



EMPLOYMENT OPPORTUNITIES

The Coast Water Works Development Agency (CWWDA) is a state corporation in the Ministry of Water, Sanitation and Irrigation (MWS&I) created under the water Act 2016. The Agency operates across six (6) counties in the Coast Region, namely Lamu, Tana River, Kilifi, Mombasa, Kwale and Taita Taveta.

The mandate of the Agency is to develop, maintain and manage National Public Water Works within its area of jurisdiction.

In order to strengthen its human resource capacity, the Agency wishes to recruit self-driven, result oriented and highly motivated professionals of high integrity to fill the vacant positions as follows: -

1.DIRECTOR CORPORATE SERVICES (1 POST), JOB GRADE 2

Terms of Service:

Five (5) years Contract renewable once subject to performance and retirement age.

Basic Salary: (KES 202,292) per month

Allowances and Benefits: As applicable to employees of CWWDA

(a)Job Description

The Director, Corporate Services will be responsible to the CEO for effective coordination and management of Corporate Services.

Duties and responsibilities will entail: -

1. Coordinate activities related to finance and accounts, information technology, corporate planning, corporate communication and legal services in the Agency;
2. Initiate the development of policies, plans and strategies in the functional areas of finance and accounts, information technology, corporate planning, corporate communication and legal services;
3. Foster a culture that promotes team capability and reflects the values which facilitate performance, professionalism and innovation by staff throughout the Agency;
4. Ensure financial prudence and discipline for financial accounting, budgeting and budgetary controls in compliance with the set legal guidelines;

5. Ensure effective implementation and compliance with all legislative requirements relating to corporate services functional areas; and
6. Provide a conducive work environment in the Agency.

(b)Person Specifications

For appointment to this grade, an Officer must have,

1. Cumulative service period of fifteen (15) years' relevant work experience, five (5) of which should have been at least at the grade of Assistant Director and above or in a comparable position;
2. Bachelor's Degree in any of the following fields: Commerce, Accounting, Business Administration, Finance, or any other equivalent qualification from a recognized institution;
3. Master's Degree in any of the following disciplines: Economics, Finance, Business Administration, Public Policy, Corporate Governance, Strategic Management, Business Management or other relevant and equivalent qualifications from a recognized institution;
4. Membership to a relevant professional body and in good standing where applicable;
5. A valid practicing certificate where applicable;
6. Leadership course lasting not less than four (4) weeks from a recognized institution;
7. Proficiency in computer applications; and
8. Demonstrated managerial, administrative and professional competence in work performance and results.

2.SENIOR ENGINEER (MECHANICAL) – (1 POST) JOB GRADE 6

Terms of Service: Permanent and Pensionable

Basic Salary: (KES 75,253) per month

Allowances and Benefits: As applicable to employees of CWWDA

(a)Job Description

Duties at this level will include:

1. Developing design drawings and specifications;
2. Repairing and maintaining motor vehicle, plants and machinery;
3. Inspecting motor vehicles and plants and recommending required repairs or verifications of the required spare parts for motor vehicles and machinery;
4. Preparing valuation reports on motor vehicles, plants, machinery and mechanical equipment;
5. Ensuring effectiveness and quality control of repairs of machinery;
6. Inspecting and evaluating motor vehicles and machinery as required; and participating in preparing tender documents for motor vehicles, machinery and spare parts.

(b)Person Specifications

For appointment to this grade, an Officer must have: -

1. Cumulative service period of six (6) years' relevant work experience, three (3) of which must have been at the grade of Engineer I or in a comparable position;
2. Bachelor's Degree in Mechanical Engineering, or an equivalent qualification from a recognized Institution;
3. Registration with Engineers Board of Kenya (EBK);
4. Proficiency in computer applications; and
5. Shown merit and ability as reflected in work performance and results

3.PRINCIPAL ICT OFFICER - (1 POST) JOB GRADE 5

Terms of Service: Permanent and Pensionable

Basic Salary (KES 88,793) per month

Allowances and Benefits: As applicable to employees of CWWDA

(a) Job Description

Duties and responsibilities at this level will entail:

1. Coding and testing computer programs;
2. Performing technical and system documentation tasks on database Maintenance;
3. Developing a systematic coding system;
4. Carrying out system feasibility studies, analysis, design and program specifications in direct liaison with users;
5. Preparing progress reports of the systems and developments; and
6. Supervising and compiling overall system documentation and ensuring adherence to systems documentation and standards.

