



VACANCY FOR THE POSITION OF CHIEF EXECUTIVE OFFICER (CEO)

Our client, Athi Water Works Development Agency is a state corporation under the Ministry of Water Sanitation and Irrigation and is one of the nine regional Water Works Development Agency (WWDAs) established under the Water Act, 2016.

The Agency's mandate is to undertake the development, maintenance and management of national public water works within its areas of jurisdiction. The Board of Directors (BOD) is seeking to recruit a dynamic, exceptional, and visionary leader with good professional and ethical standing to fill the position of Chief Executive Officer. The successful candidate will execute the mandate of the Agency.

JOB PURPOSE

The Chief Executive Officer is responsible to the Board of Directors for the implementation of the Board's strategic goals and the management of its resources including giving direction and leadership for the achievement of its mission. In addition, the Chief Executive Officer is responsible for the day-to-day operations and administration of the Board.

GRADING STRUCTURE

The career guideline establishes one (1) grade of CEO who will be designated and graded as shown below:

Serial No.	Designation	Grade
1	Chief Executive Officer	1

MINIMUM QUALIFICATIONS AND WORK EXPERIENCE

1. Bachelor's degree from an institution recognized in Kenya;
2. Master's degree from an institution recognized in Kenya;
3. Professional qualification and membership in good standing to a professional body, where applicable;
4. Leadership course from a recognized institution lasting not less than four (4) weeks;
5. Demonstrated results in work performance;
6. At least fifteen (15) years' work experience;
7. At least 5 years' experience in senior management;
8. Have knowledge and experience in policy formulation, management and procedures of the Government;

JOB DESCRIPTION OF CHIEF EXECUTIVE OFFICER

The duties and responsibilities of the officer will entail: -

1. Accounting Officer of the Board;
2. Enforce decisions of the Board;
3. In consultation with the Board, be responsible for the direction of the affairs and transactions of the Board, the exercise, discharge and performance of its objectives, functions and duties;
4. Lead in the formulation, implementation and evaluation of the Agency's strategic plans, annual operation plans, short-term and long-term plans to drive achievement of the Agency's vision, mission and strategic objectives
5. Provide strategic leadership in resource mobilization and effective management of the Agency's resources to operationalize the plans, drive sustainability of the Agency and implementation of planned projects
6. Lead in the development of the Agency's Budget to ensure financial sustainability for the Agency and support in the funding of various projects being undertaken by the Agency
7. Lead in the preparation and implementation of the Agency's Procurement plan through coordination of the various departments to ensure compliance with the Public Procurement and Asset Disposal Act, 2015, and other applicable laws
8. Translate the strategic objectives, annual plans, short-term and long-term plans of the Agency into actionable initiatives and effectively cascading them to the divisional heads
9. Oversee the implementation, accountability and execution of the plans to fulfill the mandate of the Agency
10. As the Accounting Officer of the Agency, undertake prudent financial management and investment mandates to ensure sound policies and practices are adopted for optimal resource utilization and return on investments
11. Ensure a conducive work environment and establishment of systems for attracting and retaining a talented and dynamic workforce through the development of a robust performance driven culture that inspires people and lead staff towards high levels of performance for the achievement of desired productivity goals and Agency's objectives including putting in place a succession management plan
12. Develop and implement the Agency-wide risk mitigation measures by proactively monitoring risks to ensure compliance of the Agency to the set standards and regulations
13. Develop and implement business continuity plan by proactively assessing the economic, social and political environment and their impact to Agency operations, medium and long-term aspirations and promptly seize business opportunities
14. Direct overall operation of the Agency by leading the development, implementation, monitoring and enforcement of strategic policies, standards and internal control systems for continued growth and compliance with applicable laws and regulations
15. Lead implementation of innovative strategies to deliver consistent improvement in service delivery to stakeholders, develop and maintain positive and productive relationships with a wide range of internal and external stakeholders, and respond to any reports from inspecting and regulatory agencies to protect the overall

