



Nyeri Water and Sanitation Company Limited (NYEWASCO)
Off Kenyatta Road, Behind Nyeri County Fire Offices, P.O. Box 1520-10100 Nyeri, Kenya
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**EMPLOYMENT OPPORTUNITY
LEGAL SERVICES OFFICER**

Nyeri Water and Sanitation Company (NYEWASCO) was established as a Limited Liability Company under the Water Sector Reforms enshrined in the Water Act of 2016. Its main mandate is to provide high quality water and sanitation services to the people of Nyeri Central Sub County and its environs.

In an endeavor to continue growing to the next level, Nyeri Water and Sanitation Company seeks to recruit a highly motivated, visionary, dynamic and result-oriented candidate to fill the position of Legal Services Officer. The detailed job description is presented below:

JOB DESCRIPTION FOR A LEGAL OFFICER - ONE (I) YEAR CONTRACT TERM

Job Purpose
The job holder is responsible for executing the legal services functions including preparation of legal opinions, collecting, verifying and compiling legal information and documents to enable the department to achieve its objectives.
Key Responsibilities/ Duties / Tasks
I. Supervisory Responsibilities
1) Give legal advice to the Management 2) Supervising, mentoring and coaching the direct reports.
II. Operational Responsibilities / Tasks
1) Carry out the legal due diligence on customers, contractors, suppliers before formal engagement; and 2) Compiling contract documentation for preparation of contracts and related documents; 3) Obtaining information required on case files and preparing reports of the same for the seniors' consumption; 4) Undertaking research and law review on assigned legal issues to ensure the Board is acting in accordance with all applicable laws; 5) Conceptualizing and identifying legal and compliance risks; 6) Attending Court hearings and or tribunals in liaison with external lawyers including prosecution counsel; 7) Preparing status reports for pending/ concluded matters;

- 8) Undertaking court case preparation work such as interviewing witnesses, taking depositions;
- 9) Preparing pre-trial briefs and preparing draft pleadings for filing;
- 10) Assisting in review of all contracts or any other documentation where the Company has committed itself and assess legal implications legal implications that need to be brought to the management attention;
- 11) Prepare, follow up and accompany witnesses to attend court sessions;
- 12) Obtain information required on case files and communicates to the external advocates;
- 13) Obtain Information needed for due diligence and carrying out due diligence;
- 14) Obtain and avail the documents and information required for legal audits;
- 15) Ensure the Court diary is well maintained;
- 16) Review and verify documentation vis-à-vis historical information contained in individual case files;
- 17) Obtain information required on case files and communicating to the supervisor; and
- 18) Receive legal documentation and verifies before forwarding for execution or filing.
- 19) Supervise and mentor interns/apprenticeship in the department.

Job Dimensions:

I. Financial Responsibility

N/A

II. Responsibility for Physical Assets

Responsible for departmental office space, ICT equipment and furniture.

III. Decision Making/ Job Influence

- 1) Supervisory decisions
- 2) Operational decisions; and
- 3) Analytical decisions.

IV. Working Conditions

Works predominantly within an office environment at the NYEWASCO Headquarters' with local and regional travel.

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

Academic qualifications

Bachelors of Laws (LL. B) degree from a recognized institution.

Professional Qualifications / Membership to professional bodies

- 1) Post graduate diploma in Law from the Kenya School of Law;
- 2) Admission as an Advocate of the High Court of Kenya;
- 3) Valid Practicing Certificate;
- 4) Membership to the Law Society of Kenya
- 5) Fulfil the requirements of Chapter Six of the Constitution

Previous relevant work experience required.

Work experience of not less than Two (2) years

Functional Skills, Behavioral Competencies/Attributes:

- 1) Knowledge of relevant legislation and case laws in order to articulate Legal matters;
- 2) Knowledge of relevant laws and regulations and guidelines affecting the operations of the Organization;
- 3) Knowledge of legal drafting and research skills in order to discharge responsibilities for both case review and additional functions and drafting of Legal documents;
- 4) Knowledge of and experience with laws dealing with government and or commercial contract administration, negotiations, preparation and execution;
- 5) Proficiency in computer applications;
- 6) Thorough analytical and writing skills;
- 7) Interpersonal skills;
- 8) Time management;
- 9) Communication skills;
- 10) Team player; and
- 11) High Integrity.

APPLICATIONS PROCESS

- a. Applications are invited from suitably qualified candidates for the above position, Women, Youth and Persons with Disabilities and those from marginalized areas are encouraged to apply
- b. Application should be accompanied by detailed Curriculum Vitae including three (3) referees, mobile telephone contact, copies of National Identity Card, relevant certificates and other testimonials
- c. Applications for the position should be sent via email or hand delivered to the address indicated below so as to reach on or before Friday, 28th March 2025 5.00pm, East African Time

The Managing Director
Nyeri Water and Sanitation Company Ltd
P.O Box 1520 - 10100
NYERI
Email: hr@nyewasco.co.ke

Please note only shortlisted candidates will be contacted for interviews. NYEWASCO is an equal opportunity employer committed to diversity and gender equality. Persons with disability (PWDs), women and those from marginalized areas are encouraged to apply. Any form of canvassing will lead to automatic disqualification.