



Ref /No: KEWI/C/ORG/1/2/32

Date: 16th May,2023

VACANT POSITIONS

Applications are invited from suitable qualified candidates for the following vacant positions;

S/ No.	Post	Job Grade	No. of Vacancies	Advert Number
1.	Deputy Director Corporate Services	KW 2	One (1)	Advert No. EXT/01/05/2023
2.	Deputy Director Research Consultancy and Technical Services	KW 2	One (1)	Advert No. EXT/02/05/2023
3.	Senior Principal Registrar	KW 3	One (1)	Advert No. EXT/03/05/2023
4.	Senior Principal Lecturer (Campus Principals)	KW 3	Three (3)	Advert No. EXT/04/05/2023
5.	Senior Principal Lecturer - Water Engineering	KW 3	One (1)	Advert No. EXT/05/05/2023
6.	Manager Internal Audit & Risk Assurance	KW 3	One (1)	Advert No. EXT/06/05/2023
7.	Manager Finance and Accounts	KW 3	One (1)	Advert No. EXT/07/05/2023
8.	Manager, Human Resource Management and Administration	KW 3	One (1)	Advert No. EXT/08/05/2023
9.	Principal Supply Chain Management Officer	KW 4	One (1)	Advert No. EXT/09/05/2023
10.	Principal Accountant	KW 4	One (1)	Advert No. EXT/10/05/2023
11.	Principal Human Resource and Administration Officer	KW 4	One (1)	Advert No. EXT/11/05/2023
12.	Principal Legal Officer	KW 4	One (1)	Advert No. EXT/12/05/2023
13.	Principal Planning, Resource Mobilization and Business Development Officer	KW 4	One (1)	Advert No. EXT/13/05/2023
14.	Senior Lecturer- Water Engineering	KW 5	One (1)	Advert No. EXT/14/05/2023
15.	Lecturers- (Civil engineering 2, Water engineering 3)	KW 6	Five (5)	Advert No. EXT/15/05/2023
16.	Records Management Officer	KW 6	One (1)	Advert No. EXT/16/05/2023
17.	Senior Librarian	KW 6	One (1)	Advert No. EXT/17/05/2023
18.	Senior Instructor	KW 6	Two (2)	Advert No. EXT/18/05/2023
19.	ICT Officer	KW 6	One (1)	Advert No. EXT/19/05/2023
20.	Finance Officer	KW 6	One (1)	Advert No. EXT/20/05/2023
21.	Senior Office Administrator	KW 7	Two (2)	Advert No. EXT/21/05/2023
22.	Senior Security Officer	KW 7	One (1)	Advert No. EXT/22/05/2023
23.	Technologist	KW7	One (1)	Advert No. EXT/23/05/2023
24.	Records Management Assistant	KW 8	Four (4)	Advert No. EXT/24/05/2023
25.	Library Assistant	KW 8	One (1)	Advert No. EXT/25/05/2023
26.	Office Administrator	KW 8	Six (6)	Advert No. EXT/26/05/2023
27.	Enrolled Nurse	KW 8	One (1)	Advert No. EXT/27/05/2023
28.	Human Resource and Administrative Assistant	KW 8	Two (2)	Advert No. EXT/28/05/2023
29.	Supply Chain Management Assistant	KW 8	Three (3)	Advert No. EXT/29/05/2023
30.	Senior Driver	KW 8	Two (2)	Advert No. EXT/30/05/2023
31.	Technicians (plumbing, Instrumentation, power plant, construction)	KW 8	Four (4)	Advert No. EXT/31/05/2023
32.	Accounts Assistant	KW 8	One (1)	Advert No. EXT/32/05/2023
33.	Driver	KW 9	Three (3)	Advert No. EXT/33/05/2023

Full details of the job descriptions and requirements for appointments can be accessed through the link <https://kewi.go.ke/careers>

Interested candidates who meet the requirements of KW2, KW3 and KW4 positions should submit soft copies of their application(s) with detailed CV and testimonials to the email address: gc@kewi.or.ke while **KW5, KW6, KW7, KW8** and **KW9** positions should submit soft copies of their application(s) with detailed CV and testimonials to the email address: recruitment@kewi.or.ke

Hard copies to be sent or hand-delivered to KEWI Headquarters located along Ole Shapara Avenue South C, Nairobi by **30th May, 2023**.

Applications for **KW2, KW3** and **KW4** positions should be addressed to:

The Chairperson
Kenya Water Institute Governing Council
P.O Box 60013-00200 Nairobi

Applications for **KW5, KW6, KW7** **KW8** and **KW9** positions should be addressed to:

The Chief Executive Officer
Kenya Water Institute
P.O Box 60013-00200 Nairobi

In addition to the above indicated requirements, applicants will be required to meet the requirements of Chapter Six (6) of the Constitution of Kenya on Leadership and Integrity.

The following clearances will be required from successful candidates upon offer of job and not at the application stage.

- Certificate of Good Conduct;**
- Clearance from the Ethics and Anti – Corruption Commission;**
- Certificate of Compliance from the Higher Education Loans Board (HELB);**
- Kenya Revenue Authority (KRA) Tax Compliance Clearance; and**
- Certificate of Clearance from the Credit Reference Bureau (CRB).**

KEWI is an equal opportunity employer and encourages all qualified persons; including Women, Persons living with Disability and persons from Minority groups to apply. Only successful candidates shall be contacted for interviews.

THE CHIEF EXECUTIVE OFFICER
KENYA WATER INSTITUTE