

JOB OPPORTUNITIES AT WASREB

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 management team, we wish to recruit highly motivated professionals to fill the following positions:

1. DIRECTOR, LICENSING, STANDARDS, ADVOCACY & PUBLIC EDUCATION (WASREB 2)

a) Job Purpose

Responsible for setting standards, licensing, ensuring service viability and advocacy through public education in Water Service delivery.

b) Reporting Relationship

This role reports to the Chief Executive officer

c) Supervises

Manager Licensing, Manager Standards, Manager Tariffs, and Manager Advocacy & Public Education

d) Job Specification

- (i) Co-ordinate the determination of standards for water service provision including asset development and management, water quality, tariffs, governance, and complaints handling;
- (ii) Co-ordinate the licensing of water services providers;
- (iii) Co-ordinate the evaluation of the pricing for water;
- (iv) Oversee independent review or analysis of water and waste water quality reports;
- (v) Liaise with communication team on dissemination of engineering regulations, rules, and standards to targeted users;
- (vi) Undertake engineering data and information verification and analysis;

- (vii) Review all water and sanitation engineer, inspector, contractors, and system operator license applications and approve license issuance;
- (viii) Facilitate effective engagement with various stakeholders to build good will and create enabling environment for water service provision;
- (ix) Develop a model memorandum of articles of association to be used by WSPs;
- (x) Stipulate instances and terms for take-over of WSP by WWDA;
- (xi) Undertake the development of criteria and guidelines for the establishment of water consumer groups;
- (xii) Support the establishment, roll out and active voluntary participation of water consumer groups in relevant key activities in water service regulation;
- (xiii) Liaises with communication team on dissemination of institutional operational and capacity building regulations, rules, and standards to targeted users;
- (xiv) Ensure reporting on work done into the reporting structures in the Board on a monthly; quarterly or annual basis;
- (xv) Play a senior leadership role in bringing the WASREB internal community along to support the outputs delivered by developing effective and strategic relationships;
- (xvi) Develop strategies and tools for improving customer services in the sector;
- (xvii) Promote stakeholder/public participation in the provision of water services;
- (xviii) Create and manage platforms for engagement with stakeholders;
- (xix) Develop and implement collaborative arrangements and networking with stakeholders;
- (xx) Play a senior leadership role in bringing external stakeholders along with the WASREB through open, professional, and proactive engagement and with enforcement partners in relation to specific cases;
- (xxi) Build a highly effective team, by leading, managing and motivating staff and by directing and coaching them where appropriate, so that they achieve excellence in delivery;
- (xxii) Take responsibility for the reports emerging from the Directorate and all documentation sent to the CEO;
- (xxiii) Coordinate the Directorate's budgeting and Cost containment within the budget;
- (xxiv) Manage the skills development for staff to ensure that training needs are properly identified and appropriate training is arranged;
- (xxv) Manage and conduct performance management reviews for the

Directorate;

- (xxvi) Work closely with departmental heads to develop goals and initiatives;
- (xxvii) Ensure quality control of work;
- (xxviii) Liaise with stakeholders on financial sustainability of water utilities;
- (xxix) Responsible for physical assets assigned by the Board;
- (xxx) Plans & assigns the work to subordinates;
- (xxxi) Monitors subordinates work performance; and
- (xxxii) Appraises/evaluates subordinates' performance

e) Person Specification

- (i) Master's Degree in Engineering, Business Administration, or a relevant field from a recognized institution
- (ii) Bachelor's degree in Civil Engineering or any other relevant field from a recognized institution
- (iii) Membership of a professional body and in good standing;
- (iv) Leadership course lasting not less than four (4) weeks;
- (v) Twelve (12) years Relevant work experience with five (5) years in Senior Management;
- (vi) Meet the requirements of Chapter Six (6) of the Constitution.

f) Key Competencies and Skills

- (i) Communicating with impact;
- (ii) Leading and managing people;
- (iii) Applying technical expertise;
- (iv) Planning and organizing;
- (v) Managing performance;
- (vi) Budgeting and resource management;
- (vii) Customer and stakeholder orientation;
- (viii) Formulating policy and strategies;
- (ix) Leading and managing change;
- (x) Leading and managing programmes;
- (xi) Initiating and deciding actions;
- (xii) Strategic visioning and innovative thinking;
- (xiii) Coaching and mentoring;
- (xiv) Relating and networking; and
- (xv) IT Proficiency