(b)Person specifications

1. Cumulative service period of nine (9) years' work experience, three (3) years of which should have been at the grade of Senior Information Communication Technology Officer or in a comparable position;
2. Bachelor's Degree in any of the following disciplines: Computer Science, Information Communication Technology, Business Information Technology; Information Technology or relevant and equivalent qualification from a recognized institution;
3. Relevant ICT Certification such as CCNP, MCSE, CISA, CISSP, Prince 2 or relevant and equivalent qualification from a recognized institution;
4. Management course lasting not less than four (4) weeks from a recognized institution.
5. Membership from a relevant professional body and in good standing where applicable and;
6. Shown merit and ability as reflected in work performance and results.

4.CORPORATE COMMUNICATION OFFICER 1 - (1 POST) JOB GRADE 7

Terms of Service: Permanent and Pensionable

Basic Salary: (KES 51,625) per month

Allowances and Benefits: As applicable to employees of CWWDA

(a) Job Description

Duties and responsibilities at this level will entail:

1. Collecting and collating information on articles in the media pertaining to the Board and writing reports;
2. Preparing media supplements and documentaries, press/media releases and features;
3. Assisting in editing publications and media liaison;
4. Participating in preparing and organizing forums to promote and propagate the Board's agenda;
5. Participating in organizing corporate events and launches;
6. Preparing communication materials, including press releases, talking points, reports, speeches web material and videos;
7. Collecting information on communication needs assessment, perceptions, attitude, corporate reputation and recommend intervention measures;
8. Assisting in media commentary and analysis of print, electronic and social media; and
9. Developing IEC materials.

(b) Person Specifications

For appointment to this grade, an Officer must have:

1. Cumulative service period of three (3) years' relevant work experience at the grade of Corporate Officer II or in comparable position;
2. Bachelor's Degree in any of the following disciplines: Public Relations, Corporate Communications, Journalism, Mass Communication or any other equivalent qualification from a recognized Institution; and
3. Proficiency in computer applications; and
4. Shown merit and ability as reflected in work performance and results

5.ENGINEER I (CIVIL) - (3 POSTS) JOB GRADE 7

Terms of Service: *Permanent and Pensionable*

Basic Salary: *(KES 51,625) per month*

Allowances and Benefits: *As applicable to employees of CWWDA*

(a) Job Description

Duties and responsibilities at this level will entail:

1. Conducting detailed design;
2. Supervising construction and maintenance of water and sanitation development projects;
3. Undertaking construction of small grade water and sanitation projects;
4. Assisting in developing and implementing investment plans and infrastructure;
5. Certifying payments for completed small grade projects such as pans, boreholes, shallow wells; and
6. Generally administering projects carried out by consultants, contractors including preparing compensation documents.

(b) Person Specifications

For appointment to this grade, an Officer must have: -

1. Cumulative service period of three (3) years' relevant work experience at the grade of Engineer II or in comparable position;
2. Bachelor's Degree in Civil Engineering or equivalent qualification from a recognized Institution;
3. Registration with Engineers Board of Kenya (EBK) as a Graduate Engineer; and
4. Proficiency in computer applications;
5. Shown merit and ability as reflected in work performance and results

6.ENGINEER I (ELECTRICAL) - (2 POSTS) JOB GRADE 7

Terms of Service: *Permanent and Pensionable*

Basic Salary: *(KES 51,625) per month*

Allowances and Benefits: *As applicable to employees of CWWDA*

(a)Job Description

Duties and responsibilities will entail:

1. Interpreting and carrying out advanced electrical works, diagrams using correct symbols;
2. Testing of alternator relays and armature resistance and continuity etc.; repair of large battery charging plants;

3. Examining batteries for slugging, sulphation;
4. Assisting in interpretation of given drawing symbols; and
5. Repairing of electrical components of machinery and plant equipment.

(b) Person Specifications

For appointment to this grade, an officer must have:

1. Cumulative service period of three (3) years' relevant work experience at the grade of Engineer II or in comparable position;
2. Bachelor's Degree in Electrical Engineering or an equivalent qualification from a recognized Institution;
3. Registration with Engineers Board of Kenya (EBK) as a Graduate Engineer; and
4. Proficiency in computer applications;
5. Shown merit and ability as reflected in work performance and results.

7.ENGINEER I (MECHANICAL) - (2 POSTS) JOB GRADE 7

Terms of Service: Permanent and Pensionable

Basic Salary: (KES 51,625) per month

Allowances and Benefits: As applicable to employees of CWWDA

(a) Job Specification

Duties and responsibilities will entail:

1. Preparing detailed design drawings and specifications;
2. Repairing and maintaining motor vehicles, plants and machinery;
3. Carrying out repair work on motor vehicles and machinery;
4. Inspecting motor vehicles and plants and recommend necessary repairs; recommending motor vehicles and plants for boarding;
5. Verifications of the required spare parts for motor vehicles and machinery; preparing valuation reports on motor vehicles as required; and
6. Preparing motor vehicle and plant specifications.

