



Thika Water & Sewerage Company Ltd.

EXCITING CAREER OPPORTUNITY AT THIKA WATER AND SEWERAGE COMPANY LIMITED (THIWASCO)

Thika Water and Sewerage Company Limited (THIWASCO) is a leading Water and Sanitation provider in Kiambu County. To consolidate growth, serve Customers better and meet its mandate, it seeks to recruit competent and result oriented professionals to be part of its team.

Position: Manager-Legal Services

Ref No. HR/MLS/03-2023

Job Grade: 11

Job Purpose: The jobholder will provide legal support and represent the Company in certain civil litigation and perform certain corporate duties. The Department shall also be responsible for ensuring compliance with the legal and regulatory legislations, provision of legal advice to the management.

The Manager will report to the **Managing Director**.

Key Responsibilities

1. Initiates and pursues legal proceedings as required by the Company i.e., prepare writs, defenses, submissions and other pleadings in civil cases both “for and against” the Company;
2. Prepares, files and pleads cases in Court in pursuit of amounts owed to the Company;
3. Advises on civil matters that should be directed to external counsel;
4. Liaises with and assists external Counsel in the discharge of their obligation;
5. Advises Management on statutory compliances;
6. Researches and prepares legal opinions on various civil matters including claims for compensation against the company;
7. Drafts and/or reviews legal letters, contracts and agreements and monitor legal obligations under agreements to ensure compliance, as requested;
8. Submits quarterly work reports to Management and the Board of Directors.

9. Causes to be maintained, a database of the status of all court matters involving the Company.
10. Represents the Company at Arbitration and court hearings.
11. Maintains a Register of all the Company's agreements and legal cases involving the Company, both criminal and civil.
12. Ensures Timely preparation and circulation of Board and Committee Papers
13. Perform any other tasks as required by the management from time to time.

Required Qualifications Experience and Skills

- Bachelor's degree in Law from a recognized university and advocate of the High Court or equivalent qualifications from a reputable and accredited University.
- Six (6) years relevant working experience in a busy environment with at least three (3) years in a Senior Officer position relevant experience
- Should be a member of the law society of Kenya.
- Hold Current practicing certificate.
- Possession of Leadership, Managerial, Report Writing, Analytical, Negotiation, Arbitration and Employee Relation Skills.
- Possession of good leadership, team player with good communication and IT skills.

Additional Requirements

In addition to the above requirements, candidates must provide evidence of compliance to Chapter Six of the Kenyan Constitution requirements for integrity by providing the following documents.

1. Higher Education Loans Board (HELB) Clearance.
2. Tax Compliance Certificate from Kenya Revenue Authority (KRA).
3. Certificate of good Conduct from the Directorate of Criminal Investigations (DCI).
4. Ethics and Anti-Corruption Clearance (EACC).

Application procedure

If you meet the above criteria and are interested in making a meaningful career move in Thika Water and Sewerage Company Ltd, apply by submitting your application, CV and copies of relevant certificates as well as chapter 6 clearances to:

The Managing Director
Thika Water and Sewerage Company LTD
Haile Sellasie Road near Chania Falls
P.O Box 6103 – 01000
Thika, Kenya

Via: info@thikawater.co.ke
Copy to: hr@thikawater.co.ke

Application Procedure Notes:

- ✓ You are required to send your application in soft copy only.
- ✓ Indicate the Job Title and Reference Number in your subject line
- ✓ Provide names and contacts of two referees.
- ✓ Kindly indicate current and expected salary as in your application subject line or CV.
- ✓ Attach copies of your certificates and testimonials in your application.
- ✓ Closing date for applications is by end day **Friday 5th January 2024.**
- ✓ Applications received after close of the deadline will not be considered
- ✓ Only shortlisted candidates will be contacted.
- ✓ THIWASCO is an equal opportunities employer.