

Director Licensing, Standards & Advocacy, Director Monitoring & Enforcement, Director Corporate Services, Corporation Secretary & Manager Legal Services, Manager Internal Audit, Manager Supplies Chain, Manager Corporate Communication and Manager Research, Planning & Compliance.

#### **Job Specification**

The Chief Executive Officer will report to the Board of Directors. The duties and

responsibilities of the Officer will entail:

- (i) Ensuring development and review of the policies, strategic plans, business plans and work plans;
- (ii) Advising the Board on all policies and strategies relating to the management of the Board;
- (iii) Ensuring delivery of quality service to meet internal and external clients and stakeholders needs;
- (iv) Monitoring implementation of Board decisions and appraising the Board of Directors on the progress of all strategic aspects of WASREB;
- (v) The day-to-day running of the Board and the operations,
- (vi) Liaising with the relevant Government agencies including the Ministry on policy matters;
- (vii) Secretary to the Board of Directors and the custodian of the Board's seal;
- (viii) Providing leadership and direction in reviewing and implementing WASREB strategic plans;
- (ix) Spokesperson of WASREB and brand ambassador;
- (x) Overseeing the implementation of the full mandate of the Board covering all the functions including the promotion of Accreditation, competence, and equivalence of accreditations worldwide;
- (xi) Managing planning, budgeting and effective implementation of Board and policy decisions at both strategic and operational levels;
- (xii) Directing and coordinating all the Board's activities and operations to ensure that various structures of WASREB operate harmoniously and in conformity with the overall operational plans and performance targets;

- (xiii) Managing WASREB financial and operational policies and procedures;
- (xiv) Ensuring continuous achievement of the Board's financial and operations strategies including effective utilization of resources;
- (xv) Ensuring effective communication between management and the Board, and between different levels of management and stakeholders;
- (xvi) Spearheading the formulation and implementation of best practice policies procedures to ensure operational efficiency and continuous improvement in the quality and value of the services provided;
- (xvii) Ensuring the Board is adequately resourced by competent staff to meet the Board's mandate;
- (xviii) Providing leadership and fostering teamwork among Board's staff including overseeing talent development, planning, monitoring and evaluation;
- (xix) Promoting and upholding best practice Corporate Governance principles in line with WASREB's core values;
- (xx) Ensuring alignment of human resources strategy to the WASREB strategy and effective succession management;
- (xxi) Planning, directing, and coordinating the administrative and office support of the organization including establishing effective internal monitoring and control systems in executing the Board's strategies and plans;
- (xxii) Ensuring Board's compliance with all statutory, legal, social, and regulatory requirements in the execution of its strategies;
- (xxiii) Signing all government and donor grant agreements and contracts and related documentation on behalf of WASREB;
- (xxiv) Identifying and sourcing for suitable development partners for

- collaborations;
- (xxv) Being responsible for stakeholder management and the enhancement of the corporate image;
  - (xxvi) Ensuring preparation of the annual budgets and establishing proper internal controls;
  - (xxvii) Overseeing the preparation and implementation of the performance appraisal systems and contracts of all departments/divisions/units;
  - (xxviii) Ensuring prudent management and utilization of the Board's resources and assets;
  - (xxix) Serving as a link between the Board and members of staff;
  - (xxx) Performing any other duties necessary for the furtherance of the objective of the Board.

### **Person Specification**

For appointment to this grade, an officer must have:

- (i) At least Fifteen (15) years' working experience, five (5) of which must have been in Senior Management;
- (ii) A Master's Degree in either Law, Engineering, Economics, Business Administration, or relevant field from a recognized institution;
- (iii) A Bachelor's Degree in Law, Engineering, Economics, or any other relevant field from a recognized institution;
- (iv) Membership to a professional body and member in good standing (where applicable).
- (v) Demonstrated results in work performance;
- (vi) Meet the requirements of Chapter Six (6) of the Constitution.

### **Key Competencies and Skills**

- (i) Ability to work under pressure and multitask
- (ii) Strong analytical skills

- (iii) High level of Integrity and maturity including team working/building skills
- (iv) Proven intellectual leadership in managing people, operations, and financial resources
- (v) Proven ability to think strategically and design long term plans
- (vi) Ability to drive change and innovation
- (vii) Professional in good standing
- (viii) Effective Interpersonal and Communication skills
- (ix) Leadership skills
- (x) Citizen/ customer focus

#### **Terms and Conditions of Service:**

The position of the Chief Executive Officer will be on Three (3) year contract renewable once on satisfactory performance.

#### **How to apply:**

All applications accompanied by a copy of the National Identity Card, detailed Curriculum Vitae and copies of all relevant academic and professional certificates should be addressed to:

**The Chairman,  
Board of Directors,  
Water Services Regulatory Board,  
P.O. Box 41621- 00100,  
Nairobi.**

So as to be received not later than **23.59 hours on Tuesday 6<sup>th</sup> December 2022.**

The applications should be submitted only through electronic means. They should be sent via email to [recruitments@wasreb.go.ke](mailto:recruitments@wasreb.go.ke) with only 'POSITION APPLIED FOR' as the subject line.

***WASREB is an equal opportunity employer and women, youth and people with disabilities are encouraged to apply.***

***Any form of canvassing will lead to automatic disqualification.***

***Only short-listed applicants will be contacted. Shortlisted candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by submitting the following compliance certificates; Certificate of Good Conduct, Certificate from Higher Education Loans Board, Tax Compliance Certificate, Ethics and Anti-Corruption Commission Clearance, and Credit Reference Bureau Certificate.***

*Water Services for All  
ISO 9001:2015 Certified*