



WATER RESOURCES AUTHORITY (WRA)

CAREER OPPORTUNITIES

12th May, 2026

The Water Resources Authority is a State Corporation under the Ministry of Water, Sanitation and Irrigation, established as a corporate body under Section 11 of the Water Act (2016). WRA is designated under the Act as an agent of the National Government responsible for regulating the management and use of water resources.

The Management of the Authority wishes to identify and recruit capable officers in the underlisted positions.

V/NO.1/2026 – SENIOR WATER RESOURCES OFFICER (STANDARDS AND REGULATION) – WRA GRADE 6 – ONE (1) POSITION

Job Summary

An officer at this level is answerable to the Principal Water Resources Officer (Standards and Regulation)

Standards and Regulation Function

The cadre is responsible for implementation of regulations, development and review of policies, standards, guidelines and procedures.

Duties and Responsibilities will entail:

- (i) Compiling and documenting the existing relevant Standards and Regulations;
- (ii) Isolating and allocating the Standards and Regulations to the applicable thematic areas;
- (iii) Tracking the extent of application of the Standards and Regulation;
- (iv) Ranking based on the developed criteria the extent of compliance to the Standards and Regulations;
- (v) Preparing reports on implementation of Standards and Regulations;
- (vi) Evaluating the implementation status of Standards and Regulations; and
- (vii) Making recommendations on areas of concern with respect to Standards and Regulations.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Served for a minimum of six (6) years cumulative relevant work experience, three (3) at the level of Water Resources Officer I or in a comparable and relevant position in the public service;
- (ii) Bachelor's degree in any of the following: Hydrology, Soil, Water and Environmental Engineering, Chemistry, Analytical Chemistry, Geology, Geoinformatics, Civil Engineering, Structural Engineering or equivalent qualification from a recognized institution;
- (iii) Membership with a professional body, where applicable in good standing; and
- (iv) Proficiency in computer applications.

V/NO.2/2026 WATER RESOURCES OFFICER I (STANDARDS AND REGULATION) – WRA GRADE 7 – ONE (1) POSITION

Job Summary

An officer at this level is answerable to the Principal Water Resources Standards and Regulation.

Standards and Regulation Function

The cadre is responsible for implementation of regulations, development and review of policies, standards, guidelines and procedures.

Duties and responsibilities will entail:

- (i) Compiling and documenting the existing relevant Standards and Regulations;
- (ii) Isolating and allocating the Standards and Regulations to the applicable thematic areas;
- (iii) Tracking the extent of application of the Standards and Regulation;
- (iv) Ranking based on the developed criteria the extent of compliance to the Standards and Regulations;
- (v) Preparing reports on implementation of Standards and Regulations; and
- (vi) Evaluating the implementation status of Standards and Regulations.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Served for a minimum of three (3) years cumulative relevant work experience, in the position of Water Resources Officer II;
- (ii) Bachelor's degree in any of the following disciplines: Hydrology, Soil, Water and Environmental Engineering, Chemistry, Analytical Chemistry, Geology, Geoinformatics, Civil Engineering, Structural Engineering or equivalent qualification from a recognized institution;
- (iii) Proficiency in computer applications; and
- (iv) Shown merit and ability as reflect in work performance and results.

V/NO.3/2026 - WATER RESOURCES OFFICER II (STANDARDS AND REGULATION) – WRA GRADE 8 – FOUR (4) POSITIONS

Job Summary

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

Standards and Regulation Function

The cadre is responsible for implementation of regulations, development and review of policies, standards, guidelines and procedures.

Duties and Responsibilities will entail:

- (i) Compiling and documenting the existing relevant Standards and Regulations;
- (ii) Isolating and allocating the Standards and Regulations to the applicable thematic areas;
- (iii) Tracking the extent of application of the Standards and Regulation;
- (iv) Ranking based on the developed criteria the extent of compliance to the Standards and Regulations;
- (v) Preparing reports on implementation of Standards and Regulations.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Bachelor's degree in any of the following disciplines: Hydrology, Soil, Water and Environmental Engineering, Chemistry, Analytical Chemistry, Geology, Geoinformatics, Civil Engineering, Structural Engineering or equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

V/NO.4/2026 - WATER RESOURCES OFFICER II (PERMITTING) – WRA GRADE 8 – SIX (6) POSITIONS

Job Summary

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

Permitting Function

The cadre is responsible for implementation of regulations, development and review of policies, standards, guidelines and procedures. This will be undertaken through equitable and sustainable allocation of water resources through permitting for compliance to the Water Act 2016 and Water (Resources) Regulations 2025.

Duties and Responsibilities will entail:

- (i) Receiving and documenting of the permit applications;
- (ii) Compiling and maintain the permit application register;
- (iii) Updating the permit application register;
- (iv) Preparing the permit applications for applicable technical evaluations;
- (v) Distributing the prepared permit applications to relevant officers for evaluation.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Bachelor's degree in any of the following disciplines: Hydrology, Soil, Water and Environmental Engineering, Chemistry, Analytical Chemistry, Geology, Geoinformatics, Civil Engineering, Structural Engineering or equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

V/NO.5/2026 – WATER RESOURCES ASSISTANT III (PERMITTING) – WRA GRADE 9 – FOUR (4) POSITIONS

Job Summary

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

Permitting Function

The cadre is responsible for implementation of regulations, development and review of policies, standards, guidelines and procedures. This will be undertaken through equitable and sustainable allocation of water resources through permitting for compliance to the Water Act 2016 and Water (Resources) Regulations 2025.

