



Nairobi City Water & Sewerage Company Ltd.

Improving Reliability



CAREER OPPORTUNITIES

Our client Nairobi City Water and Sewerage Company Limited (NCWSC) is fully owned by the Nairobi City County Government Nairobi. The Company's mandate is to provide water and sewerage services in Nairobi City County and its environs.

As part of continued growth and team strengthening, NCWSC are looking for qualified, competent, seasoned and talented professionals capable of operating in the fast paced and demanding environment to fill the positions of Company Secretary and Legal Services Director, Director Internal Audit and Risk Management and Commercial Director. The successful candidates will play a critical role in the achievement of the Company's strategic objectives.

Company Secretary and Legal Services Director Ref: WCL/NCWSC/01/2025

Reporting to the Managing Director, the position is broadly responsible for implementing the Company's continuing obligations, provision of efficient, professional and informed board secretariat services and corporate governance support, applicable codes of corporate governance, the Companies Act and best practice, provision of legal services in an efficient manner in order to enhance compliance with legal and statutory requirements and ensuring effective resolution of cases and disputes in a timely manner.

The ideal candidate should have Masters in Law (LLM) and Bachelor of Laws (LLB) Degree from a recognized institution; Post Graduate Diploma in Law from the Kenya School of Law, an advocate of the High Court of Kenya with a valid current Practising Certificate, a member of the Law Society of Kenya (LSK) in good standing with a valid current Certificate, a registered CPS (K), member of the Institute of Certified Secretaries (ICS) of Kenya in good standing, with at least five (5) years' experience as a Certified Public Secretary and meets the requirement of Chapter 6 of the Constitution. In addition, the candidate must have a minimum of ten (10) years' experience five (5) years of which must be in senior management with experience in Public Sector Management

Director Internal Audit and Risk Management Ref: WCL/NCWSC/02/2025

Reporting functionally to the Audit, Risk & Governance Committee of the Board and administratively to the Managing Director, this position is broadly responsible for providing independent and objective assurance on the effectiveness of the Company's internal controls, governance processes and risk objectives.

The ideal candidate should have Master's Degree in any of the following: Business Administration, Accounting, Finance or their equivalent qualification from a recognized Institution and a Bachelor's Degree in Commerce, Accounting, Economics, ICT, Engineering, Finance or other recognized equivalent qualifications. The candidate must be in possession of Certified Public Accountant (K) or Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Chartered Certified Accountant (CCA), Certified Management Accountant (CMA), Certified Information Systems Auditor (CISA), Certified Forensic Examiner (CFE) or its equivalent relevant professional qualification, a member of Institute of Certified Public Accountants (ICPAK) or Institute of Internal Audit (IIA), Association of Chartered Certified Accountants (ACCA), Association of Certified Fraud Examiners (ACFE), Institute of Certified Management Accountants (ICMA), ISACA or any other relevant professional body, fulfill the requirements of Chapter Six of the Constitution, a minimum of ten (10) years' experience, five (5) years of which must be in senior management and demonstrated high performance and leadership in previous roles

Commercial Director Ref: WCL/NCWSC/03/2025

Reporting to the Managing Director, the position is broadly responsible for provision of effective leadership and strategy for service delivery, revenue generation and customer satisfaction.

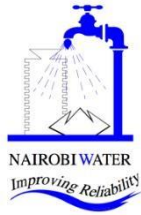
The ideal candidate should have Masters in Commerce, Marketing or business-related field and a Bachelor's degree. In addition, the candidate must have a minimum of 10 years' experience, 5 years of which must be in a senior management position.

The job description and other relevant details can be accessed from the company website: <https://www.nairobiwater.co.ke/work-with-us/>. All applications, including the required attachments, MUST be clearly marked with the respective job position and reference number, and submitted online via the following email address: career@wiseleadconsultants.com. Please note: Physical or hard copy applications will not be accepted.

All applications must be received by **26th June 2025 (5.00pm EAT)**. Only the shortlisted candidates will be contacted.

Nairobi City Water and Sewerage Company Limited is an Equal Opportunity Employer (EOE) and is committed to diversity and gender equality

Hotline No.: 0724 253 582 | Email: info@nairobiwater.co.ke



JOB INDENTS FOR VACANT FUNCTIONAL DIRECTOR POSITIONS

A. Company Secretary and Legal Services Director Ref: WCL/NCWSC/01/2025

Directorate: Company Secretary and Legal Services
Position: Company Secretary and Director Legal Services
Location: Headquarters-Kampala Road Industrial Area
Grade: 2
Reporting to: Managing Director
Supervises: Legal Coordinators

Broad Role: To provide corporate secretarial and legal services in an efficient, effective and timely manner that enhances compliance with legal and statutory requirements.

