



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	Manager, (Registration and Licensing; Hydrology Resource Centre; Hydrology Research and Standards; Compliance and Enforcement; Training and Professional Development; and Accreditation)	HRB 3	HRB/REC/2022/01	1

1. MANAGER;

**(REGISTRATION AND LICENCING; HYDROLOGY RESOURCE CENTRE;
HYDROLOGY RESEARCH AND STANDARDS; COMPLIANCE AND
ENFORCEMENT; TRAINING AND PROFESSIONAL DEVELOPMENT; AND
ACCREDITATION)**

**GRADE HRB 3 (1 POSITION),
JOB REF: HRB/REC/2022/01**

TERMS OF SERVICE: THREE (3) YEAR CONTRACT (RENEWABLE)

KEY RESPONSIBILITIES

a) Job Specifications

The Manager may be deployed to be in charge of any of the following six (6) departments;

- i) Registration and Licensing;
- ii) Hydrology Resource Centre;
- iii) Hydrology Research and Standards;
- iv) Compliance and Enforcement;
- v) Training and Professional Development;
- vi) Accreditation.

The specific duties of the Manager shall entail:

Registration and Licensing

- i) Monitoring, evaluating and reporting on the efficiency of the registration process;
- ii) Developing and overseeing the implementation of the departmental budget and work plan;
- iii) Gazetting the names of persons and entities registered under the Act and subsequent Rules and Regulations;
- iv) Ensuring registration certificates and licenses are issued in an effective manner; and
- v) Developing and reviewing of the Code of Conduct and Ethics for Hydrologists.

Hydrology Resource Centre

- i) Monitoring and implementation of the E- Resource Platform;
- ii) Monitoring the data management and information system;
- iii) Formulation of policies and strategies of the Hydrological Resources Centre;
- iv) Acquisition of hydrology artifacts, consisting of but not restricted to, hydrology manuals, reports, papers, dissertations, thesis, and maps and other tangibles that are beneficial and relevant to hydrology;
- v) Oversight on implementation of the Strategy on Hydrology Resources Centre; and
- vi) Developing and overseeing the implementation of the departmental budget and work plan.

Hydrology Research and Standards

- i) Liaising with stakeholders in development of hydrology research policy and standards;
- ii) Initiating research and advising on hydrology and water resources issues of national and regional importance;
- iii) Initiating, formulating and review of policy standards in the design and implementation of hydraulic and hydrological structures, works, investigations, surveys, research, activities and projects; and in the preparation of hydrological reports;
- iv) Effectively staying updated with all new technologies and developments and advising the Board, Ministry and other stakeholders accordingly;
- v) Conducting independent on-ground inspections and giving assistance and guidance on complex hydrological research, studies, surveys and investigations; and
- vi) Developing and oversee implementation of the departmental budget and work plan.

Compliance and Enforcement

- i) Monitoring, evaluating and reporting on compliance and enforcement;
- ii) Developing and overseeing implementation of the departmental budget and work plan;
- iii) Liaising with all stakeholders in respect to compliance and enforcement;

- iv) Directing or ordering the suspension or stoppage of any hydrology services or works, projects, which do not meet the set-out standards;
- v) Developing standards and guidelines for compliance and enforcement;
- vi) Planning, implementing and monitoring projects, programs in regard to registration activities to ensure that provision is made for adequate resources;
- vii) Developing and reviewing of the Code of Conduct and Ethics for Hydrologists;
- viii) Conducting inquiries on complaints with regard to any professional misconduct; and
- ix) Enforcing hydrology standards in design and implementation of hydraulic and hydrological structures, works, investigations, surveys, research, activities and projects.

Training and Professional Development

- i) Developing Training Needs Assessments;
- ii) Developing of training and CPD programs;
- iii) Developing action plans for the CPD programs;
- iv) Developing the annual calendar of activities for CPD programs;
- v) Promoting increased awareness of CPD programs;
- vi) Coordinating with other departments for support required for CPD;
- vii) Supervising the development of the curriculum for training of hydrologists;
- viii) Overseeing the dissemination of tools necessary for conducting professional examinations for the purposes of registration as required;
- ix) Developing and implementation of the School of Hydrology Policy and Strategy;
- x) Establishing and maintaining linkages with learning institutions and other stakeholders for the purposes of securing a steady flow of interns and graduate hydrologists into the Board;
- xi) Overseeing the development and implementation of a strategy for intern and graduate development;
- xii) Developing and overseeing implementation of the departmental budget and work plan.

Accreditation

- i) Reviewing and recommending for approval or rejection all assessments of Hydrology qualifications of foreign persons;
- ii) Developing evaluation tools for local and foreign hydrology programs;
- iii) Coordinating, monitoring and evaluating accreditation for Hydrology programs in institutions of higher learning;
- iv) Receiving and compiling all accreditation reports for various hydrology programs in institutions of higher learning;
- v) Developing an inventory on the different disciplines of Hydrology;
- vi) Developing of the accreditation standards, manuals and policy guidelines for accreditation; and
- vii) Developing and overseeing implementation of the departmental budget and work plan.

b) Person Specifications

For appointment to this grade a candidate must have: -

- i) Master's degree in any of the following disciplines - Hydrology, Applied Hydrology, Operational Hydrology, Water Resources Management, Integrated Water Resources Management, Integrated Watershed Management, Water Resources and Environmental

Management, Engineering Hydrology, Water Resources Engineering, Water Science and Engineering (specialization in Hydrology and Water Resources), Geography (with Hydrology option) or equivalent qualification from an Institution recognized in Kenya.

- ii) Bachelor's degree in any of the following disciplines - Hydrology, Applied Hydrology, Operational Hydrology, Water Resources Management, Integrated Water Resources Management, Integrated Watershed Management, Water Resources and Environmental Management, Engineering Hydrology, Water Resources Engineering, Water Science and Engineering (specialization in Hydrology and Water Resources), Geography (with Hydrology option) or equivalent qualification from an Institution recognized in Kenya.
- iii) Post-graduate diploma in Hydrology or equivalent from an institution recognized in Kenya;
- iv) A minimum of ten (10) years relevant work experience, at least three (3) of which should be at the level of Principal Hydrologist or equivalent in a government organization or other reputable institution;
- v) Must be a member of the Hydrological Society of Kenya in good standing;
- vi) Management course lasting not less than four (4) weeks;
- vii) Proficiency in computer applications;
- viii) Demonstrated professional competence in work performance and results; and
- ix) Fulfils the requirements of Chapter Six of the Constitution of Kenya.

Applications for **Grade HRB 3** should be addressed to:

**The Board Chairperson
Hydrologists Registration Board
P.O Box 51224-00100
NAIROBI**
