



Central Rift Valley Water Works Development Agency

The Central Rift Valley Water Works Development Agency (CRVWDA) is one of the nine (9) Water Works Development Agencies established on 3rd May, 2016 as per the provisions of Article 65 of the Water Act 2016 through Legal Notice No. 27 of 26th April, 2019 by the Cabinet Secretary Ministry of Water & Sanitation.

The Central Rift Valley Water Works Development Agency was established to;

- i. Undertake the development, maintenance and management of the national public water works within its area of jurisdiction;
- ii. Operate the water works and provide water services as a water service provider, until such a time when the responsibility for the operation and management of the waterworks are handed over to a county government, joint committee, authority of county governments or water services provider within whose area of jurisdiction or supply the waterworks is located;
- iii. Provide reserve capacity for the purposes of providing water services where pursuant to section 103, the Regulatory Board orders the transfer of water services functions from a defaulting water services provider to another licensee;
- iv. Provide technical services and capacity building to such county governments and water services providers within its area as may be requested; and
- v. Provide to the Cabinet Secretary technical support in the discharge of his or her functions under the constitution and this Act.

To discharge the above mandate, the Agency seeks to recruit the following employees;

a)

1. Manager, Internal Audit Job Grade CRV 3 Job Ref /MIA/01/2025/26 (1post)

(a) Job Purpose

The Internal Audit Cadre will provide independent assurance on governance, risk management and internal controls to ensure the Agency complies with statutory regulations and internal policies and procedures

(a) Job Specifications

Duties and responsibilities at this level entail:

- i. Overseeing development, implementation and review of audit policies, strategies, standards and guidelines;
- ii. Providing independent assurance on risk management process on both design and operation;
- iii. Spearheading audit assignments in line with the approved audit work plan;
- iv. Overseeing compliance of accountable records and documents and preparing audit papers;
- v. Overseeing monitoring and evaluation of progress and effectiveness of action taken to implement audit recommendations received from internal and external audits;
- vi. Coordinating monitoring and reporting on the Agency overall risk profile;
- vii. Spearhead initiation of information systems audit engagements including testing and evaluation of programs, quality assurance, and reporting of audit results;
- viii. Overseeing preparation of reports and analyses that communicate audit results for the relevant business conditions and risks control;
- ix. Safeguarding the Agency's assets by establishing appropriate means of verifying their existence, ownership and valuation;
- x. Spearheading review and evaluating system of internal audit controls, assess their adequacy, effectiveness and proposing recommendations for their improvement;
- xi. Verifying data on periodical financial returns, estimates and expenditure;
- xii. Facilitating management of investigations by monitoring/tracking progress of cases allocated to auditors;
- xiii. Supporting various divisions in risk profiling;
- xiv. Facilitating research and benchmark on auditing and emerging technologies;
- xv. Initiating special audit and investigations and ensure that a follow up mechanism is established and implemented;
- xvi. Facilitating assessment of exposures resulting from ineffective or missing control practices; and
- xvii. Managing implementation of new technologies and business applications.

(b) Persons Specifications

For appointment to this grade, an officer must have:

- i. Cumulative service period of fifteen (15) years' work experience three (3) years should have been in the grade of supervisory role or in a comparable position in the Public Service or Private Sector;
- ii. Bachelor's Degree in any of the following disciplines: Accounting, Finance or Business Administration (Finance and Accounting option) or equivalent qualification from a recognized Institution;
- iii. Master's Degree in any of the following disciplines: Business Administration (Accounting/Finance Option) or equivalent qualification from a recognized Institution;
- iv. Certified Public Accountant of Kenya (K) or its equivalent;
- v. Registered member of ICPAK and or CFE (Certified Fraud Examiner) OR be a Member of the IIA/ISPAK and in good standing ;
- vi. Leadership course weeks from a recognized Institution;
- vii. Demonstrated managerial, administrative, and professional competence in work performance and results;
- viii. Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to the Agency's mandate.
- ix. Proficiency in computer applications.

2. Engineer 1 (Civil) Job Grade CRV 7~ Ref: CRVWWDA/E1/02/2025/26 (3 Posts)

(a) Job Purpose

The job entails identification, feasibility studies, detailed design and construction of water infrastructure to increase area from diverse water sources that include rivers, lakes, ground water as well as the development and expansion of sanitation water harvesting and storage.

