



NAIROBI CITY WATER & SEWERAGE COMPANY LTD.

KAMPALA RD, P. O. Box 30656-00100, Nairobi, Kenya

Tel: +254 703 080 000

Email: info@nairobiwater.co.ke

www.nairobiwater.co.ke



Job Ref	NCWSC/CS/LOCS/2026
Job Title	Legal Officer - Corporate Services
Grade	5
Corporation/ Organization	Nairobi City Water & Sewerage Company Limited
Directorate	Company Secretary & Legal Services Directorate
Department	Legal
Section / Unit	Corporate Services
Location / Work Station	Headquarters – Kampala Road, Nairobi
Reporting Relationships	
Reports to	Legal Coordinator - Corporate Services
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
To support provision of legal services that protect the Company's interests and ensures compliance with legal, regulatory, contractual and good governance requirements.	
Key Responsibilities/ Duties / Tasks	
A. Advisory	
<ul style="list-style-type: none">• Carrying out research on relevant statutes, rulings, industry practice and precedents to be used as a basis for answering requests for legal opinions.• Preparing draft advisories intended for other functions on legal and regulatory issues.• Provide legal advisories in various forms e.g. responding to general queries or in meetings.	



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- Review of internal policy documents and submitting proposals on alignment to legal/regulatory requirements.
- Review of audit reports, advising on legal issues raised and liaising with relevant BPOs to come up with appropriate responses.
- Preparation of reports for various company retreats, advising on legal issues arising thereof and raising action points for compliance by various BPOs.

B. Legislative

- Reviewing gazette/legal notices on a daily basis to identify any issues affecting the organisation.
- Reviewing recent legislation/ bills/ government circulars /court cases /correspondence /publications and drafting advisories on matters which necessitate management action.
- Continuously reviewing and updating the Company's master list of Acts.

C. Contracts/MoUs

- Negotiating, reviewing and/or drafting memoranda of understanding (MoUs), contracts and other legal papers with a view to ensuring that the Company's financial exposure is reduced.
- Maintaining and continuously updating a comprehensive database of all MoUs, contracts and other legal papers negotiated, reviewed and/or drafted by the department.
- Review of standard forms to ensure that the resultant contracts are watertight.

D. General

- Implementing ISO requirements.
- Identifying and recommend legal risks.
- Identifying and submitting training needs.
- Carry out quarterly data/trend analysis.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

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



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Professional Qualifications

- i. Advocate of the High Court of Kenya with a valid practising certificate.
- ii. Membership of Law Society of Kenya (LSK) in good standing.
- iii. Being a registered CPS (K) member of the Institute of Certified Public Secretaries of Kenya in good standing shall be an added advantage.

Previous relevant work experience required

Three (3) years post-admission experience in a busy legal/corporate environment.

Functional Skills, Behavioural Competencies/Attributes:

- i. Understanding of public service, governance, and regulatory environments.
- ii. Strong negotiation skills.
- iii. Stakeholder engagement.
- iv. Computer literacy and familiarity with standard office computer applications.
- v. Meets the requirement of Chapter 6 of the Constitution.
- vi. Excellent interpersonal and communication skills.
- vii. Analytical thinking, performance monitoring, and reporting.
- viii. Ability to work under pressure and meet deadlines.

Employment Terms:

Appointment to the position shall be for a period of five (5) years, renewable, subject to satisfactory performance and business needs.

Prepared by: 

Date: 27 April 2026

Ag. Company Secretary

Approved by:

Managing Director



Date: 27/4/26



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Job Ref	NCWSC/CS/LODR/2026
Job Title	Legal Officer - Dispute Resolution
Grade	5
Corporation/ Organization	Nairobi City Water & Sewerage Company Limited
Directorate	Company Secretary & Legal Services Directorate
Department	Legal Department
Section / Unit	Dispute Resolution
Location / Work Station	Headquarters – Kampala Road, Nairobi
Reporting Relationships	
Reports to	Legal Coordinator - Dispute Resolution
Direct Reports	Legal Assistant
Indirect Reports	N/A
Job Purpose	
To provide and support legal services efficiently and effectively by ensuring resolution of cases in a timely and cost-effective manner and collection of debts in line with the Company's debt collection policy.	
Key Responsibilities/ Duties / Tasks	
<p>A. Pre-litigation</p> <ul style="list-style-type: none"> Proactively deal with disputes that are likely to escalate to court cases. Liaise with other departments and stations in managing legal matters. Prepare draft responses to regulatory and oversight organs within the statutory/stipulated timelines. 	



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B. Litigation

- Handle assigned legal matters including litigation in liaison with legal service providers.
- Monitor accrued liabilities e.g. decretal amounts, court fees and advocates' fee notes to ensure that they are paid as and when they fall due and in accordance with the relevant Advocates remuneration Order.
- Maintain an up-to-date and comprehensive database of assigned legal matters.
- Ensuring compliance with court orders and decrees to avoid having officers of the company cited for contempt Research on relevant statutes, rulings and precedents to be used as a basis for answering requests for legal opinions.
- Continuously review and monitor court matters in a timely and cost-effective manner including review of relevant legislation, case law, correspondence and publications.
- Attend court and relevant registries as and when required to.
- Evaluate legal service providers quarterly and monitor their performance.
- Sensitize management on the court processes and legal issues.

C. Debt Collection

- Handle debt collection matters of the Company upon receipt of instructions on verified and authenticated debts.

D. General

- Attending meetings and providing legal advice as and when required e.g. committee meetings, auditor meetings and negotiations.
- Implementing ISO requirements.
- Identifying and recommend legal risks.
- Identifying and submitting training needs.
- Guide on legal matters on formulation of Company policies.
- Carry out quarterly data/trend analysis.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

- Bachelor of Laws (LLB) degree from a recognized university.
- Post graduate diploma in Law.



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Previous relevant work experience required

Three (3) years post admission experience in a busy legal environment.

Functional Skills, Behavioural Competencies/Attributes:

- i. Understanding of public service, governance, and regulatory environments.
- ii. Strong management and negotiation skills.
- iii. Conflict resolution and stakeholder engagement.
- iv. Computer literacy and familiarity with standard office computer applications.
- v. Meets the requirement of Chapter 6 of the Constitution.
- vi. Excellent interpersonal and communication skills.
- vii. Analytical thinking, performance monitoring, and reporting.
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