



VACANCIES

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 of protecting consumers and other stakeholders' interests.

To strengthen our human resource capacity, we wish to recruit highly motivated professionals to fill the following positions:

1. Monitoring and Inspectorate Officer (Wasreb Grade 6/5) Permanent and Pensionable, 1 Position:

Job Purpose:

Responsible for ensuring compliance with standards including those for design, asset development & Management, Water quality, Operation & Maintenance, human resource, governance, Non-Revenue Water, and minimum service level.

Reporting Relationship:

This role reports to **Senior Monitoring and Inspectorate officer.**

Supervises:

None.

Job Specification:

Duties and responsibilities at this level will entail:

(i) Carry out surveillance of the sector through inspections including compliance with standards for design, asset development & Management, Water quality, Operation & Maintenance, governance, Non-Revenue Water, and human resource;

(ii) Review and analyze capital works plan of the WSPs and Water Works

Development Agencies (WWDAs); Develop and implement criteria/checklist for proper handover of assets for water and sanitation services provision;

(iii) Develop and implement criteria/checklist for proper handover of assets for water and sanitation services provision;

(iv) Track attainment of minimum service level commitments;

(v) Develop and implement the schedule for monitoring of licensees and enforce license conditions;

(vi) Develop and implement the schedule for inspection of water works and water services to ensure that such works and services meet the prescribed standards;

(vii) Propose indicators for tracking progress in the implementation of the Water Strategy and make appropriate recommendations;

(viii) Undertake data validation on the performance of Water Utilities;

(ix) Contribute to the development of the data collection and validation tool to be used by the Water Service Providers and WWDAs;

(x) Review reports from the part-time inspectors;

(xi) Responsible for physical assets assigned by the Board; and

(xii) Provide oversight for all division's assets;

Person Specification:

For appointment to this grade, a candidate must have:

(i) Bachelor's degree in either Engineering, Science, Economics, or any other relevant field from a recognized institution.

(ii) At least Two (2) years' work experience or entry at Wasreb grade 6 for degree holders;

(iii) Meet the requirements of Chapter Six (6) of the Constitution.

Key Competencies and Skills:

(i) Communication;

- (ii) Working and supervising people;
- (iii) Applying technical expertise;
- (iv) Customer and stakeholder orientation;
- (v) Drive for results

- (vi) Continuous learning and knowledge sharing; and

2. Supply Chain Management Assistant/Officer (Wasreb Grade 6/5). Permanent and Pensionable, 1 Position:

Job Purpose:

Responsible for undertaking procurement of goods, works and services and management of inventories and disposal of assets in accordance with the Provision of Public Procurement and Asset Disposal Act (PPADA) 2015.

Reporting Relationship:

This role reports to the **Senior Supply Chain Officer**.

Supervises:

None

Job Specification:

Duties and responsibilities at this level are as follows, assisting in:

- i) Issuing of goods to the users;
- ii) Participating in stock-taking exercise;
- iii) Participating in the inspecting and checking of invoices before handing them over to the Finance Department for payment;
- iv) Arranging of goods in the store.
- v) Preparing and follow up of LPOs and LSOs.
- vi) Ensuring that goods in stores are properly stored.
- vii) Preparing monthly, quarterly, and annual unit and statutory reports;
- viii) Preparing to publish and distributing procurement opportunities through quotations, proposals, and tender invitations;
- ix) Implementing E-procurement and Quality Management Systems (QMS);
- x) Preparing and implementing procurement policies, procedures, and work instructions for approval by the Manager, Supply Chain Management;
- xi) Preparing and submitting quarterly reports to PPRA and the relevant institutions;
- xii) Implementing the Presidential Directive on 30% on all government procurement to Youth, Women and Persons with Disabilities;

- xiii) Undertaking an annual Board of Survey to establish items for disposal.
- xiv) Performing secretarial duties (upon delegation from the Manager, Supply Chain Management) of respective procurement committees;
- xv) Developing a monitoring mechanism for the implementation of contracts and supplier appraisals;
- xvi) Coordinating the disposal of unserviceable and obsolete stores;
- xvii) Verifying quotations and tender documents for approval by the Principal SCM before the bidding process;
- xviii) Preparing and follow up of LPOs and LSOs;
- xix) Carrying out market surveys;
- xx) Implementing computerized procurement management systems; and
- xxi) Assist in reviewing and updating the supplier list periodically.
- xxii) Advising the inspection and acceptance committees and provide secretarial services to the committee;
- xxiii) Advising the inspection and acceptance committees and provide secretarial services to the committee;
- xxiv) Raising Goods Received Note (GRN) and Inspection Certificates for goods accepted;
- xxv) Issuing of goods to the users and replenishment of store inventory.
- xxvi) Participating in the preparation, opening and evaluation of quotations;
- xxvii) Participating in identification, boarding and disposal of stores items;
- xxviii) Advising on quarterly stock levels; and

Person Specification:

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in Procurement and Supply Chain Management, Business Management, Business Administration, Economics, Commerce, or a related field from a recognized institution.
- (ii) At least two (2) years relevant work experience or entry level for

- Wasreb Grade 6 for degree holders.
- (iii) Be registered as a member of the Kenya Institute of Supplies Management;
 - (iv) Meets the requirements of Chapter Six of the Constitution of Kenya; and
 - (v) (ii) Proficiency in computer applications.