Duties and Responsibilities

- (i) Receiving and documenting of the permit applications;
- (ii) Compiling and maintain the permit application register;
- (iii) Updating the permit application register;
- (iv) Preparing the permit applications for applicable technical evaluations;
- (v) Distributing the prepared permit applications to relevant officers for evaluation.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Diploma in any of the following disciplines: Hydrology, Soil, Water and Environmental Engineering, Chemistry, Analytical Chemistry, Geology, Geoinformatics, Civil Engineering, Structural Engineering or equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

**V/NO.6/2026 – SENIOR HYDROLOGIST – WRA GRADE 6 – ONE (1)
POSITION**

Job Summary

An officer at this level is answerable to the Principal Hydrologist.

Hydrology Function

The cadre is responsible for identifying, mapping and developing of surface water monitoring network; constructing, installing and maintaining hydrological stations; collecting surface water data, analyzing and preparing hydrological reports.

Duties and Responsibilities

- (i) Undertaking data compilation, cleaning, analysis and preparation of technical reports and other documentation regarding hydrological work;
- (ii) Designing and reviewing of hydrological monitoring networks;
- (iii) Evaluating hydrological reports and advising on the viability of water use projects for surface water allocation;
- (iv) Undertaking hydrological modelling, scenario analysis and reporting;
- (v) Undertaking spatial analysis of surface water resources and creating Geographic Information System (GIS) geo-databases, maps and reports;
- (vi) Preparing hydrological reports on water availability and extreme events such as floods and low flows;
- (vii) Updating rating equations for river monitoring stations;
- (viii) Evaluating and review of hydrological reports for permit applications; and
- (ix) Collating and compiling spatial and temporal data from the field and secondary sources for flood vulnerability mapping, hydrological modelling and preparation of seasonal outlooks and flood advisories.

Job Specifications

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

- (i) Served for a minimum of six (6) years cumulative relevant work experience, three (3) at the level of Hydrologist I or in a comparable and relevant position in the public service;

- (ii) Bachelor's degree in any of the following: Hydrology, water and environmental engineering, civil engineering or equivalent qualification from a recognized institution;
- (iii) Membership with a professional body, where applicable in good standing; and
- (iv) Proficiency in computer applications.

V/NO.7/2026 - HYDROLOGIST I – WRA GRADE 7 – ONE (1) POSITION

Job Summary

An officer at this level will work under the guidance of a Senior Officer.

Hydrology Function

The cadre is responsible for identifying, mapping and developing of surface water monitoring network; constructing, installing and maintaining hydrological stations; collecting surface water data, analyzing and preparing hydrological reports.

Duties and Responsibilities

- (i) Compiling data, cleaning, analysing and assisting in preparation of technical reports and other documentation regarding hydrological work;
- (ii) Evaluating hydrological reports and advising on the viability of water use projects for surface water allocation;
- (iii) Undertaking basic hydrological modelling, scenario analysis and reporting;
- (iv) Undertaking spatial analysis of surface water resources and creating Geographic Information System (GIS) geo-databases, maps and reports;
- (v) Developing rating equations for river monitoring stations;
- (vi) Preparing hydrological reports on water availability and extreme events such as floods and low flows;
- (vii) Evaluating and reviewing hydrological reports for permit applications; and
- (viii) Undertaking field and secondary data collection for flood vulnerability mapping, hydrological modelling and preparation of seasonal outlooks and flood advisories.

Job Specifications

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

- (i) Served for a minimum of three (3) years cumulative relevant work experience, in the position of Hydrologist II;
- (ii) Bachelor's degree in any of the following: Hydrology, water and environmental engineering, civil engineering or equivalent qualification from a recognized institution; and
- (iii) Proficiency in computer applications.

V/NO.8/2026 - HYDROLOGIST II – WRA GRADE 8 – NINE (9) POSITIONS

Job Summary

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

Hydrology Function

The cadre is responsible for identifying, mapping and developing of surface water monitoring network; constructing, installing and maintaining hydrological stations; collecting surface water data, analyzing and preparing hydrological reports.

Duties and Responsibilities will entail:

- (i) Compiling data, cleaning, analysing for preparation of technical reports and other documentation regarding hydrological work;
- (ii) Evaluating hydrological reports and advising on the viability of water use projects for surface water allocation under the supervision of a senior officer;
- (iii) Assessing hydrometric stations and recommending rehabilitation requirements;
- (iv) Undertaking spatial analysis of surface water resources and preparing reports;

- (v) Compiling and preparing the data for development of rating equations for river monitoring stations;
- (vi) Evaluation of hydrological reports for permit applications; and
- (vii) Performing hydrological computations, data cleaning, analyses and report writing.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Bachelor's degree in any of the following disciplines: Hydrology, water and environmental engineering, civil engineering or equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

V/NO.9/2026 - HYDROLOGICAL ASSISTANT III – WRA GRADE 9 – FOUR (4) POSITIONS

Job Summary

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

Hydrology Function

The cadre is responsible for identifying, mapping and developing of surface water monitoring network; constructing, installing and maintaining hydrological stations; collecting surface water data, analyzing and preparing hydrological reports.

