



# NAIROBI CITY WATER & SEWERAGE COMPANY LTD.

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## EXTERNAL ADVERTISEMENT

The Company is looking for a self-driven, motivated, competent and visionary person to fill the following vacant positions. This is an excellent opportunity for career progression.

### JOB TITLE: LEGAL OFFICER (CORPORATE SERVICES)

**REF: NCWSC/LD/LO.CS/2021**

**DIRECTORATE:** Company Secretary

**DEPARTMENT:** Legal

**LOCATION:** Headquarters

**GRADE:** 5

**REPORTING TO:** Legal Coordinator (Corporate Services)

**VACANT POSITION:** 1 No

**Main External Contacts:** Regulatory/oversight and professional bodies

Legal Fraternity (law firms, registries, etc.)

Shareholder (Nairobi City County)

**Main Internal Contacts:** Board members

All Departments

### **BROAD FUNCTION:**

To provide legal services in an efficient and effective timely manner that enhances compliance with legal and statutory requirements.

### **DUTIES / RESPONSIBILITIES**

- Preparing and reviewing legal contracts, memoranda of understanding, deeds, leases, and other legal papers of a routine nature.

- Researching on relevant statutes, rulings and precedents to be used as a basis for answering requests for legal opinions.
- Providing legal advice with a view to ensuring compliance with legal and statutory requirements.
- Maintaining a comprehensive database of legal matters with up to date progress.
- Reviewing and formulating legal policies, procedures and regulations.
- Reviewing recent legislation, court cases, correspondence and publications pointing out matters of note or which necessitate management action.
- Liaising with other departments in managing legal matters.
- Assisting in the provision of efficient, professional and informed Board Secretariat services and corporate governance support to the Board. This role involves implementing the Company's continuing obligations in line with constitutive documents, applicable codes of Corporate Governance, the Companies Act and best practice and includes activities such as drafting notices of meetings; preparation of board files; coordination of board evaluation; preparing advisories for the board/management on matters of corporate governance and compliance; communicating board decisions to management; maintaining a data base of all board decisions; preparing a summary of the implementation status of board resolutions; and preparing returns for filing.
- Attending relevant registries as and when required to.
- Attending meetings within and outside the company premises on behalf of the Company.

## **EDUCATION, PROFESSIONAL QUALIFICATIONS AND WORK EXPERIENCE**

- Bachelor of Laws (LLB) degree from a recognized university;

- An advocate of the High Court of Kenya with a current Practicing Certificate;
- A registered member of the Law Society of Kenya in good standing;
- Have a minimum of 3 years' post-admission experience in a busy legal department/environment.
- Being a registered member of the Institute of Certified Secretaries (Kenya) will be an added advantage.

### **REQUIRED SKILLS AND COMPETENCIES**

- Strong management, negotiation and report writing skills;
- Computer literacy and familiarity with standard office computer applications;
- Excellent interpersonal and communication skills;
- Ability to work under pressure and meet deadlines.

**NCWSC IS AN EQUAL OPPORTUNITY EMPLOYER.**

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