

CAREER OPPORTUNITY

Kenya Markets Trust is currently seeking to recruit potential candidates interested in the following positions for an anticipated 5-year USAID funded project dubbed Western Kenya Water Program. The program objective is to strengthen rural and urban water services provision and water resources management across 8 Western Kenya counties. The positions will be based in Kisumu.

Re: Senior HR Officer (One Position)

The Senior HR Officer is responsible for providing human resource services to managers and employees within the project. S/he is also responsible for maintaining employee human resource systems and records and coordinating the HR administration function.

Education & Experience:

- Bachelor's degree in Human Resource Management, Business Management or equivalent relevant field.
- At least 5 years working experience in managing a busy HR department with a thorough understanding of HR function process and USAID procedures.
- A registered member of Institute of Human Resource Management with good understanding and knowledge of the Kenya Labour Laws.
- Ability to exhibit a high level of confidentiality.
- Proficiency in Microsoft office (Outlook, Word, Excel, and Power point).

Re: Urban Water Services Manager (One Position)

This position will be responsible for facilitating water utilities to embrace innovative approaches to improve operational efficiency of the water utilities by reducing non-revenue water, improve O&M cost coverage and revenue collection. The incumbent will also work with WASREB and other stakeholders to build capacity of the shareholders, Board of Directors and Senior management of the target water utilities. S/he is expected to provide thought leadership to the water services component team and will be responsible for crafting strategies approaches to ensure effective delivery of the urban water services in the target region. S/he will also work with the county governments and utilities to support development of disaster risk management plans water safety plans. He/she will be responsible for the coordination of technical assistance support to urban water utilities in the program area. This position will report to Water Services Technical Lead

Education & Experience:

- A master's degree or equivalent in water management, environmental engineering or another relevant degree.
- At least 7 years working experience in development work, with at least 3 years gained at management level providing technical leadership in the water sector.
- Proven experience in strengthening the capacity of water utilities for improved operations and further experience working with national and county governments institutions in delivering quality outputs.
- Demonstrated track record and experience in managing projects related to Water and policy influencing.
- Strong relationship management skills and capacity to influence at multiple levels across national and county governments and the donor/funding community.

Re: Intervention Specialist - Water Infrastructure (One Position)

Reporting to Water Services Technical Lead, the incumbent will oversee the design and management of water supply infrastructure construction projects and contracts. S/he will ensure that construction quality is monitored in accordance with the conditions of contract specifications, drawings and Bills of Quantities. S/he will undertake the technical reviews of project proposals, feasibility studies, preliminary and final design reports. S/he will strengthen the capacity of target county governments and water utilities on design and effective delivery of the water infrastructure projects.

Education & Experience:

- A holder of BSc. in civil or environmental engineering and a Master's level degree in a relevant field being a definite advantage.
- At least 7 years of overseeing delivery of water and sanitation infrastructure projects.
- Proven experience in design, supervision & management of construction contracts using the International Federation of Consulting Engineers (FIDIC) standards for urban & rural water supply projects;
- Registered as a Professional Engineer with the Engineering Board of Kenya and be in good standing with the professional body.
- Familiarity with USAID environmental and construction codes, reporting and management requirements preferred.
- Strong communication skills, both interpersonal and written, to fulfill the technical and managerial responsibilities proposed.

Re: Intervention Specialist - Urban Water Services (Two Positions)

Reporting to the Urban Water Services manager, the incumbent will be responsible in identifying and implementing innovative approaches aimed at improving the technical and commercial performance of the water utilities. With guidance from urban Water Services Manager, the Intervention Specialist will design and deliver technical assistance to water utilities aimed at improving overall efficiency, building the credit worthiness and enhancing relationship among key player in the urban water space.

Education & Experience:

- A degree in economics, water engineering, Public Policy and Administration, governance and/or urban development.
- At least 5 years' working experience in providing technical assistance support to water utilities in a commercial sector and/or economic development or management consultancy setup.
- Experience in providing operation and maintenance support to a water utility environment would be an added advantage.
- Additional experience in rolling out District Metering Area (DMA) approach to NRW reduction to water utilities will be essential.
- Good commercial acumen - appreciation of budgeting and financial management.
- Strong relationship management skills, with the ability to engage direct and indirect reports and peers.

Re: Environmental Safeguarding Specialist (One Position)

Reporting to Water Services Technical Lead, the incumbent will be responsible for enforcing environmental compliance of the project activities, ensuring identification of potential impacts from the proposed activities and the identification of strategies to prevent and reduce those impacts in line with Kenya's national regulations, and USAID's environmental requirements. S/he will also be responsible for coordinating the development and implementation of the supplemental Initial Environmental Examination (IEE), Environmental Mitigation and Monitoring Plan (EMMP), Environmental Status Report (ESR) and Climate Risk Management (CRM) screening and the diffusion of those documents among the staff.