Duties and Responsibilities will entail

- (i) Preparing site and equipment for installation staff gauges;
- (ii) Maintaining hydrological monitoring stations;
- (iii) Carrying out river flow gauging using the current meter and Acoustic Doppler Velocimetry;

- (iv) Undertaking check readings to verify the accuracy of data provided by gauge readers;
- (v) Receiving hard copy data returns from gauge readers, compiling and digitizing; and
- (vi) Assessing surface water resources assessment and identifying potential issues.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Diploma in any of the following disciplines: Hydrology, surface water technology, water and environmental Engineering, water engineering or an equivalent qualification from a recognized institution;
- (ii) Proficiency in computer applications

V/NO.10/2026 - GEOLOGIST II – WRA GRADE 8 – FIFTEEN (15) POSITIONS

Job Summary

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

Geology Function

The cadre is responsible for identifying, mapping and developing of groundwater monitoring network; constructing, installing and maintaining hydro-geological stations; collecting groundwater data, analyzing and preparing hydro-geological reports.

Duties and Responsibilities will entail:

- (i) Compiling data, cleaning, analysing for preparation of technical reports and other documentation regarding groundwater work;

- (ii) Assessing groundwater monitoring stations, identifying and recommending rehabilitation requirements;
- (iii) Undertaking spatial analysis of groundwater resources and preparing reports;
- (iv) Evaluating hydrogeological reports for permit applications;
- (v) Identifying and mapping ground water resources; and
- (vi) Storing ground water data and information in the database.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Bachelor's degree in any of the following disciplines: Geology or equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

V/NO.11/2026 - CHEMIST II -WRA GRADE 8 – NINE (9) POSITIONS

Job Summary

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

Pollution Function

The cadre is responsible for the undertaking of surface and ground water quality and pollution assessment and monitoring through field and bench laboratory analyses; and advise accordingly on the suitability of the water for various uses. The cadre also undertakes integrated measures to protect water resources from pollution.

Duties and Responsibilities will entail:

- (i) Undertaking laboratory bench water and wastewater quality and pollution analyses;
- (ii) Tracking and documenting the water and wastewater analyses;

- (iii) Sorting and maintaining register of water and wastewater for disposal;
- (iv) Maintaining the water quality and pollution equipment and tools;
- (v) Undertaking standardization and calibration of laboratory equipment;
- (vi) Compiling the water quality analytical data; and
- (vii) Compiling the wastewater quality and pollution data.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Bachelor's degree in any of the following disciplines: Chemistry, Analytical Chemistry or equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

V/NO.12/2026 - LABORATORY TECHNOLOGIST III – WRA GRADE 9 – FOUR (4) POSITIONS

Job Summary

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

Laboratory Technology Function

The cadre is responsible for the undertaking of surface and ground water quality and pollution assessment and monitoring through field and bench laboratory analyses; and advise accordingly on the suitability of the water for various uses. The cadre also undertakes integrated measures to protect water resources from pollution.

Duties and Responsibilities will entail

- (i) Receiving and registering of water and wastewater samples;
- (ii) Distributing the water and wastewater samples to appropriate laboratory units;
- (iii) Preparing analytical reagents, chemicals and solutions;

- (iv) Undertaking field and laboratory bench water and wastewater analyses;
- (v) Recording field water and wastewater analytical data and information;
- (vi) Sampling, labelling and submitting the water and wastewater for bench laboratory analysis;
- (vii) Tracking and documenting the water and wastewater analyses;
- (viii) Sorting and maintaining register of water and wastewater for disposal; and
- (ix) Maintaining the water quality and pollution equipment and tools.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Diploma in any of the following disciplines: - Chemistry, Biological, Microbiological Applied Sciences or an equivalent qualification from a recognized institution;
- (ii) Proficiency in computer applications.

V/NO.13/2026 - LABORATORY TECHNICIAN III – WRA GRADE 10 – TWO (2) POSITIONS

Job Summary

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

Laboratory Technician Function

The cadre is responsible for the undertaking of surface and ground water quality and pollution assessment and monitoring through field and bench laboratory analyses; and advise accordingly on the suitability of the water for various uses. The cadre also undertakes integrated measures to protect water resources from pollution.

Duties and Responsibilities will entail:

- (i) Cleaning and safe keeping of the laboratory appliances that include glassware and protective gears;
- (ii) Emptying of water sample containers upon confirmation of concluded analyses;
- (iii) Safe containment of water sample containers awaiting collection for recycling and disposal; and
- (iv) Undertaking general cleanliness and orderliness of laboratory settings.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Certificate in any of the following disciplines: - Water Laboratory Technology, Science Laboratory Technology or an equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

V/NO.14/2026 - POLLUTION CONTROL OFFICER I – WRA GRADE 7 – TWO (2) POSITIONS**Job Summary**

An officer at this level will work under the guidance of Principal Pollution Control officer.

Pollution Control Function

The cadre is responsible for the undertaking of surface and ground water pollution assessment and monitoring through field and bench laboratory analyses; and advise accordingly on the integrated measures to protect water resources from point (site – specific like factories) and non-point (non - site – specific like informal settlements) sources of pollution.

