



REPUBLIC OF KENYA



JOB VACANCIES

The Hydrologists Registration Board is a Regulatory State Corporation formed under the Hydrologists Act No 19 of 2017. The Board, which falls under the Ministry of Water, Sanitation and Irrigation, is mandated to regulate, coordinate and oversee the practice of hydrology in Kenya.

The Board is planning to implement the Human Resource and Policy Instruments in accordance to the guidelines provided by the Hydrologists Act, 2017 by recruiting suitable and qualified persons to fill the following positions whose holders will be based at Hydrologists Registration Board Headquarters, Maji House, Ngong Road, Nairobi.

S/NO:	VACANCY	JOB SCALE	JOB REFERENCE	NO OF POSTS
1	Accountant	HRB 6	HRB/REC/2022/02	1
2	Human Resource Management and Development Officer	HRB 6	HRB/REC/2022/03	1

1. ACCOUNTANT, GRADE HRB 6, (1 POSITION), JOB REF: HRB/REC/2022/02

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

This is the entry and training grade for Accountants. An Accountant will work under the guidance and supervision of a senior officer.

KEY RESPONSIBILITIES

a) Job Specifications

The specific duties of the officer shall entail:

- Preparing payment and revenue vouchers and submitting for processing in accordance with the laid down rules and regulations;
- Maintaining registers of documents received by and dispatched from the department;

- iii) Issuing receipts for monies received;
- iv) Filling payments and receipt vouchers and ensuring safety of accounts files;
- v) Filing simple statutory returns with relevant institutions;
- vi) Entering in the system entries relating to revenues and expenses; and
- vii) Maintaining primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports such as imprest and expenditure returns.

b) Person Specifications

For appointment to this grade, a candidate must have: -

- i) Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option), Economics, Business Administration (Accounting/Finance Option) or its equivalent qualification from an institution recognized in Kenya;
- ii) Certified Public Accountant (CPA) Part III;
- iii) Membership to a professional organization in good standing;
- iv) Proficiency in computer applications; and
- v) Fulfils the requirements of Chapter Six of the Constitution of Kenya.

2. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER, GRADE HRB 6, (1 POSITION), JOB REF: HRB/REC/2022/03

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

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

KEY RESPONSIBILITIES

a) Job Specifications

The specific duties of the officer shall entail:

- i) Assisting in payroll administration;
- ii) Assisting in updating human resource records in an accurate and timely manner;
- iii) Drafting correspondences;

- iv) Processing, monitoring employee leave records and ensuring timely reports;
- v) Assisting in recruitment and performance appraisal;
- vi) Liaising with the insurance, pension and medical providers; and
- vii) Assisting in coordinating health and safety programs, HIV/AIDS Prevention, gender, disability mainstreaming, and programs against drug and substance abuse.

b) Person Specification

For appointment to this grade, a candidate must have: -

- i) Bachelor's degree in Human Resource Management or its equivalent qualification from an institution recognized in Kenya;
- ii) Membership to a professional organization in good standing;
- iii) Proficiency in computer applications; and
- iv) Fulfils the requirements of Chapter Six of the Constitution of Kenya.

Interested Candidates can obtain specific job requirements from the Hydrologists Registration Board website (www.hydrologistsboard.go.ke) or the Ministry of Water, Sanitation and Irrigation website (www.water.go.ke).

If you possess the attributes for the above positions, please submit your **soft copy** applications **ONLY** through the email address, hr@hydrologistsboard.go.ke and enclose a detailed CV, copies of academic, professional certificates and any other relevant testimonials, indicating day telephone numbers.

NOTE:

Applicants are notified of the following:

- i) The Hydrologists Registration Board is committed in implementing the provisions of the Constitution – Article 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. Therefore, People with Disabilities, Marginalized and Minority Communities are highly encouraged to apply.
- ii) Canvassing in any form will lead to automatic disqualification.
- iii) Only shortlisted and successful candidates will be contacted.
- iv) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews. It is a

criminal offense to present certificates/documents.

- v) While applying, candidates should **quote the Job Reference Number** as the subject of **the email**.
- vi) For any information or further clarification about the positions advertised, contact the Hydrologists Registration Board through the official contacts only.
- vii) Applications should reach the Board on or before **6th October, 2022** latest **5.00 pm (East African Time)**.

Applications for **Grade HRB 6** should be addressed to:

**Registrar/Chief Executive Officer
Hydrologists Registration Board
P.O Box 51224-00100
NAIROBI**