(b) Person Specifications

For appointment to this grade, an officer must have: -

1. Cumulative service period of three (3) years' relevant work experience at the grade of Engineer II or in comparable position;

2. Bachelor's Degree in Mechanical Engineering, or an equivalent qualification from a recognized Institution;
3. Registration with Engineers Board of Kenya (EBK) as a Graduate Engineer; and
4. Proficiency in computer applications;
5. Shown merit and ability as reflected in work performance and results.

8.LABORATORY TECHNOLOGIST I (1 POST) JOB GRADE 7

Terms of Service: *Permanent and Pensionable*

Basic Salary: *(KES 51,625) per month*

Allowances and Benefits: *As applicable to employees of CWWDA*

(a)Job Description

Duties and responsibilities at this level will include:

1. Conducting water pollution control activities;
2. Preparing reports on water and waste water samples submitted to the laboratory;
3. Undertaking microbiological examination of water;
4. Storing laboratory specimens and equipment;
5. Monitoring water quality and safety;
6. Maintaining records and orders of supplies for chemicals, reagents, glassware, apparatus and consumable;

(b)Person Specifications

For appointment to this grade, an Officer must have: -

1. Cumulative service period of six (6) years relevant work experience, three (3) years of which should have been at the grade of Laboratory Technologist II or in a comparable position;
2. Diploma in Applied Sciences or relevant and equivalent qualification from a recognized Institution;
3. Proficiency in computer applications; and
4. Shown merit and ability as reflected in work performance and results.

9.INSPECTOR I (ELECTRICAL) - (1 POST) JOB GRADE 7

Terms of Service: *Permanent and Pensionable*

Basic Salary: *(KES 51,625) per month*

Allowances and Benefits: *As applicable to employees of CWWDA*

(a)Job Description

Duties and responsibilities at this level will include:

1. Interpreting and carrying out advanced electrical works, diagrams using correct symbols;
2. Testing alternator relays and armature resistance and continuity etc.; repairing large battery charging plants;
3. Examining batteries for slugging and sulphation;
4. Assisting in interpretation of given drawing symbols; and
5. Repairing electrical components of machinery and plant equipment.

(b)Person Specifications

For appointment to this grade, an Officer must have: -

1. Cumulative service period of six (6) years relevant work experience, three (3) years of which should have been at the grade of Inspector II (Electrical) or in a comparable position;
2. Diploma in Electrical Engineering or equivalent and relevant qualification from a recognized Institution;
3. Membership with Kenya Engineering Technologist Registration Board (KETREB);
4. Proficiency in computer applications; and
5. Shown merit and ability as reflected in work performance and results.

10.INSPECTOR I MECHANICAL (1 POST) JOB GRADE 7

Terms of Service: Permanent and Pensionable

Basic Salary: (KES 51,625) per month

Allowances and Benefits: As applicable to employees of CWWDA

(a)Job description

Duties and responsibilities at this level will include:

1. Maintaining machinery, motor vehicles and plants;
2. Testing of mechanical equipment;
3. Designing and modifying plant components;
4. Preparing an inventory of mechanical inspection works and services;
5. Recommending necessary repairs on motor vehicles and machinery;
6. Preparing progress reports on mechanical inspections.

(b)Person Specifications

For appointment to this grade, an Officer must have: -

1. Cumulative service period of six (6) years relevant work experience, three (3) years of which should have been at the grade of Inspector II (Mechanical) or in a comparable position;
2. Diploma in any of the following disciplines: - Mechanical Engineering; Automotive Engineering or equivalent and relevant qualification from a recognized Institution;
3. Membership with Kenya Engineering Technologist Registration Board (KETREB);
4. Proficiency in computer applications; and
5. Shown merit and ability as reflected in work performance and results.

11. SENIOR DRIVER (1 POST) JOB GRADE 8

Terms of Service: Permanent and Pensionable

Basic Salary: (KES 37,693) per month

Allowances and Benefits: As applicable to employees of CWWDA

(a)Job Description

Duties and responsibilities at this level will include:

1. Driving the vehicle as authorized;
2. Ensuring security and safety of the vehicle, passengers and goods on and off the road;
3. Maintaining daily work ticket;
4. Carrying out routine checks on vehicle's cooling, oil, electrical and brake systems and tyre pressure;
5. Detecting and reporting vehicle defects on time;
6. Ensuring vehicle cleanliness;
7. Ensuring routine service and maintenance of the vehicle;
8. Timely reporting of accidents and follow up of police abstract;
9. Vehicle inspection and keeping up-to-date insurance documents;
10. Updating inventory of vehicles; and
11. Supervising and guiding junior drivers.