Duties and Responsibilities will entail:

- (i) Classifying biodegradable and non-biodegradable pollutants;
- (ii) Geo-referencing point and non-point sources of pollution;
- (iii) Mapping and overlaying on the existing surface and ground water bodies;
- (iv) Assessing the pollution impact to the water resources;
- (v) Establishing and developing criteria for ranking the point and non-point sources of pollution;
- (vi) Assessing and discussing with the waste generators on waste generation pathways;
- (vii) Initiating waste management compliance plans; and
- (viii) Advising the waste generators on smart waste management practices to control pollution.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Served for a minimum of three (3) years cumulative relevant work experience, in the position of Pollution Control Officer II;
- (ii) Bachelor's degree in any of the following: Chemistry, Analytical Chemistry or equivalent qualification from a recognized institution; and
- (iii) Proficiency in computer applications.

V/NO.15/2026 - WATER RESOURCES OFFICER II (RESEARCH AND DATA MANAGEMENT) – WRA GRADE 8 – FIVE (5) POSITIONS**Job Summary**

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

Research and Data Management Function

The cadre is responsible for implementation of regulations, development and review of policies, standards, guidelines and procedures. This will be undertaken

through integrated data management for equitable and sustainable allocation of water resources.

Duties and Responsibilities will entail:

- (i) Compiling the data;
- (ii) Validation of the data;
- (iii) Identifying the data gaps;
- (iv) Updating of the database.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Bachelor's degree in any of the following disciplines: Hydrology, Soil, Water and Environmental Engineering, Chemistry, Analytical Chemistry, Geology, Geoinformatics, Civil Engineering, Structural Engineering or equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

V/NO.16/2026 - WATER RESOURCES OFFICER II (ENFORCEMENT AND COMPLIANCE) – WRA GRADE 8 – FIVE (5) POSITIONS

Job Summary

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

Enforcement and Compliance Function

The cadre is responsible for implementation of regulations, development and review of policies, standards, guidelines and procedures. This will be undertaken through equitable and sustainable allocation of water resources through enforcement and compliance to the Water Act 2016 and Water (Resources) Regulations 2025.

Duties and Responsibilities will entail:

- (i) Tracking the implementation of regulations, policies, standards, guidelines and procedures;
- (ii) Identifying areas that requires enforcement;
- (iii) Documenting the nature of non-compliance;
- (iv) Receiving and documenting the complaints;
- (v) Updating and maintaining the complaints register.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Bachelor's degree in any of the following disciplines: Hydrology, Soil, Water and Environmental Engineering, Chemistry, Analytical Chemistry, Geology, Geoinformatics, Civil Engineering, Structural Engineering or equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications

V/NO.17/2026 - WATER RESOURCES ASSISTANT III (ENFORCEMENT AND COMPLIANCE) – WRA GRADE 9 – TEN (10) POSITIONS**Job Summary**

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

Enforcement and Compliance Function

The cadre is responsible for implementation of regulations, development and review of policies, standards, guidelines and procedures. This will be undertaken through equitable and sustainable allocation of water resources through enforcement and compliance to the Water Act 2016 and Water (Resources) Regulations 2025.

Duties and Responsibilities will entail:

- (i) Tracking the implementation of regulations, policies, standards, guidelines and procedures;
- (ii) Identifying areas that requires enforcement;
- (iii) Documenting the nature of non-compliance;
- (iv) Receiving and documenting the complaints;
- (v) Updating and maintaining the complaints register.

For appointment to this grade, the candidate must have:

- (i) Diploma in any of the following disciplines: Hydrology, Soil, Water and Environmental Engineering, Chemistry, Analytical Chemistry, Geology, Geoinformatics, Civil Engineering, Structural Engineering or equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

V/NO.18/2026 - PRINCIPAL WATER RESOURCES OFFICER (CAPACITY BUILDING) – WRA GRADE 5 – ONE (1) POSITION

Job Summary

The principal Water resources officer shall be answerable to the Assistant Director, Water Resources Officer Capacity Building.

Capacity Building Function

The cadre is responsible for implementation of regulations, development and review of policies, standards, guidelines and procedures. This will be undertaken through integrated capacity building for equitable and sustainable allocation of water resources.

Duties and Responsibilities will entail:

- (i) Tracking the implementation of regulations, policies, standards, guidelines and procedures;

- (ii) Identifying areas that requires capacity building;
- (iii) Documenting the nature of non-compliance;
- (iv) Receiving and documenting the complaints;
- (v) Updating and maintaining the complaints register.
- (vi) Undertaking measures for sustainable conservation, protection and use of water resources;
- (vii) Domesticating best global practices that takes into account emerging environmental challenges of concern;
- (viii) Preparing and undertaking the capacity building programmes;

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Served for a minimum of nine (9) years cumulative relevant work experience, three (3) at the level of Senior Water Resources Officer or in a comparable and relevant position in the public sector;
- (ii) Bachelor's degree in any of the following: Hydrology, Soil, Water and Environmental Engineering, Chemistry, Analytical Chemistry, Geology, Geoinformatics, Civil Engineering, Structural Engineering or equivalent qualification from a recognized institution;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Membership with a professional body, where applicable and in good standing; and
- (v) Proficiency in computer applications.