Key Competencies and Skills:

- (i) Communication;
- (ii) Team work;
- (iii) Applying technical expertise;
- (iv) Customer and stakeholder orientation
- (v) Continuous learning and knowledge sharing; and
- (vi) Technological awareness.

3. Legal Assistant/Officer (Wasreb Grade 6/5) Permanent and Pensionable, 1 Position:

Job Purpose:

The Legal Officer is responsible for providing information on Board best practices and tailoring the Board's governance framework to fit the needs of WASREB.

Reporting Relationship:

This role reports to the **Senior Legal Officer**.

Supervises:

None

Job Specification:

The duties and responsibilities entail:

- I. Interpreting legal cases;
- ii. Advising the management on all legal requirements and prosecution procedures;
- iii. Issuing instructions to agreement and contract defaulters;
- (iv) Developing and implementing legal agreements and contracts in liaison with relevant departments, divisions, and units;

- (v) Ensuring compliance with the legal framework, agreements, and contracts;
- (vi) Preparing legal opinions on legal cases; and
- (vii) Carrying out research on emerging legal issues

In addition, the duties of the officer deployed in the **Board Secretariat Unit** will be as follows:

- (i) Providing administration and logistical support to the wider Board function;
- (ii) With the guidance of the Corporation Secretary, manage the diary of events of the Board;
- (iii) Facilitate travel and accommodation logistics for the Board events and Meetings including transport arrangements and distribution of the applicable documentation;
- (iv) Support the production of reports and documents for various meetings including the full Board and Board Committee Meetings;
- (v) Provide logistical support for the Board Induction program; and
- (vi) Timely archive of e-Board online documentation including organization and retention processes on e-Board.

Person Specification:

For appointment to this grade, a candidate must have:

- (i) At least two (2) years relevant work experience or Entry Level for Wasreb Grade 6 for degree holders;
- (ii) Bachelor of Law (LLB) degree or equivalent qualification from a recognized institution;
- (iii) Advocate of the High Court of Kenya;
- (iv) Current Law Practicing Certificate;
- (v) Be a member of a relevant professional body (LSK)
- (vi) Proficiency in Computers skills and
- (vii) Meet the requirements of Chapter Six (6) of the Constitution.

Key Competencies and Skills:

- (i) Communication;
- (ii) Working and supervising people;
- (iii) Applying technical expertise;

- (iv) Customer and stakeholder orientation;
- (v) Drive for results;
- (vi) Continuous learning and knowledge sharing; and
- (vii) IT Proficiency

4.Human Resource Assistant/Officer (Wasreb Grade 6/5) Permanent and Pensionable, 1 position:

Job Purpose:

Human Resource Officer is responsible for the management of the Human Resources function; including periodic review, and implementation of HR policies; compensation and benefits; staff training and development (competent and productive workforce); employee industrial relations; and performance management.

Reporting Relationship:

This role reports to the **Senior Human Resource Officer.**

Supervises:

Office Assistants, Drivers and Office Administrators.

Job Specification:

Under the guidance of the Senior Officer, the duties and responsibilities for the Human Resource Officer will entail:

- (i) Assisting in Drafting and verification of routine correspondences;
- (ii) Assisting in Processing payroll;
- (iii) Assisting in Collating and analyzing training applications;
- (iv) Assisting in Processing employee recruitment, promotion and exit documents;
- (v) Assisting in the processing of leave applications, sick sheets, and sick offs;
- (vi) Updating of Staff Medical details, National Hospital Insurance Service (NHIF) and National Social Security Service (NSSF) records;
- (vii) Maintaining complement control;
- (viii) Carrying out leave administration;
- (ix) Updating the human resource database; and
- (x) Analyzing data on work environment and employees' satisfaction surveys

Person Specification:

For appointment to this grade, a candidate must have:

- (i) Bachelor's Degree in Human Resource Management/Development, Social Science, or equivalent qualification from a recognized institution.
- (ii) At least two (2) years' relevant work experience or entry level for Wasreb grade 6 for degree holders.
- (iii) Proficiency in computer applications; and
- (iv) Fulfils the requirements of Chapter 6 of the Constitution.

