EXCELLENT CAREER OPPORTUNITIES

27TH October,2026

The Water Services Regulatory Board (WASREB) is the national regulator for water and sanitation services. Established under Sections 70 and 72 of the Water Act, 2016 (No. 43 of 2016), its principal objective is to protect consumers' interests and rights in the provision of water services.

Pursuant to Section 72(1)(b) of the Water Act, 2016, WASREB's regulatory mandate is organised around four primary operational pillars: economic regulation, standards setting and enforcement, consumer protection, and inclusive development. The Board undertakes economic regulation by evaluating and approving cost-reflective water and sewerage tariffs, thereby supporting the financial sustainability of Water Service Providers (WSPs) while maintaining affordability. It also sets and enforces national standards by licensing WSPs, establishing key performance indicators (KPIs), and monitoring compliance across all 47 counties. To safeguard the public interest, the regulator maintains robust dispute-resolution mechanisms for addressing consumer complaints and audits utility performance. In advancing the socio-economic agenda, it issues targeted regulatory guidelines and coordinates financing strategies to progressively expand infrastructure and ensure equitable access to basic water services for marginalised, rural, and low-income urban communities. In addition, the Board maintains a national database and information system on water services, reports annually to the public, and advises on related matters.

To strengthen our capacity, Board wishes to recruit qualified and dedicated staff to fill the following vacant positions:

1. JOB DESCRIPTIONS AND SPECIFICATIONS FOR DIRECTOR, CORPORATE SERVICES, WASREB GRADE 2

(a) Job Purpose

The Corporate Services Directorate is established to provide leadership and coordination and management of Strategy, Finance and Accounts, Human Resource Management and Administration, Corporate Planning, Information

Communication Technology and Corporate Communications to achieve the mandate of WASREB.

(b) Job Descriptions

The duties and responsibilities of the officer will entail: -

(i) Coordinating formulation, implementation and review of human resource management, finance & accounts, administration, corporate planning and ICT policies, strategies, standards, guidelines, procedures and programmes;
(ii) Ensuring alignment of the Board's plans with national water policies, climate strategies, and the Sustainable Development Goals (SDGs).
(iii) Coordinating risk management in the Board
(iv) Coordinating and lead the Board's quality assurance programme and ensure management systems, processes and procedures for quality assurance are established and maintained;
(v) Ensure the establishments and implementation of effective Human resource management, finance & accounts, administration and ICT structures and systems;
(vi) Initiating development, implementation and review of performance management and improvement strategies at the Board;
(vii) Planning and budgeting for the Board's activities
(viii) Establishing and managing the Board's registries and ensuring safe custody of all records;
(ix) Ensuring prudent utilization of the Board's resources, facilities and equipment;
(x) Ensuring effective implementation and compliance with all statutory/legislative requirements relating to human resource and administration, finance and accounts and ICT;
(xi) Ensuring conducive work environment at the WASREB's;
(xii) Oversee the development and implementation of policies and strategies for enhancing the visibility and reputation of the Board;
(xiii) Oversee the development of policies and strategies to promote public education and advocacy in the water and sanitation sector

(c) Job Specifications

For appointment to this grade, a candidate must have: -

(i) A minimum period of fifteen (15) years' cumulative relevant work experience, five (5) years of which should have been at the grade of Assistant Director or in a comparable position;
(ii) Bachelor's Degree in any of the following disciplines: - Commerce, Business Administration, Sociology, Business Management, Public Administration, Human Resource, Finance, Economics, Computer Science, Information Communication and Technology, Public Relations or equivalent qualification from a recognized institution;

(iii) Master's Degree in any of the following disciplines: - Commerce, Business Administration, Sociology, Business Management, Public Administration, Human Resource, Finance, Economics, Computer Science, Information Communication and Technology, Public Relations or equivalent qualification from a recognized institution;
(iv) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
(v) Membership to a recognized professional body and in good standing;
(vi) Proficiency in computer applications;
(vii) Demonstrated managerial, administrative and professional competence in work performance and results; and
(viii) Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of corporate services function.

2. DEPUTY DIRECTOR, COMPLIANCE, WASREB GRADE 3

(a) Job Description

The duties and responsibilities will entail-

(i) Developing, implementing, and reviewing compliance and enforcement strategy;
(ii) Developing and reviewing standards and guidelines for the compliance function;
(iii) Monitoring the implementation of standards and guidelines for the compliance function;
(iv) Ensuring 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 resources;
(v) Establishing and recommending criteria for implementing the Special Regulatory Regime (SRR);
(vi) Spearheading inspections of water works and water services to ensure that such works and services meet the prescribed standards;
(vii) Monitoring progress in the implementation of the National Water Services Strategy;
(viii) Ensuring review and analysis of water and wastewater quality reports.
(ix) Monitoring and analyzing the performance of Water Service Providers.
(x) Coordinating capacity building of water service providers and County Governments on compliance matters.
(xi) Coordinating the division's budgeting and Cost containment within the budget.
(xii) Managing performance management reviews for the Department.

(b) Job Specifications

For appointments for this grade, an officer must have: -

(i) A minimum of fifteen (15) years cumulative relevant work experience, three (3) at the level of Assistant Director, Compliance and Enforcement or in a comparable and relevant position;

(ii) Bachelor's degree in any of the following disciplines: Engineering, Law, Business, Economics, Analytical chemistry, chemistry, Biochemistry, Information Communication Technology (ICT), or equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines: Engineering, Law, Business, Economics, Analytical chemistry, Chemistry, Biochemistry, Information Communication Technology (ICT), or equivalent qualification from a recognized institution;

(iv) Certificate in Leadership Course lasting not less than 4) four weeks from a recognized institution

(v) Membership with a relevant professional body, where applicable and in good standing;

(vi) Proficiency in computer applications; and

Demonstrated merit and ability as reflected in work performance and results.

3. SENIOR OFFICE ADMINISTRATOR, WASREB GRADE 6

(a) Job Description

Duties and responsibilities at this level will entail:

(i) recording dictation in shorthand and transcribing it in typewritten form;
(ii) typing from manuscripts;
(iii) processing data;
(iv) coordinating the management of e-office;
(v) ensuring security of office records, documents and equipment;
(vi) operating office equipment;
(vii) attending to visitors/clients;
(viii) management of office protocol;
(ix) managing office petty cash;
(x) handling telephone calls and appointments; and
(xi) undertaking any other secretarial duties that may be assigned.

(b) Job Specifications

For appointment to this grade, an officer must have:

(i) At least six (6) years' relevant work experience, three (3) of which should have been in the grade of Office Administrator I or in a comparable position;

(ii) Bachelor's degree in any of the following disciplines: Secretarial Studies, Business and Office Management or its equivalent qualification from a recognized institution;

OR

(iii) Bachelor's degree in social sciences plus a Diploma in Secretarial Studies from a recognized institution;

(iv) Proficiency in computer application skills from a recognized institution; and

(v) Shown merit and ability as reflected in work performance and results.

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

Further details regarding the requirements for the vacancies can be found on the Board's website www.wasreb.go.ke

All applications accompanied by a detailed Curriculum Vitae and copies of all relevant academic and professional certificates should be addressed to:

The Chief Executive Officer
Water Services Regulatory Board
P.O. Box 41621- 00100
Nairobi.

To be received not later than 23.59 hours on Monday **16th November,2026** the applications should be submitted only through electronic means. They should be sent via www.wasreb.go.ke through the vacancy's portal; with only 'POSITION APPLIED FOR' as the subject line.

WASREB is an equal opportunity employer and encourages applications from persons with disabilities, youth, minorities, marginalised communities and other under-represented groups."

.