V/NO.19/2026 - WATER RESOURCES OFFICER II (CAPACITY BUILDING) – WRA GRADE 8 – ONE (1) POSITION

Job Summary

An officer at this level will work under the guidance of Principal Water Resources Capacity Building officer.

Capacity Building Function

The cadre is responsible for implementation of regulations, development and review of policies, standards, guidelines and procedures. This will be undertaken through integrated capacity building for equitable and sustainable allocation of water resources.

Duties and Responsibilities will entail:

- (i) Tracking the implementation of regulations, policies, standards, guidelines and procedures;
- (ii) Identifying areas that requires capacity building;
- (iii) Documenting the nature of non-compliance;
- (iv) Receiving and documenting the complaints;
- (v) Updating and maintaining the complaints register; and
- (vi) Preparing the capacity building modules and programmes.

For appointment to this grade, the candidate must have:

- (i) Bachelor's degree in any of the following: Hydrology, Soil, Water and Environmental Engineering, Chemistry, Analytical Chemistry, Geology, Geoinformatics, Civil Engineering, Structural Engineering or equivalent qualification from a recognized institution;
- (ii) Proficiency in computer applications.

V/NO.20/2026 - ENGINEER II – WRA GRADE 8 – FOUR (4) POSITIONS

Job Summary

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

Engineering Function

The cadre is responsible for inspecting the safety of the water resources structures including dams; collecting, analyzing, interpreting and evaluating data and information for safety of water resources infrastructure;

Duties and Responsibilities will entail:

- (i) Compiling data, cleaning and analyzing for preparation of technical reports and other documentation regarding water resources infrastructure and dam safety;
- (ii) Carrying out survey work for designing of springs protection works, gabions, weirs, water pans, water pans and dams for WRUAs.
- (iii) Inspecting proposed sites for water resources infrastructure development;
- (iv) Assessing the status of dams for compliance to dam safety schedules;
- (v) Preparing and maintaining a repository of dams, water pans and other water resources structures;
- (vi) Collecting data on flood depth, flood extent, social and economic impacts and preparing reports; and
- (vii) Monitoring of flood impacts and keeping database of flood events.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Bachelor's degree in any of the following disciplines: Civil Engineering, Structural Engineering, Water Engineering or equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

**V/NO.21/2026 - ASSISTANT ENGINEERING OFFICERS III – WRA
GRADE 9 – TWO (2) POSITIONS**

Job Summary

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

Engineering Function

The cadre is responsible for inspecting the safety of the water resources structures including dams; collecting, analyzing, interpreting and evaluating data and information for safety of water resources infrastructure;

Duties and Responsibilities will entail:

- (i) Preparing tools and equipment for inspection of proposed sites for water resources infrastructure development, taking Geographic Information System(GPS) coordinates and recording field notes;
- (ii) Collecting field and secondary data for development of Integrated Flood Mitigation Plans;
- (iii) Collecting and compiling field and secondary data for development of Integrated Flood Mitigation Plans;
- (iv) Undertaking survey work to collect data for designing springs, gabions, weirs, water pans, water pans and dams for WRUAs.
- (v) Sensitizing and creating awareness to stakeholders on dam and flood mitigation standards; and
- (vi) Collecting data on flood depth, flood extent, social and economic impacts and report.

Job Specifications

For appointment to this grade, an officer must have:

- (i) Diploma in any of the following disciplines: Civil Engineering, Structural Engineering, Water Engineering or an equivalent qualification from a recognized institution;
- (ii) Proficiency in computer applications.

V/NO.22/2026 - COMMUNITY ENGAGEMENT OFFICER II - WRA GRADE 8 - THREE (3) POSITIONS

Job Summary

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

Community Engagement Function

The cadre is responsible for engagement with communities through Water Resource Users Association and Basin Water resource Committees mobilize resources and enter into strategic partnerships for Water Resources Regulation and Management.

Duties and Responsibilities will entail:

- (i) Preparation of WRUA documentation for mobilization and sensitization on water resources
- (ii) Consolidate WRUA registration documents and refer WRUA for registration;
- (iii) Updating WRUA registers and support in WRUA data collection for publication;
- (iv) Assisting monitoring and reporting of sub-catchment plans activities;
- (v) Undertaking draft review of reports from WRUAs and stakeholders;
- (vi) Organize meetings for WRUAs and partners;
- (vii) Documentation of requests from WRUAs on revision of WRUA bylaws and constitution; and
- (viii) Supporting in reporting of WRUA activities and progress.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Bachelor's degree in any of the following disciplines: Sociology, Social Work, Development Studies, Community Development, Community Development and Environment, Project Planning & Management, Sociology & Anthropology, Gender & Development Studies, Environmental Science (Community Development), Disaster Management and Humanitarian Assistance or equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

V/NO.23/2026 - CUSTOMER CARE ASSISTANT II - WRA GRADE 9 - ONE (1) POSITION

Job summary

This will be the entry and training grade for diploma holders in this cadre. An officer at this level will work under supervision of a senior officer.

Customer Care Function

The cadre is responsible for managing internal and external communication, enhance brand reputation and engage stakeholders ensuring consistent communication aligned with the Authority's goals and values.