OR.

i) Diploma

- (ii) At least four (4) years' relevant work experience
- (iii) Proficiency in computer applications; and
- (iv) Fulfil the requirements of Chapter Six of the constitution.

Key Competencies and Skills:

- (i) Communication;
- (ii) Working with people;
- (iii) Applying technical expertise;
- (iv) Customer and stakeholder orientation
- (v) Drive for results;
- (vi) Continuous learning and knowledge sharing; and
- (vii) Technological awareness.

5. Corporate Communication Officer (Wasreb Grade 6/5) One year Contract, 1 Position:

Job Purpose:

Communication Officer is responsible for corporate communication, branding, media liaison, stakeholder engagement, marketing, event management and corporate social responsibility activities for the Board.

Reporting Relationship:

This role reports to the **Senior Corporate Communications Officer.**

Supervises:

None.

Job Specification:

An officer at this level will work under the guidance and supervision of a senior officer. The duties and responsibilities entail assisting in:

- (i) Assist in developing content and packaging information for dissemination;
- (ii) Assist in executing activities that enhance the image of WASREB.
- (iii) Assist in organizing events and exhibitions, publications, website content, social media, media, to promote awareness of WASREB.
- (iv) Carrying out activities that enhance WASREB visibility through education, sensitization programs, billboards, advertising, publicity and marketing activities;
- (v) Assist in organizing corporate social responsibility activities; and
- (vi) Assist in organizing stakeholders' forums.

Person Specification:

For appointment to this grade, a candidate must have:

- i. Bachelor of Arts in Marketing, Communication, Commerce, Marketing Option; International Business, International Relations, and any other relevant discipline;
- ii) Should be a member of the Marketing Society of Kenya with good standing.
- ii. At least two (2) years' work experience or entry level for Wasreb grade 6 for degree holders.
- iii. Proficiency in Computer applications; and
- iv. Meets the requirement of Chapter Six (6) of the Constitution

Key Competencies and Skills:

- (i) Working with people;
- (ii) Applying technical expertise;
- (iii) Customer and stakeholder orientation
- (iv) Drive for results;
- (v) Continuous learning and knowledge sharing; and
- (vi) Technological awareness.

6. Internal Auditor (Wasreb Grade 6/5) One year Contract, 1 Position:

Job Purpose:

Internal auditor is responsible for planning and implementing internal audit strategy that provides independent, objective assurance and consulting activity aimed at adding value, improving efficiency in operations and giving assurance to the board on risk management, controls and governance processes.

Reporting Relationship:

This role reports to the **Senior Internal Auditor**.

Supervises:

None.

Job Specification:

An Officer at this level will work under the supervision of Senior Internal Auditor. Duties and responsibilities entail assisting in:

- (i) Carrying out routine Audits tests as per audit programs;
- (ii) Drafting audit reports on assignment for review with supervisor;
- (iii) Verifications of payment documents as per approved procedures;
- (iv) Checking the maintenance of accurate accounting records;
- (v) Conducting special audit assignments as assigned;
- (vi) Undertaking follow-up audits to determine whether agreed recommendations on the past reviews are being undertaken by the process owner; and
- (vii) Participating in preparation of annual audit plans
- (viii) Drafting audit programs and checklist

Person Specification:

For appointment to this grade, a candidate must have:

(i) Bachelor's degree in any of the following disciplines: Commerce /Accounting; Commerce (Finance option); Business Administration (Accounting option); Information Systems; Civil or Water Engineering or equivalent qualification from a recognized institution;

(iii) Two years working experience or entry level for Wasreb grade 6 for degree holders.

(ii) Meets the Provisions of chapter six of the constitution.

Key Competencies and Skills:

(i) Communication;

(ii) Working and supervising people;

(iii) Applying technical expertise;

(iv) Customer and stakeholder orientation;

(v) Drive for results;

(vi) Continuous learning and knowledge sharing; and

(vii) IT Proficiency

Terms and Conditions of Service:

All the positions will be on pensionable terms of service.

How to apply:

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

The Chief Executive Officer,

Water Services Regulatory Board,

P.O. Box 41621- 00100,

NAIROBI

So as to be received not later than **23.59 hours on Monday 13th February, 2023**. **Due to the threat caused by COVID -19**, the applications should be submitted only through electronic means. They should be sent via email to recruitments@wasreb.go.ke with **only 'POSITION APPLIED FOR' as the subject line**.

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

Any form of canvassing will lead to automatic disqualification.

Only short-listed applicants will be contacted. Successful 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***