Education & Experience:

- A bachelors in environmental sciences, climate change, environmental planning and management, natural resources management, environmental Health and environmental engineering or related field.
- A master's degree will be an added advantage.

- At least 5 years relevant work experience with progressive responsibilities, with relevant field-based experience in environment safeguarding and climate change resilient sectors.
- Registered with National Environment Management Authority (NEMA) to undertake EAs.
- Membership with Environmental Institute of Kenya (EIK) is desired.
- Knowledge of technical principles and concepts in environment safeguarding.
- Thorough knowledge and understanding of Kenya environmental laws, procedures and guidelines.
- Experience and knowledge of water safety planning and disaster management plans for water utilities in line with WASREB and IWA guidelines.

Re: Research & Learning Specialist (One Position)

The incumbent will lead and support management of key research, evaluation and learnings of the project. S/he will provide technical expertise on research methods and produce analysis and learning on key themes across projects to further our understanding of water management approaches. He/she will guide the consortium members on mechanism to develop and furthering the program learning agenda. S/he will collaborate extensively with external partners, peers, and donors while seeking maximum relevance in learning and applicability for internal use. This position will report to the Monitoring, Evaluation and Learning Lead.

Education & Experience:

- A degree in a social science, Statistics, Monitoring & Evaluation or related fields.
- At least 5 years working experience in a research environment.
- Experience leading both field-based and desk research initiatives.
- Experience designing and leading trainings on topics related to research methods and learning.
- Qualitative and/or quantitative digital data management skills including GIS Mapping

Re: Grants & Contracts Officer (One Position)

The Grants and Contracts Officer will play a key role in supporting the project in reviewing grant requirements, collaborative agreements etc. and provide compliance & contract management advisory services to enable effective management of contractual risks relating to grants and contracts management. S/he will manage the full cycle grants and contracts award administration and ensure compliance with USAID rules and regulations. The position will report to the Finance & Operations Lead.

Education & Experience:

- Bachelor's degree in finance, business administration, or related field.
- Minimum of 5 years of finance professional experience with at least 3 years in grants and

contracts management experience with a USAID project.

- Experience working with grantees and implementing partner organizations.
- Good budgets and financial forecasts, monitoring and reporting to donors.
- A good understanding of USAID requirements.
- Demonstrate strong understanding of contracting and granting concepts and principles.

Re: Accounts Assistant (One Position)

The incumbent will support the finance function in budgeting, data entry, records maintenance for proper financial reporting and ensuring compliance with the financial policies, procedures and donor requirements. The position will report to the Finance & Operations Lead.

Qualifications & experience:

- A certified accountant with at least CPA part I or II with a minimum 3 years of progressive working experience in a similar environment with adequate exposure to project accounting, financial management including budgeting, grants and contracting.
- Good understanding of finance records reconciliations.
- Must demonstrate hands on experience with accounting system.
- Demonstrate high integrity and attention to detail.

Re: ICT Officer (One Position)

The incumbent will oversee installation, maintenance, upgrading and security of all information technology aspects of the organization. S/he will support in making decisions about purchase of new IT infrastructure, consultation services and training. This position will report to the Senior HR & Administration Officer.

Education & experience:

- A diploma in Information Technology or related field from an accredited institution.
- A degree will be an added advantage.
- Minimum 3 years' experience with demonstrated ability to conceptualize, build and implement large scale ICT projects.
- Excellent knowledge of ICT security and viral protection systems.

Re: Communication Assistant (One Position)

The Communication Assistant will provide support to the communication unit by supporting documentation, coordinating external communications, documentation, filing and disseminating results. The position will report to Communication and Outreach Manager.

Qualification & experience:

- Bachelor's degree or diploma in communication, public relations, journalism or related field.
- At least 3 years working experience in the development field in a communication department.
- Photography, graphic design and short video production skills required.
- Demonstrate good documentation and report writing skills.

Re: Driver (2 Positions)

The driver will oversee the provision of reliable, secure driving services and proper use and maintenance of office vehicles. This position will report to the Logistics and Administration Officer.

Qualification & experience:

- KCSE certification.
- At least 3 years working experience in development field.
- Must possess valid Kenya driving license, coupled with a clean driving record.
- Knowledge of driving rules and regulations and skills in minor vehicle repair.
- Training in defensive driving will be an added advantage.

If you are interested and meet the above qualifications, please apply by sending your CV with a cover letter indicating names of at least three referees indicating the position title in the subject line to vacancy@kenyamarkets.org. Deadline for receiving applications is **September 10, 2021**.

Only shortlisted Candidates will be contacted.