Duties and Responsibilities will entail:

- (i) Receiving, guiding and directing visitors;
- (ii) Responding to customer inquiries in a timely and accurate manner;
- (iii) Maintaining office security by following safety procedures and controlling access via the reception desk;
- (iv) Maintaining visitors register and issuing of visitors passes;
- (v) Operating the switch board and reporting any telecommunication faults;
- (vi) Recording customer feedback; and

- (vii) Receiving and recording customer complaints;
- (viii) Observing tidiness at the reception area with all necessary stationery and material; and
- (ix) Keeping an updated record of customer needs, concerns, and questions.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Served a minimum of three (3) years cumulative relevant work experience at the grade of Customer Care Assistant III or in a comparable position;
- (ii) Diploma in any of the following disciplines: Communications, Journalism, Public Relations, Customer Care or an equivalent qualification from a recognized institution; and
- (iii) Proficiency in computer applications.

V/NO.24/2026 - LEGAL OFFICER II – WRA GRADE 8 – TWO (2) POSITIONS

Job Summary

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

Legal Services Function

This cadre is responsible for advising the Authority on legal matters and the overall coordination and management of the legal function. They will also be assisting in providing Board secretarial services.

Duties and Responsibilities will entail:

- (i) Drafting legal documents/instruments, legal opinions, and briefs;
- (ii) Conducting research on specific legal areas;
- (iii) Prosecuting cases;

- (iv) Compiling criminal case files for watching brief before the mainstream courts;
- (v) Handling pre-litigation and litigation of legal disputes and inquiries;
- (vi) Drafting contracts, pleadings, legal instruments and internal policies;
- (vii) Conducting legal research and preparing legal opinions and memoranda on matters relevant to the Authority;
- (viii) Providing and interpreting legal information;
- (ix) Participating in policy development and advising on legal and policy issues;
- (x) Compiling relevant information required on case files and communicating to the Attorney General and external advocates;
- (xi) Providing legal risk reviews and advising on risk mitigation; and
- (xii) Vetting and negotiating contracts, formal agreements and other legal instruments to meet the laid down requirements for execution.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Bachelors of Laws (LL. B) degree or equivalent qualification from a recognized institution;
- (ii) Post graduate Diploma in Law from the Kenya School of Law;
- (iii) Membership to the Law Society of Kenya (LSK) in good standing;
- (iv) Admission as an Advocate of the High Court of Kenya;
- (v) A current and valid Practicing Certificate; and
- (vi) Proficiency in computer applications.

V/NO.25/2026 - INFORMATION COMMUNICATION TECHNOLOGY (ICT) OFFICER II – WRA GRADE 8 – ONE (1) POSITION

Job summary

This will be the graduate entry level for this cadre. An officer at this level will work under the guidance of a senior officer.

ICT Function

This cadre is responsible for promoting, facilitating and managing information communication and technology to enhance service delivery of the Authority.

Duties and Responsibilities will entail:

- (i) Monitoring the use of ICT hardware and reporting any faults for further action;
- (ii) Providing user support and training of users;
- (iii) Writing and testing simple computer programs according to instructions and specifications;
- (iv) Repairing and maintaining of ICT equipment and associated peripherals;
- (v) Maintaining logs all software is licensed and functional;
- (vi) Preparing maintenance and repair reports;
- (vii) Maintaining an up-to-date ICT equipment register and issuance register; and
- (viii) Configuring of new Information Communication Technology equipment.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Bachelor's Degree in any of the following disciplines: - Information Technology, Computer Science, Computer technology, Business IT, Software Engineering, ICT Project Management, Computer Engineering or equivalent qualification from a recognized Institution.

V/NO.26/2026 - INFORMATION COMMUNICATION TECHNOLOGY (ICT) ASSISTANT III – WRA GRADE 9 – TWO (2) POSITIONS.

Job Summary

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

ICT Function

This cadre is responsible for promoting, facilitating and managing information communication and technology to enhance service delivery of the Authority.

Duties and Responsibilities will entail:

- (i) Providing support in the use of ICT hardware and reporting any faults for further action;
- (ii) Providing user support and training of users;
- (iii) Repairing and maintaining ICT equipment and associated peripherals;
- (iv) Preparing maintenance and repair reports;
- (v) Maintaining an up-to-date ICT equipment register and issuance register; and
- (vi) Configuring of new Information Communication Technology equipment.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Diploma in any of the following disciplines: - Information Technology, Computer Technology, Business IT, ICT Project Management or equivalent qualification from a recognized Institution.

V/NO.27/2026 - ACCOUNTS/REVENUE OFFICER II – WRA GRADE 8 – TWO (2) POSITIONS

Job Summary

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

Accounts Function

This cadre is responsible for prudent management of financial resources in WRA in line with the existing legal financial framework.

Duties and Responsibilities will entail:

- (i) Preparing and reviewing periodic expenditure returns;
- (ii) Maintaining the general ledger;
- (iii) Supporting in tax accounting and remitting statutory deductions;
- (iv) Keeping safe custody of payments and journal vouchers;
- (v) Processing payments and other disbursements;
- (vi) Issuing demand notes and following delinquent accounts;
- (vii) Maintaining asset registers;
- (viii) Preparing payment vouchers;
- (ix) Preparing bank reconciliation statements;
- (x) Reconciling students' accounts;
- (xi) Preparing customer invoices for the services rendered; and
- (xii) Undertaking regular banking.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Bachelor's degree in any of the following disciplines: - Finance, Accounting, Commerce (Finance/Accounting Option), Economics, Statistics, Mathematics, Actuarial Science, Economics and Finance, Economics and Statistics, Business Management, Business Administration or its equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

**V/NO.28/2026 - ASSISTANT ACCOUNTANT/REVENUE OFFICER III –
WRA GRADE 9 – TWO (2) POSITIONS****Job Summary**

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

Accounts Function

This cadre is responsible for prudent management of financial resources in WRA in line with the existing legal financial framework.