Duties and Responsibilities

1. Company Secretarial Services:

This role involves implementing the Company's continuing obligations and provision of efficient, professional and informed board secretariat services and corporate governance support to the Board in line with constitutive documents, applicable codes of corporate governance, the Companies Act and best practice. It includes:

- i. Providing guidance to the board on their duties and responsibilities and on matters of governance.
- ii. Assisting the board in carrying out the following: board induction and training; updating the board and committee charters; preparation of board work plans; board evaluation; governance audit; and implementation of the code of conduct and ethics.
- iii. Ensuring timely preparation and circulation of board and committee papers and minutes.
- iv. Proper use and custody of the company seal and accounting to the board for its use.
- v. Maintaining and updating the register of conflicts of interest.
- vi. Ensuring that board members are aware of all relevant laws affecting the organization.
- vii. Facilitating effective communication between the organisation and the shareholders.

- viii. Ensuring that annual returns and statutory notices are promptly filed with the relevant authorities.
- ix. Convening and attending the meetings of the Board of Directors and its Committees in consultation with the Managing Director.
- x. Preparing for and attending all annual and extraordinary general meetings of the Company in consultation with the Managing Director.
- xi. Any other company secretarial duties as may be assigned from time to time by the Managing Director.

2. Legal Services

This role entails providing legal services in an efficient manner in order to enhance compliance with legal and statutory requirements and ensuring effective resolution of cases and disputes in a timely manner. It includes:

- i. Attending to disputes involving the Company.
- ii. Management of court cases: ensuring compliance with court decisions; and adequate representation of the Company in court.
- iii. Handling contractual matters: preparation and review of contracts, memoranda of understanding, deeds, leases, and other legal papers of a routine nature.
- iv. Legal advisory services: 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 regulatory requirements on matters relating to business operations; 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.
- v. The Managing Director may assign any other duties relating to legal services as from time to time.

Academic Qualification:

- i. Masters in Law (LLM).
- ii. Bachelor of Laws (LLB) Degree from a recognized institution.
- iii. Post Graduate Diploma in Law from the Kenya School of Law.

Professional Qualification:

- i. Advocate of the High Court of Kenya with a valid current Practicing Certificate.
- ii. A member of the Law Society of Kenya (LSK) in good standing with a valid current Certificate of Good Standing.
- iii. A registered CPS (K) member of the Institute of Certified Secretaries (ICS) of Kenya in good standing, with at least five (5) years' experience as a Certified Public Secretary.

Experience:

- i. A minimum of ten (10) years' experience five (5) years of which must be in senior management.
- ii. Experience in Public Sector Management.

Required Skills and Competencies:

- i. Strong management and negotiation skills.
- ii. Computer literacy and familiarity with standard office computer applications.
- iii. High level of integrity and commitment to ethical standards.
- iv. Excellent interpersonal and communication skills; and
- v. Ability to work under pressure and meet deadlines.

How to Apply:

- i. Attach cover letter, a detailed CV with three referees' and their daytime contacts, and copies of academic and professional qualifications.
- ii. Quote the reference number of the position applied.
- iii. Indicate daytime contacts i.e. daytime telephone contact, postal and email address.

Please note:

- i. Canvassing in any form will lead to automatic disqualification.
- ii. Candidates with foreign degrees must obtain and submit recognition and equation of qualification from Kenya National Qualifications Authority (KNQA).
- iii. Shortlisted candidates **shall** be required to produce their original National Identification Card, Academic and Professional certificates, Testimonials, Chapter six clearance documents and other relevant documents in support of their applications.
- iv. It is a criminal offence to present fake certificates/documents.

B. Director - Internal Audit & Risk Management Ref: WCL/NCWSC/02/2025

Directorate: Internal Audit & Risk Management Services

Position: Director- Internal Audit & Risk Management

Location: Headquarters-Kampala Road Industrial Area

Grade: 2

Reporting to: Administratively to Managing Director and Functionally to the Audit, Risk & Governance Committee of the Board.

Supervises: Internal Audit Manager
Corporate Risk Manager

Broad Role:

The jobholder is responsible for providing independent and objective assurance on the effectiveness of the Company's internal controls, governance processes and risk management to support the achievement of the organization's strategic objectives.

Duties and Responsibilities:

- i.** Provide Leadership to the Internal Audit and Risk Management Staff.
- ii.** Providing Secretarial services to the Board Audit Committee.
- iii.** Participate in the board of management meetings and offer advisory services.
- iv.** Participate in strategic matters relating to the Company's strategic plan implementation
- v.** Provide liaison role to the external auditors and independent consultants on the progress of audit activities.
- vi.** To ensure the current practices in internal audit and risk management comply to the best practices and in line with the technological advancement.
- vii.** Liaises with functional heads to ensure the implementations of audit recommendations and closure.
- viii.** Ensure proper methodologies, policies and programs have been established to guide the internal audit on planning, execution and timely reporting.
- ix.** Formulating and coordinating the implementation of internal audit and risk management strategies, policies, and plans.

- x.** Providing assurance on the efficiency, effectiveness and adequacy on internal controls, risk management and governance processes.
- xi.** Providing feedback and advice on effectiveness of risk mitigation processes.
- xii.** Monitoring compliance with various laws, Regulations and procedures impacting on the Company's operations.
- xiii.** To spearhead and coordinate integrity and ethics activities within the company under the leadership and guidance of the Managing Director.
- xiv.** Coaching, mentoring, and developing staff using relevant human resource tools.
- xv.** Preparing, implementing, and monitoring Directorate budget.
- xvi.** Implementing procurement plans for the Directorate.