(b) Job Specifications

Duties and responsibilities entail:-

- i. Designing, installing and maintaining electrical engineering services in water works;
- ii. Supervising installation work carried out by contractors;

- iii. Preparing requisitions and specifications for new equipment and processes tenders;
- iv. Controlling funds and materials issued to a unit
 - v. Designing project; project costing and budgetary preparations; documenting and managing contract;
 - vi. Ensuring professional standards and undertaking quality control;
- vii. Preparing technical specification and evaluation of tenders for vehicles, plant and equipment;
- viii. Preparing tender documentation for sale of plant, vehicles and equipment;
- ix. Drafting general layout drawing for new workshops and workshops improvements;
- x. Maintaining records and preparing reports on testing programmes for vehicles and plants;
- xi. Implementing equipment management systems;
- xii. Maintaining and submitting updated inventory of monitor vehicles, plant and equipment.
- xiii. Participating in detailed investigations for water development projects for carrying out feasibility studies and detailed design;
- xiv. Participating in feasibility or technical studies to establish water potential of new sites and areas;
- xv. Preparing project proposals and concept notes as well as project prioritization;
- xvi. Monitoring the implementation and timely delivery of all outsourced water planning and design projects including certification of sub-contractor valuations and final accounts;
- xvii. Ensures compliance with water standards, codes of practice and environmental and social safeguards guidelines to ensure ecosystems integrity, social safeguards, agro-diversity, as well as environmental conservation;
- xviii. Participates in water site visits, meetings, and presentations.
- xix. Tracking construction schedules and associated costs.

(c) Person Specifications

- i. Cumulative service period of three (3) years relevant work experience as an Engineer II or in a comparable position;
- ii. Bachelor Degree in any of the following disciplines: Civil Engineering Water Engineering, Structural Engineering or any other relevant qualification from a recognized institution;

- iii. Registered with the Engineers Board of Kenya;
- iv. Proficiency in computer applications.

3. Senior Office Administrator Job Grade CRV 6-Ref: CRVWWDA/SOA/03/2025/26 (1 Post)

(a) Job Purpose

The office administrators are responsible for the efficient management of office functions in the Agency. An officer at this level will work under the guidance of a senior manager.

(a) Job Specifications

Duties and responsibilities at this level entail:

- i. Taking oral dictation;
- ii. Using e-office to research and process data;
- iii. Attending to visitors/clients;
- iv. Handling telephone calls;
- v. Handling customer inquiries and complaints; coordinating schedules of meetings and appointments;
- vi. Coordinating travel arrangements;
- vii. Ensuring security of office records, equipment and documents including classified materials;
- viii. Ensuring security, integrity and confidentiality of information;
- ix. Maintaining an up to date filing system in the office;
- x. Preparing responses to routine correspondence;
- xi. Overseeing office protocol and etiquette
- xii. Managing office protocol and etiquette; and
- xiii. Guiding and supervising other office administrative services personnel;
- xiv. Maintaining office diary, appointments and travel itineraries;
- xv. Coordinating schedules of meetings;
- xvi. Monitoring procedures for record keeping of correspondence and file movements
- xvii. Supervising office cleanliness and;
- xviii. Establishing and monitoring procedures for record keeping of correspondence and file movement

(c) Person specification

For appointment to this grade, an officer must have:

- i. Cumulative service period of 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 in the Public Service or Private Sector.
- ii. Bachelor's Degree in Secretarial Studies from a recognized institutions;

OR

Bachelor of business and Office Management from a recognized Institution plus a Diploma in Secretarial Studies from a recognized institution;

OR

Bachelor's Degree in Social studies from a recognized institution plus s Diploma in Secretarial Studies from a recognized institution;

- iii. Membership to a relevant professional body
- iv. Management Course from a recognized Institution
- v. Proficiency in computer applications.

4. Geologist II Job Grade CRV 8-Ref: CRVWWDA/G/04/2025/26 (1 Post)

(a) Job Purpose

The Geologist will be responsible for analyzing rocks, minerals and other geological minerals to understand their formation and how they contribute to physical environment.

(b) Job Specifications

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities entail:

- i. Participating in carrying out hydro-geological, hydro-geophysical, hydro-geophysical, hydro-geochemical; and hydro-geotechnical surveys;
- ii. Participation in carrying out environmental investigations
- iii. Preparing hydrogeological maps and reports;
- iv. Collecting collating and storing ground water data and information;

- v. Participating in drilling and other activities related to exploration; assessment and development of groundwater resources; and
- vi. Drafting borehole drilling reports

(c) Person Specifications

For appointment to this grade a candidate must have: -

- i. Bachelor's Degree in any of the following disciplines: Geology, Applied Geology, Hydrology, Engineering Geology, Environmental Geology, Geochemistry, Geophysics or equivalent qualifications from a recognized institution;
- ii. Registration with the Geological Society of Kenya;
- iii. Member of Geological Board of Kenya;
- iv. Management course from a recognized institution
- v. Proficiency in computer applications.