- reputation of the Agency
16. Provide regular, thorough and prompt communication to the Board on technical, financial and administrative matters regarding the Agency's activities, operations, trends and changes to support informed decision making.
 17. Execute the Agency Budget and ensure compliance with the Public Financial
 18. Management Act, 2012 and other directions issued by the National Treasury from time to time
 19. Execute the Agency's Procurement Plan and ensure compliance with the Public Procurement and Disposal Act, 2015
 20. Monitor the implementation of the Audit findings to ensure no exposure to risks and mitigate against financial leakages
 21. Custodian of water and sewerage assets and infrastructure through prudent maintenance of the Agency's asset register and books of finances as required by Board and the National Treasury and Planning
 22. Oversee the planning and implementation of the Agency's capital projects to ensure achievement the Agency's mission of accelerating access to water and sanitation services through coordinating the various divisions within the Agency and collaboration with the various stakeholders
 23. Provide technical services and capacity-building to County Governments and Water Service Providers to ensure they have the proper systems to enforce water quality monitoring, maintenance of standards, effective and efficient operations and procedures to minimize interruptions.
 24. Manage and operate the waterworks and provide water services as a water service provider, until such a time as responsibility for the operation and management of waterworks are handed over to a County Government, joint committee, authority of County Government or water services provider
 25. Provide leadership in the monitoring and supervision of water and sewerage services provision by water service providers in the designated area through regular interaction with Water Service Providers and the County Governments to ensure customer satisfaction
 26. Lead the development, rehabilitation and expansion of the water and sanitation infrastructure to ensure quality service delivery to the residents of the designated area
 27. Oversee the day-to-day operations of the Agency with the aim of ensuring implementation of the institution's mandate, strategies, policies and procedures
 28. Coordinate smooth liaison between the office of the Cabinet Secretary, Ministry of
 29. Water, Sanitation and Irrigation and other officials to contribute towards the ultimate agenda of the Ministry
 30. Create linkages with other government Ministries and Agencies to contribute to the achievement of Vision 2030, the Big Four Agenda and SDG 6: Clean Water and Sanitation for all
 31. Foster a corporate culture that promote ethical practices and encourage individual integrity and social responsibility
 32. Develop plans in collaboration with key senior management officers to promote a culture of ethical business throughout the Agency and establish standards and oversight structures that are reasonably designed to promote ethical and integrity in conduct of the mandate of the Agency

33. Develop and prepare technical, informational, and administrative regular, ad-hoc and statutory reports and make presentations to the Board, parent Ministry, National Treasury, Donors, Parliament as applicable
34. Lead the establishment and development of strategic partnerships and alliances by identifying and strengthening beneficial networks and partnerships with the citizenry, Government Institutions, Development Partners and Private Sector players to spearhead resource mobilization for project implementation and sustainability
35. Develop and set SMART goals on various deliverables including but not limited to resource mobilization strategies to increase the asset base, Kshs. 330 billion in water and sanitation infrastructure development by 2022, increasing the bulk water supply by construction of two dams by 2025.
36. Execute Performance Contract for the Agency on behalf of the Board by cascading the various deliverables to all the departments and monitoring the implementation of the same
37. Lead the research, development and adoption to technology by identifying sources
38. of desirable technology both locally and international and facilitating its transfer to the Agency to support uptake of best practices
39. Constitute and appoint project implementation teams and provide guidance, both technical and administrative, to ensure the Agency remains on track in the implementation of its activities and initiatives
40. Promote the highest standards of ethics across the Agency, based on the principles of professionalism, competence and chapter six of the constitution of Kenya through regular town hall sessions and capacity-building
41. Lead in the resource mobilization for the Agency's training and capacity building programs to develop new skills and continuously upgrading and upskilling staff technical competencies
42. Coach, mentor, motivate and guide human capital by continuous engagement and training to ensure improved sanitation performance standards
43. Provide regular, thorough and prompt communication on technical, financial and administrative matters to key and relevant stakeholders

KEY COMPETENCIES AND SKILLS

- i. Strong analytical skills
- ii. Strategic and innovative thinking
- iii. Ability to mobilize resources
- iv. Strong interpersonal skills
- v. Proficiency in IT applications
- vi. Strong leadership skills
- vii. Negotiation skills

TERMS OF SERVICE

The Chief Executive Officer will serve on a contract term of three (3) years renewable once subject to satisfactory performance.

HOW TO APPLY

Interested and eligible candidates may access detailed job descriptions and specifications required for the position at www.awwda.go.ke and www.acalconsulting.co.ke/AWWWDA. Applicants should submit their applications in PDF including a cover letter, copy of the National ID, copies of academic and professional certificates, testimonials and updated detailed Curriculum Vitae indicating current position, qualifications, working experience, names of at least 3 professional referees, current remuneration and day time telephone number.

Candidates should submit their completed application and the required attachments by email ONLY at vacancyawwda@acal.co.ke addressed to;

The Chairman
Board of Directors
Athi Water Works Development Agency
P O Box 45283-00100,
Nairobi.

The subject of the email shall read Chief Executive officer /AWWDA/2024. The applications must be sent so as to be received on or before 5.00 pm (East African Time) on **8th April, 2024**.

NOTES

1. No physical applications will be allowed. All applications must be submitted via email.
2. Only shortlisted candidates will be contacted for interviews.
3. In addition to the above requirements, successful candidates will be required to avail the following documents at the point of receiving the job offer:
 - a) Certificate of Good Conduct/ Police Clearance from the Directorate of Criminal Investigations;
 - b) Clearance Certificate from the Higher Education Loans Board;
 - c) Tax Compliance Certificate from the Kenya Revenue Authority;
 - d) Clearance from the Ethics and Anti-Corruption Commission; and
 - e) Report from an Approved Credit Reference Bureau.
4. It is an offence to include incorrect or misleading information in the applications as per the provisions of the Public Officers Ethics Act, 2003.

*The Agency is an equal opportunity employer and encourages all qualified persons including Youth, Women and Persons with Disability and persons from minority groups to apply.
Any form of canvassing will lead to automatic disqualification.*

www.awwda.go.ke