Regional Centre on Groundwater Resources Education, Training & Research
OASIS OF GROUNDWATER KNOWLEDGE

ADVERTISEMENT FOR TEMPORARY STAFF DATA BASE

Regional Centre on Groundwater Education Training and Research is a State Corporation under the Ministry of Water, Sanitation and Irrigation established by a Legal Notice **No. 252** of **18th December, 2015.**The Centre is mandated to conduct research and capacity building on groundwater resources for management and development.

In line with the need to realize the above mandate, the Centre is in the process of establishing a database for temporary staff, who shall be called upon when an opportunity arises (Need basis/Rolling Basis). The database will be valid for a period of two (2) years and may be reviewed on need basis. The temporary employment aims at providing an opportunity for on-the-job experience and to build upon already acquired knowledge and skills for professional development. This opportunity is open in the following functions of the Centre:

Corporate Service Directorate

1. Human Resource & Administration Department
2. Strategy and planning department
3. Accounts and finance department

SUPPORT DEPARTMENTS/DIVISION SPECIFICATIONS

1. Human Resource & Administration Department
    i. Graduate Human Resource Management officer
    ii. Office Assistants

2. Strategy and Planning Department
    i. Graduate Strategy and planning officer

3. Finance and Accounts Department
    i. Graduate Finance Officer /Accountant

Qualifications and Basic Requirements for Support Departments and Divisions

Minimum of Diploma or a First degree from a recognized Institution in the following disciplines:

1. Human Resource & Administration Department

Bachelors in Human Resource Management management option and any other relevant qualifications from a recognized Institution.,

2. **Strategy and Planning Department**

Economics, Statistics, Economics and Mathematics, Economics and Statistics, Economics and Finance and any other relevant qualifications from a recognized Institution.

3. **Finance and Accounts Department**

BCOM, Business Management, Business Administration (Accounting or Finance option) Finance/Accounting and any other relevant qualifications from a recognized Institution.

4. **Office assistant**

Minimum of Kenya Certificate of Secondary Education (KCSE) mean grade 'D' or an equivalent qualification from recognized institution.

Personal Attributes:

i. Should possess interpersonal and communication skills;
ii. Be fluent in English; and
iii. Computer Skills.

Applicants are requested to submit duly filled personal data form which can be downloaded from the Centre website, cover letter, CV, copies of certificates & testimonials, relevant professional memberships in hard or soft copy including among other details your email and telephone contacts of three (3) referees familiar with your qualifications and work experience.

In addition to the qualifications set above, Shortlisted candidates in any of the functions will be required to obtain and submit copies of clearance certificates from the following Agencies during appointment/entry into employment:

i. Certificate of Good Conduct from the Directorate of Criminal Investigations;
ii. Clearance Certificate from the Higher Education Loans Board;
iii. Tax Compliance Certificate from the Kenya Revenue Authority;
iv. Clearance from the Ethics and Anti-Corruption Commission; and
v. Report from an Approved Credit Reference Bureau.

Hard copies should be delivered to the address provided below while soft copies submitted through email address hr@rcgw.go.ke indicating the department of interest on the subject line on or before 17th January 2023 at 17:00 hrs.

All applications to be addressed to:

The Chief Executive Officer,
Regional Centre on Groundwater Resource Education, Training & Research
NSSF Building, 16th Floor Western Wing, Block A, Bishop Road,
P.O Box 41156-00100
Nairobi

Late applications will not be accepted, and ONLY shortlisted candidates will be contacted. RCGW is an equal opportunity employer hence Persons with Disability are encouraged to apply