5. PLANNING OFFICER I CRV GRADE 7, Ref: CRVWDA/PO I/05/2025/26 (1Post)

(a) Job Purpose

The job is responsible for spearheading the Agency policy and strategy formulation and execution, planning and performance management, monitoring and evaluation, projects management, and budget forecasting for realization of Agency vision.

(b) Job Specifications

Duties and responsibilities at this level entail:

- (i) Implementing Agency strategy and planning policies, procedures, systems, standards and guidelines;
- (ii) Implementing methodologies for monitoring and evaluating the development impact of the Agency operations.
- (iii) Monitoring and evaluating the implementation of Agency Service Delivery Charter;
- (iv) Analyzing enterprises undertaken in all directorates and divisions;
- (v) Implementing the Agency Strategic Plan ;
- (vi) Assessing the overall Agency performance as per the performance contract;
- (vii) Implementing the performance contracts, strategic plan and other plans for the Agency and
- (viii) Preparing periodic reports of project results and strategy implementation in line with

the Agency Strategic Plan

(c) Person Specification

For appointment to this grade, a candidate must have:

- i. Cumulative service period of three(3) years' work experience in the grade of Planning Officer II or in a comparable position in the Public Service or Private Sector;
- ii. Bachelor's Degree in any of the following disciplines: - Economics, Statistics, Business, Quality Assurance, or equivalent qualification from a recognized Institution; and
- iii. Proficiency in computer applications

6. Information Communication Technology Officer II Job Grade CRV 8 Ref: CRVWWDA/ICTO/06/2025/26 (1Post)

(a) Job Purpose

The purpose of the job is to ensure that the Agency leverages on Information Technology to deliver its mandate.

(b) Job Specifications

Duties and responsibilities at this level entail:

- i. Analysing, designing, testing and implementing ICT applications;
- ii. Providing advanced user support;
- iii. Maintaining and support ICT systems;
- iv. Training end users in ICT systems;
- v. Repairing and maintaining ICT equipment;
- vi. Receiving, installing, certifying and configuring ICT equipment;
- vii. Maintaining and updating Website and portals;
- viii. Configuring and maintaining local area networks and wide area networks;
- ix. Updating and maintaining ICT equipment inventory;
- x. Preparing ICT technical specifications and user manual and documentations;
and
- xi. Escalating any faults for further action.

(c) Person specification

For appointment to this grade, a candidate must have:

- i. Bachelor of Science degree in any of the following fields: Computer Science, Computer Technology, Informatics, Computer Science & Technology, Information Systems, Informatics and Computer Science, Information Technology, Computer Security and Forensics, Business Information Technology, Electrical/Electronic Engineering, Telecommunications Engineering or its equivalent qualification from a recognized Institution.

7. Driver II Job Grade CRV 11-Ref: CRVWDA/DII/07/2025/26 (3 Posts)

(a) Job Purpose

The primary purpose of drivers is for providing secure and timely driving services to employees and other authorized stakeholders of CRV. They also ensure that the vehicles are maintained and in good condition for smooth mobility.

(b) Job Specifications

Duties and responsibilities at this level entail:

- i. Driving vehicles as authorized;
- ii. Keeping up to date work tickets for vehicles assigned to;
- iii. Cleaning of the assigned motor vehicle;
- iv. Maintaining a proper mechanical working condition of the vehicle;
- v. Ensuring security and safety of passengers and vehicle on and off the road;
- vi. Adhering to or observing of traffic laws;
- vii. Reporting any incidents to police and/or the office immediately they occur;
- viii. Detect common mechanical faults.

(c) Person Specifications

For appointment to this grade a candidate must have:

- i. At least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized Institution;
- ii. Valid driving license category C and D free from any current endorsements;
- iii. Occupational Trade Test III Certificate;

- iv. First Aid Certificate Course lasting not less than one (1) week from St. Johns Ambulance or any other recognized Institution; and
- v. Proficiency in computer applications.

Application Method

If your background, experience, and competencies match the above specifications, please send your applications (**only hard copy**) in a clearly marked envelope indicating the Job Reference Number to the Chief Executive Officer, through the address shown herein below to reach him on or before 16th June, 2026.

Note: Those who had applied for the re-advertised positions need not to re-apply.

The Agency is an equal opportunity employer and encourages all qualified persons including youth, women, and persons living with disability and persons from minority groups to apply.

The Chief Executive Officer,
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P. O. Box 2451,

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