(b)Person Specifications

For appointment to this grade, an Officer must have: -

1. Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Driver I or in a comparable position;
2. Kenya Certificate of Secondary Education (KCSE) mean grade D or its equivalent;

3. Valid Class BCE Driving License free from any endorsement;
4. Defensive Driving Certificate from a recognized institution;
5. Occupational Trade Test Grade I for drivers;
6. First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized Institution.
7. Certificate of good conduct from the Kenya Police Service;
8. Attended a refresher course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
9. Proficiency in computer applications; and
10. Shown merit and shown ability as reflected in work performance and results.

12.ARTISAN III, ELECTRICAL (PUMP OPERATOR) - (3 POSTS) JOB GRADE 11

Terms of Service: Permanent and Pensionable

Basic Salary: (KES 19,744) per month

Allowances and Benefits: As applicable to employees of CWWDA

(a)Job Description

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

Duties and responsibilities at this level will entail:

1. Maintaining and repairing equipment and electrical appliances;
2. Undertaking improvement, repair and maintenance work i.e. meter reading/pump attendant, Keeping records,

(b)Person Specifications

For appointment to this grade, a candidate must:

1. Certificate in National Trade Test III (Electrical) qualification from a recognized Institution;
2. Proficiency in computer applications.

13. OFFICE ADMINISTRATOR I - (1 POST) JOB GRADE 7

Terms of Service: *Permanent and Pensionable*

Basic Salary: *(KES 51,625) per month*

Allowances and Benefits: *As applicable to employees of CWWDA*

(a)Job Description

Duties and responsibilities will entail:

1. Taking oral dictation;
2. Word and data processing;
3. Managing e-office;
4. Establishing and monitoring procedures for record keeping of correspondence and file movements;
5. Ensuring security, integrity and confidentiality of data;
6. Operating office equipment;
7. Handling telephone calls and appointments;
8. Maintaining office diary and office itineraries
9. Managing office protocol and etiquette;
10. Ensuring security of office records, documents and equipment's;
11. Maintaining an up-to-date filing system in the office
12. Managing office petty cash;
13. Supervision of office cleanliness and
14. Undertaking any other office administrative services and duties that may be assigned from time to time

(b)Person Specifications

For appointment to this grade, an Officer must have:

For appointment to this grade an Officer must have: -

1. Cumulative service period of three (3) years relevant work experience at grade of office administrator II or in comparable position
2. Bachelor's degree in secretarial studies or Bachelor of Business and office management from a recognized institution;

OR

Bachelor's degree in social science plus a diploma in secretarial studies from a recognized institution.

3. Proficiency in computer applications; and

4. Shown merit and ability as reflected in work performance and results.

How to Apply

Interested and eligible candidates may access the detailed job description and person specifications on the CWWDA website (**www.cwwda.go.ke**) and apply for the position. Candidates should submit their applications, including the cover letter, a copy of their National ID, copies of their academic and professional certificates, testimonials, and a detailed CV, indicating current position, qualifications, working experience, names of three (3) relevant referees, current remuneration and daytime telephone.

Hard Copies will not be accepted and therefore applicants **MUST** submit their completed application via email (**recruitment@cwwda.go.ke**) quoting the **JOB TITLE** for the specific position addressed to; -

**The Chief Executive Officer
Coast Water Works Development Agency
P. O. Box 90417 - 80100
MOMBASA.**

Applications should be received by 24th August 2026, 5.00 P.M Local Time.

Please note: -

- (i) Applicants should provide all the details requested for in the advertisement. It is an offence to submit FAKE certificates during the application.
- (ii) Only shortlisted applicants will be contacted.
- (iii) Successful applicants will be required to provide valid chapter six (6) compliance documents in accordance with the constitution of Kenya as follows:
 - **EACC Clearance Certificate**
 - **KRA Tax Compliance Certificate**
 - **HELB Clearance Certificate**
 - **Certificate of good conduct from Directorate of Criminal Investigations**
 - **Certificate of Clearance from a reputable Credit Reference Bureau**
- (iv) Canvassing in any form will lead to automatic disqualification.
- (v) Coast Water Works Development Agency is an equal opportunity employer committed to inclusivity and diversity. Qualified persons with disabilities as well as individuals from marginalized and minority communities are encouraged to apply.
- (vi) Women are highly encouraged to apply.
- (vii) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic, professional certificates, transcripts and testimonials during interviews.
- (viii) Serving officers shall be required to avail original letters of appointment to the current substantive posts during the interviews.