Duties and Responsibilities will entail:

- (i) Initiating collection of revenue from various sources;
- (ii) Initiating compilation data on payments made by WRA to various payees;
- (iii) Compiling data to compute assets depreciation and verify balances on each account;
- (iv) Compiling documents and preparing them for approval of payment, allocation of funds for the payments, and effecting the payments;
- (v) Documenting and dispatching cheques and payment documents;
- (vi) Keeping custody of all accounting documents;
- (vii) Filing documents; and
- (viii) Compiling documents and information to be used for monthly reconciliations.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Diploma in Accounting or Part I or II of Certified Public Accountant or its equivalent; and
- (ii) Proficiency in computer applications;

V/NO.29/2026 - PLANNING OFFICER II – WRA GRADE 8 – TWO (2) POSITIONS

Job Summary

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

Planning function

This cadre is responsible for providing the enabling platform for formulation, coordination, implementation, management and reporting of strategy, planning, policy, performance management, risk management coordination, quality management and business process re-engineering.

Duties and Responsibilities

- (i) Coordinating collection of statistical data;
- (ii) Collating and analyzing of statistical data
- (iii) Coordinating development, implementation and review of the Authority's strategic plan and service charter;
- (iv) Coordinating implementation of and reporting on the Authority's performance contract;
- (v) Monitoring, evaluation and impact assessment of the Authority's projects, programmes and activities
- (vi) Conducting corporate research and economic analysis;
- (vii) Participating in feasibility studies and service delivery surveys;
- (viii) Providing input in the preparation of development plans; and
- (ix) Supporting Departments in undertaking crop mapping and developing suitability maps using GIS or any other emerging Technology.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Bachelor's Degree in any of the following disciplines: - Economics, Business Management, Strategic Management, Statistics, Mathematics, Business Administration, Project planning and Management or an equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer application skills.

**V/NO.30/2026 - RECORDS AND INFORMATION MANAGEMENT
OFFICER II – WRA GRADE 8 – TWO (2) POSITIONS**

Job Summary

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

Records and Information Management Function

This cadre is responsible for ensuring the flow of information and the security of documents of the Authority.

Duties and Responsibilities will entail:

- (i) General supervision of the registries;
- (ii) Preparing and submitting work plans for the registry;
- (iii) Implementing and adopting the use of electronic records management information system;
- (iv) Complying with the filing scheme of the Authority when carrying out filing of correspondences;
- (v) Ensuring that all outgoing and incoming correspondences are recorded and filed appropriately;
- (vi) Initiating file appraisal, retention and destruction is carried out in compliance with the Records Management Policy of the Authority and the governing legislations of the government issued from time to time; and
- (vii) Supervising, guiding and developing support staff within the registry.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Bachelor's Degree in Records Management, Business Administration, Information Science, or any other relevant field, or its equivalent qualification from a recognized institution;
- (ii) Proficiency in computer applications

**V/NO.31/2026 - RESOURCE MOBILIZATION OFFICER I – WRA GRADE
7 – ONE (1) POSITION**

Job Summary

An officer at this level will work under the guidance of a Principal Resource Mobilization Officer.

Resource Mobilization function

This cadre is responsible for designing and implementing resource mobilization, partnership and linkages in line with established policies and practices to grow and maintain diversity and funding to water resources. The role shall include seeking partnership nationally, regionally and internationally.

Duties and Responsibilities will entail:

- (i) Conducting research on potential donors;
- (ii) Analysing country, regional and global resource mobilization trends;
- (iii) Assisting in developing data collection tools;
- (iv) Preparing project proposals for funding agencies;
- (v) Identifying growth opportunities;
- (vi) Updating donor databases to record their contacts and preference information;
- (vii) Updating a network of donor and strategic partnership records contacts; and
- (viii) Collecting information, data, intelligence gathering, and analysis of development partners' trends.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Served for a minimum of three (3) years cumulative relevant work experience, in the position of Resource Mobilization Officer II;
- (ii) Bachelor's Degree in any of the following fields, Communications, Marketing, Public Relations, Business Development, Development Studies,

Economics, International Relations or equivalent qualifications from a recognized institution;

- (iii) Supervisor Course lasting not less than two (2) weeks;
- (iv) Proficiency in computer applications;

V/NO.32/2026 - ASSISTANT OFFICE ADMINISTRATOR III – WRA GRADE 9 – TWO (2) POSITIONS

Job Summary

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

Office Administrator Function

This cadre is responsible for performing Office Administrative and Management functions for the Authority.

Duties and Responsibilities will entail

- (i) Implementing procedures for record keeping correspondences and file movement.
- (ii) Preparing responses to correspondences.
- (iii) Maintaining office diary and scheduling travel itineraries.
- (iv) Handling telephone calls and appointments.
- (v) Ensuring security, integrity and confidentiality of data, office records, documents and equipment.
- (vi) Attending to visitors, handling customer inquiries and complaints; and
- (vii) Planning and scheduling meetings.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Diploma in Secretarial Services or an equivalent qualification from a recognized institution.

