



# 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 (DISPUTE RESOLUTION)

**Ref: NCWSC/CS/LO.DR/2021**

**DIRECTORATE:** Company Secretary

**DEPARTMENT:** Legal

**LOCATION:** Headquarters

**GRADE:** 5

**REPORTING TO:** Legal Coordinator (Dispute Resolution)

**VACANT POSITIONS:** 3 No

**Main External Contacts:** Legal Fraternity (courts, law firms, registries, etc.)

Nairobi City County

Regulatory/oversight and professional bodies

**Main Internal Contacts:** 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**

- In consultation with all affected parties, proactively resolving disputes (including employing Alternative Dispute Resolution procedures) to ensure that they do not lead to litigation.
- Regularly reviewing and monitoring court matters with a view to concluding matters in a timely and cost effective manner.
- Formulating and implementing strategies to ensure recovery of the debt including negotiation, out-of-court processes, litigation etc. in liaison with the affected departments/stations.
- Responding to demand letters issued by customers and external parties;
- Monitoring accrued liabilities e.g. decretal amounts, court fees and advocates' fee notes to ensure that they are paid as and when they fall due;
- Ensuring compliance with court orders and decrees to avoid having officers of the company cited for contempt;
- Maintaining a comprehensive database of all legal matters with up to date progress.
- Ensuring quarterly data/trend analysis of matters affecting the section to assist the Company in decision making.
- Liaising with other departments in managing legal cases.
- Liaising with regulatory and oversight organs and ensuring feedback is given within the statutory/stipulated timelines.
- Sensitize the regions and other functions.
- Monitoring legal fees to ensure they are charged in accordance with the relevant legislative enactments and that it is within budget.
- Attending court and 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/court litigation.

## **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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