



REPUBLIC OF KENYA  
MINISTRY OF WATER AND SANITATION  
**OFFICE OF THE PRINCIPAL SECRETARY**

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9<sup>th</sup> August, 2018

**INTERNSHIP OPPORTUNITIES AVAILABLE AT MINISTRY OF WATER AND SANITATION**

The Ministry of Water and Sanitation has declared twenty Five (25) posts Internship Opportunities as follows:

**1. ENGINEER II (WATER, SEWERAGE & SANITATION) – (2 POSITIONS)**

*Minimum Requirements:*

Bachelor's Degree in Civil Engineering from a recognized institution.

**2. ENGINEER II (WATER INFRASTRUCTURE DEVELOPMENT) – (2 POSITIONS)**

*Minimum Requirements:*

Bachelor's Degree in Civil Engineering from a recognized institution.

**3. INFORMATION, COMMUNICATION TECHNOLOGY – (2 POSITIONS)**

*Minimum Requirements:*

Bachelor's Degree in Computer Science, Business Information Technology or Information Communication Technology from a recognized institution.

**4. HUMAN RESOURCE MANAGEMENT OFFICER – (4 POSITIONS)**

*Minimum Requirements:*

Bachelor's Degree in Social Science such as Government, Sociology, Economics, Public/Business Administration, Human Resource/Personnel Management or any other relevant qualification their equivalent from recognized institution.

5. ACCOUNTANT – (2 POSITIONS)

*Minimum Requirements:*

Bachelor's Degree in Commerce (Accounting Option), Business Administration (Accounting Option) or any other relevant qualification their equivalent from recognized institution.

6. SUPPLY CHAIN MANAGEMENT OFFICER - (1 POSITION)

*Minimum Requirements:*

Bachelor's Degree in any of the following disciplines:- Commerce, Business Administration (Supply Management Option), Economics, Procurement and Supply Management, Marketing or their equivalent form recognized institution.

7. ASSISTANT SECRETARY – (2 POSITIONS)

*Minimum Requirements:*

Bachelors Degree in any of the following disciplines: - social Science or its equivalent qualification from recognized institution.

8. TRANSBOUNDARY WATER RESOURCES OFFICER II – (1 POSITION)

*Minimum Requirements:*

Bachelors Degree in any of the following disciplines: - Hydrology, Environmental Science, Water and Environmental Engineering, Chemistry, Water Resources or its equivalent qualification form a recognized institution.

9. FINANCE OFFICER III – (1 POSITION)

*Minimum Requirements:*

Bachelors Degree in any of the following areas: - Commerce (Finance Option), Economics, Business Administration, Business Management or Finance

OR

any other Bachelors Degree with Certified Public Accountant II (CPA II) Qualification.

10. WATER RESEARCH OFFICER – (2 POSITIONS)

*Minimum Requirements:*

Bachelors of Science Degree in any of the following disciplines: - Hydrology, Environmental Science, Chemistry, Civil Engineering or any other equivalent Qualification from a recognized institution.

11. ECONOMIST II/STATISTICIAN II - (1 POSITION)

*Minimum Requirements:*

Bachelor's Degree in any of the following disciplines: - Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a recognized institution.

12. RECORDS MANAGEMENT OFFICER II – (1 POSITION)

*Minimum Requirements:*

Bachelor's Degree in any of the following disciplines: - Information Science/Records Management or any of the Social Sciences from a recognized institution.

13. PUBLIC COMMUNICATIONS OFFICER II – (2 POSITIONS)

*Minimum Requirements:*

Bachelor's Degree in any of the following disciplines: - Mass Communication, Public relation Communication Studies or Media Studies/ Science from a recognized institution.

14. LEGAL OFFICER II – (2 POSITIONS)

*Minimum Requirements:*

Bachelor's Degree in Law (LLB) from a recognized institution and a post graduate diploma in legal studies from the council of Legal education.

**OTHER REQUIRMENTS THAT SUCCESSFUL INTERNS WILL BE REQUIRED TO HAVE IN LINE WITH THE INTERNSHIP POLICY AND GUIDELINES FOR PUBLIC SERVICE DATED MAY, 2016**

- (a) Valid Certificate of Good Conduct;
- (b) Personal Accident Insurance cover for the Internship period;
- (c) Copy of PIN Certificate
- (d) Copy of National ID Card or Passport; and
- (e) Two (2) coloured Passport size Photographs

**INTERNSHIP PERIOD: ONE (1) YEAR**

Prospective Interns *MUST* satisfy the requirements of Leadership and Integrity set out in Chapter six (6) of the Constitution of Kenya.

Candidates who meet the required qualifications should upload and fill an application form from the Public Service Commission of Kenya's Internship Link ([www.publicservice.go.ke](http://www.publicservice.go.ke)) and submit together with copies of required certificates and testimonials to the address provided below:

Principal Secretary,  
Ministry of Water and Sanitation  
P. O. Box 49720 – 00100,  
NAIROBI.

Or hand delivered to the Director, Human Resource Management and Development's office, Maji House Building, 1<sup>st</sup> Floor Room 154 so as to reach the office on or before 15<sup>th</sup> September, 2018.

*Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.*