2) SENIOR ACCOUNTANT (WASREB 4)

a) Job Purpose

Responsible for implementation of sound accounting and financial management systems in line with Public Finance Management Act and International Public Sector Accounting Standards.

b) Reporting Relationship

This role reports to the Manager Finance and Accounts

c) Supervises

Accountants

d) Job Specification

The duties and responsibilities entail:

- (i) Post approved a budget to specific accounts in the ERP financial system and develop budget utilization reports;
- (ii) Process online approval of LPO in the ERP financial system for budget allocation;
- (iii) Preparation of the budget, control, and periodic financial reporting;
- (iv) Design and Implement an efficient and effective monitoring tool to maintain action plans in line with budgets and forecasts;
- (v) Monitor budget utilization to ensure efficient utilization of allocated funds and alert management of any risk exposures;
- (vi) Examine monthly expenditure controls and commitments to identify possible budget deficits and alert management to allocate additional funds or control expenditure;
- (vii) Review of financial procedures and policies in line with the regulations while ensuring compliance with internal controls;
- (viii) Analyse, reconcile, and maintain the general ledger accounts, while establishing any un reconciling items;
- (ix) Prepare monthly journal entries and adjustments, including supporting documentation and appropriate descriptions;
- (x) Prepare and analyse income statement and balance sheet schedules for annual audit;
- (xi) Coordinate external and internal Audits and ensure its effective implementation of recommendation;
- (xii) Preparation and submission of financial, accounting and

management reports on weekly, monthly, quarterly, and annually for decision making

- (xiii) Coordinate monthly cash book and bank reconciliations;
- (xiv) Preparation and management of weekly, monthly, and annual Cash flows forecasting and reporting;
- (xv) Updating the Asset movement Register in the ERP;
- (xvi) Revenue collection, reconciliation and reporting
- (xvii) Assisting in setting targets and appraising staff in the department.

e) Person Specification

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in Commerce, Business Administration, or related field;
- (ii) Certified Public Accountant of Kenya (CPAK);
- (iii) At least six years (6) work experience, four (4) of which must be in a supervisory position in the public or private sector;
- (iv) A member in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK);
- (v) Management course lasting not less four (4) weeks from a recognized institution;
- (vi) Proficiency in Computer applications;
- (vii) Demonstrated results in work performance; and
- (viii) Meet the requirements of Chapter Six (6) of the Constitution.

f) 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) Proficiency in IT

3) STANDARDS OFFICER (WASREB 6/5)

a) Job Purpose

An officer at this level will work under the guidance and supervision of a Manager/Senior Officer in developing standards for Water Service delivery.

b) Reporting Relationship

Senior Standards Officer

c) Supervises

None

d) Job Specification

The duties and responsibilities entail:

- (i) Review proposed standards and give recommendations.
- (ii) Maintain a register of all standards
- (iii) Propose areas of research.
- (iv) Assisting in the development of standards

e) Person Specification

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in Civil Engineering or any other relevant field from a recognized institution with at least Two (2) years' work experience or Entry level for Grade 6;
- (ii) Meet the requirements of Chapter Six (6) of the Constitution.

f) 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) MONITORING AND INSPECTORATE OFFICER (WASREB 6/5)

a) Job Purpose

An officer at this level will work under the guidance and supervision of a Manager/ Senior Officer in monitoring and inspecting water utilities against set standards for Water Service delivery.

b) Reporting Relationship

Senior Monitoring and Inspectorate Officer

c) Supervises

None

d) Job Specification

The duties and responsibilities entail assisting in:

- (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 analyse capital works plan of the WSPs and Water Works Development Agencies (WWDAs);
- (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 licence 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;

e) Person Specification

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in Analytical Chemistry, Biochemistry, Microbiology or any other relevant field from a recognized institution with at least Two (2) years' work experience or Entry level for grade 6;
- (ii) Meet the requirements of Chapter Six (6) of the Constitution.