OR

Certificates from the Kenya National Examinations Council in the following areas: - Typewriting II (minimum 50 w.p.m) /Computerized Document Processing III; Shorthand II (80wpm); Business English II/Communications I; Office Practice II; Secretarial Duties II; Commerce II; Office Management III/Office Administration and Management III or an equivalent qualification from a recognized institution.

- (ii) Proficiency in computer applications; and
- (iii) Shown merit and ability as reflected in work performance and results.

V/NO.33/2026 - DRIVER II – WRA GRADE 10 – THREE (3) POSITIONS

Job Summary

An officer at this level will work under the guidance of Senior Driver.

Drivers Function

The purpose of this cadre is to enable transportation of Authority staff, Authority goods and equipment's and any other assigned persons and goods for effective service delivery.

Duties and Responsibilities will entail:

- (i) Driving motor vehicle in the authorized grade;
- (ii) Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems and tyre pressure;
- (iii) Ensuring work tickets are authorized;
- (iv) Ensuring security and safety for the vehicle on and off the road;
- (v) Ensuring safety of WRAs and staff and/or goods on board;
- (vi) Adhering to Authority's transport policies and guidelines; and
- (vii) Maintaining daily cleanliness of the vehicle.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) At least three (3) years cumulative relevant work experience at the grade of Driver III or in a comparable position;
- (ii) Kenya Certificate of Secondary Education mean grade D (plain) or its equivalent qualification from a recognized Institution;
- (iii) A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- (iv) Attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (v) Certificate of Occupational Trade Test III for Drivers conducted by the Ministry of Roads and Public works;
- (vi) Defensive Driving certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- (vii) Refresher Driving Course lasting not less than one (1) week from a recognized institution
- (viii) Proficiency in computer applications; and
- (ix) Shown merit and ability as reflected in work performance and result.

V/NO.34/2026 OFFICE ASSISTANT I – WRA GRADE 10 – THREE (3) POSITIONS

Job Summary

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

Office Assistant Function

This cadre is responsible for providing administrative office support to functional areas.

Duties and Responsibilities will entail:

- (i) Maintaining cleanliness of the kitchen, equipment and utensils;
- (ii) Carrying out office errands including dispatch/ collection of letters/ files, mail delivery, postage and maintaining dispatch and delivery register;
- (iii) Operating basic office equipment including photocopying and document binding;
- (iv) Requisitioning office consumables, preparing and serving office beverages;
- (v) Organizing office equipment and furniture; and
- (vi) Locking and opening office premises.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or its equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer application.

V/NO.35/2026 OFFICE ASSISTANT II – WRA GRADE 11 – THREE (3) POSITIONS

Job Summary

An officer at this level will work under guidance of a senior officer.

Office Assistant Function

This cadre is responsible for providing administrative office support to functional areas.

Duties and Responsibilities will entail:

- (i) Maintaining cleanliness of the kitchen, equipment and utensils;
- (ii) Carrying out office errands including dispatch/ collection of letters/ files, mail delivery, postage and maintaining dispatch and delivery register;

- (iii) Operating basic office equipment including photocopying and document binding;
- (iv) Requisitioning office consumables, preparing and serving office beverages;
- (v) Organizing office equipment and furniture; and
- (vi) Locking and opening office premises.

Job Specifications

For appointment to this grade, the candidate must have:

- (i) Minimum of three (3) years relevant work experience at the grade of Office Assistant III or in a comparable position
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or its equivalent qualification from a recognized institution;
- (iii) Proficiency in computer application; and
- (iv) Shown merit and ability as reflect in work performance and results

Terms of Service and Remuneration

Successful candidates will serve for a probationary period of six (6) months thereafter convert to Permanent and Pensionable Terms of Service. Remuneration will be subject to the existing terms approved by the Salaries and Remuneration Commission.

Application Process

The advertisement can be accessed on the Authority's website: www.wra.go.ke.

Candidates who meet the requirements for each of the positions should fill and submit the application form online in a typed format to be received on or before **1st June 2026**. Hard copy application forms can be dropped at our offices in NHIF Building, 9th floor, Records Office. To apply download, fill and send the employment application form to hr@wra.go.ke

**Applications should be addressed to
The Chief Executive Officer
Water Resources Authority
NHIF Building, 9th Floor Wing B, Ragati Road
P. O. Box 45250-00100,
NAIROBI**

Compliance with Chapter six of the Constitution of Kenya 2010

The Authority shall require successful candidates offered employment to comply with Chapter Six of the Constitution of Kenya, 2010 by submitting valid clearance certificates from the relevant institutions as listed below:

- (i) Kenya Revenue Authority (KRA)
- (ii) Higher Education Loans Board (HELB)
- (iii) Ethics and Anti-Corruption Commission
- (iv) Directorate of Criminal Investigations (DCI)
- (v) Credit Reference Bureau (CRB)

WRA is an equal opportunity employer committed to diversity and gender equality. People living with disabilities are encouraged to apply. Applications without relevant qualifications will not be considered. Any form of canvassing shall lead to automatic disqualification. Only shortlisted candidates shall be contacted.