Academic Qualification:

- i.** Master's Degree in any of the following; Business Administration, Accounting, Finance or equivalent qualification from a recognized institution.
- ii.** Bachelor's Degree in any of the following; Commerce, Accounting, Economics, ICT, Engineering, Finance or equivalent from a recognized institution.

Professional Qualification:

- i.** Be in possession of Certified Public Accountant (K) or Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Chartered Certified Accountant (CCA), Certified Management Accountant (CMA), Certified Information Systems Auditor (CISA), Certified Forensic Examiner (CFE) or its equivalent relevant professional qualification.
- ii.** A member of Institute of Certified Public Accountants (ICPAK) or Institute of Internal Audit (IIA), Association of Chartered Certified Accountants (ACCA), Association of Certified Fraud Examiners (ACFE), Institute of Certified Management Accountants (ICMA), ISACA or any other relevant professional body.

Experience:

- i.** A minimum of ten (10) years' experience, five (5) years of which must be in senior management.
- ii.** Demonstrated high performance and leadership in previous roles.

Skills:

The incumbent must also have the following demonstrated knowledge, skills, and abilities:

- i. Extensive knowledge of and skill in applying internal auditing and accounting principles and practices, and management principles and preferred business practices.
- ii. Considerable knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by The Institute of Internal Auditors.
- iii. Knowledge of management information systems terminology, concepts, and practices.
- iv. Considerable knowledge of industry program policies, procedures, regulations, and laws.
- v. Skill in conducting quality control reviews of audit work products.
- vi. Skill in collecting and analysing complex data, evaluating information and systems, and drawing logical conclusions.
- vii. Extensive skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines.
- viii. Considerable skill in negotiating issues and resolving problems.
- ix. Skill in using a computer with word processing, spreadsheet, and other business software to prepare reports, memos, summaries, and analyses.

How to Apply:

- i. Attach cover letter, a detailed CV with three referees' and their daytime contacts, and copies of academic and professional qualifications.
- ii. Quote the reference number of the position applied.
- iii. Indicate daytime contacts i.e. daytime telephone contact, postal and email address.

Please note:

- i. Canvassing in any form will lead to automatic disqualification.
- ii. Candidates with foreign degrees must obtain and submit recognition and equation of qualification from Kenya National Qualifications Authority (KNQA).

- iii. Shortlisted candidates **shall** be required to produce originals of their National Identification Card, Academic and Professional certificates, Testimonials, Chapter six clearance documents and other relevant documents in support of their applications.
- iv. It is a criminal offence to present fake certificates/documents.

C. Director – Commercial Services Ref: WCL/NCWSC/03/2025

Directorate : Commercial Services

Position: Director - Commercial Services

Grade: 2

Reporting to: Managing Director

Supervises: Commercial & Billing Manager
Customer Relations Manager

Broad Role:

To provide effective leadership and strategy for service delivery, revenue generation and customer satisfaction.

Duties and Responsibilities:

- i.** Ensure provision of timely and high quality client services that meets or exceeds their expectations.
- ii.** Ensure timely, complete and accurate reading and billing of services and revenue collection. Manage and supervise commercial aspects of the Company's operations, particularly as they relate to meter reading, billing and customer enrolment.
- iii.** Develop short and long-term business strategies and operating plans that reflect the Company's goals and priorities.
- iv.** Ensure the provision of comprehensive commercial information systems, including up-to-date customer database, to achieve the overall Company customer base objectives.
- v.** Develop the directorates' policies and procedures and actions plans in line with overall Company mission and objectives.
- vi.** Develop and implement a modern customer service charter meant to enhance services to the customer.

Academic Qualification:

- i.** Bachelor's degree.
- ii.** Masters in Commerce, Marketing or business related field.

Experience:

- i. A minimum of ten (10) years' experience, five (5) years of which must be in senior management.
- ii. Demonstrated high performance and leadership in previous roles.

Required Skills and Competencies:

- i. Excellent interpersonal and communication skills.
- ii. Computer literacy and proficiency with standard office computer applications.
- iii. Ability to work under pressure and meet timelines.
- iv. A good understanding of complexities in developing systems for customer identification, billing, and motivating them and staff to cooperate in meter reading and revenue collection is necessary for this job.

How to Apply:

- i. Attach cover letter, a detailed CV with three referees' and their daytime contacts, and copies of academic and professional qualifications.
- ii. Quote the reference number of the position applied.
- iii. Indicate daytime contacts i.e. daytime telephone contact, postal and email address.

Please note:

- i. Canvassing in any form will lead to automatic disqualification.
- ii. Candidates with foreign degrees must obtain and submit recognition and equation of qualification from Kenya National Qualifications Authority (KNQA).
- iii. Shortlisted candidates **shall** be required to produce originals of their National Identification Card, Academic certificates, Testimonials, Chapter six clearance documents and other relevant documents in support of their applications.
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