f) 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

5) TARIFFS OFFICER (WASREB 6/5)

a) Job Purpose

An officer at this level will work under the guidance and supervision of a Manager/ Senior Officer in supporting water service regulatory activities through provision of economic/financial analysis to promote efficiency and viability in the provision of water services.

b) Reporting Relationship

Senior Tariffs Officer

c) Supervises

None

d) Job Specification

Duties and responsibilities at this level will entail:

- (i) Assist in evaluation of tariff applications
- (ii) Assist in monitoring the implementation of tariffs
- (iii) Analyse quarterly data on tariff implementation
- (iv) Assist in tariff implementation reviews
- (v) Assist in data analysis for annual sector report
- (vi) Any other duties as may be assigned
- (vii) Assist in analysing trends in revenues and expenses of institutions in the water sector.

e) Person Specification

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in Economics from a recognized institution;
- (ii) Qualification in Finance or Accounting – CPA Part II, or ACCA Part II;
- (iii) At least 2 years' experience in the relevant field or Entry level for Grade 6;
- (iv) Meet the requirements of Chapter six of the Kenyan Constitution on Leadership and Integrity;
- (v) Any other qualification as may be adjudged as relevant by the

Board

f) Key Competencies and Skills

- (i) IT proficiency
- (ii) Strong analytical, problem solving and decision-making skills
- (iii) Effective communication and presentation skills
- (iv) Project planning and management skills
- (v) Must be able to undertake medium to long-term financial analysis and investment planning
- (vi) Strategic leadership skills
- (vii) Effective interpersonal and communication skills
- (viii) High Integrity and team building skills
- (ix) Proven intellectual leadership in managing people, operations, and financial resources
- (x) Proven ability to think strategically and design long term plans;
- (xi) Ability to drive change and innovation
- (xii) Ability to work under minimum supervision

6) PLANNING OFFICER (WASREB 6/5)

a) Job Purpose

An officer at this level will work under the guidance and supervision of a Manager/Senior Officer in supporting research, planning and compliance to promote efficiency and viability in the provision of water services.

b) Reporting Relationship

Senior Planning Officer

c) Supervises

None

d) Job Specification

The duties and responsibilities will entail:

- (i) Reviewing of WASREB internal policies, regulations, guidelines;
- (ii) Conducting research covering in all areas of operations including on annual surveys quality and value of accreditation service and other service charter commitment;
- (iii) Reviewing the citizen service delivery charter;

- (iv) Undertaking studies as per the organization strategic plan and performance contract;
- (v) Tracking the Strategic Plan implementation;
- (vi) Carrying out Corporate monitoring and evaluation;
- (vii) Preparing monthly, quarterly, semi-annual, and annual organisational performance report;
- (viii) Preparing, implementing, monitoring, and evaluating WASREB's; work plans and Performance Contract (PC).

e) Person Specification

For appointment to this grade, a candidate must have:

- i. Bachelors' degree in Economics from recognized institutions;
- ii. At least 2 years' experience in the relevant field or Entry level for grade 6
- iii. Proficiency in Computer applications
- iv. Meet the requirements of Chapter Six (6) of the Constitution.

f) 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

7) LEGAL OFFICER (WASREB 6/5)

a) Job Purpose

An officer at this level will work under the guidance and supervision of a Manager/ Senior Officer in supporting water service regulatory activities through provision of legal services to promote efficiency and viability in the provision of water services.

b) Reporting Relationship

Senior Legal Officer

c) Supervises

None

d) Job Specification

This is the entry grade for this cadre and 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) Drafting 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 in regard to the **Board Secretariat** 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.

e) Person Specification

For appointment to this grade, a candidate must have:

- (i) For Officer at Grade 5, At least two (2) years relevant work experience or Entry Level for Grade 6
- (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.

f) Key Competence 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:

The position of Director Standards, Licensing & Advocacy will be on Five (5) year contract renewable once on satisfactory performance, while all the other 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 Tuesday 15th September 2020**. **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 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 9001:2008 Certified