



Kericho Water & Sanitation Company Limited (KEWASCO)

P.O. Box 1379 - 20200, Kericho Kenya. *Temple Road, Next to Telkom House.*
Tel: (052) 2020602/**Customer Care:** 0797 220 294/**Cashier:** 0797 220 249
Email: info@kewasco.co.ke Website: www.kewasco.co.ke

JOB ADVERTISEMENT

VACANCY FOR THE POSITION OF LEGAL SERVICES MANAGER

Job Reference: KEWASCO/LSO/004/2025
Terms of Employment: Five (5) Year Renewable Contract
Reporting to: Administratively: Managing Director
Functionally: The Board

About the Company

The Kericho Water and Sanitation Company Limited (KEWASCO) is a limited liability incorporated under the Companies Act, 2015 as a Water Service Provider (WSP) company wholly owned by the County Government of Kericho. The company is mandated to provide water and sanitation services within the licensed areas of Kericho County. The company wishes to recruit a self-driven individual for the position of **Legal Services Officer**.

The successful candidate will be 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. Performs the duties of a Company Secretary by maintaining statutory registers, company records, and ensure timely filings with relevant authorities;
4. Obtaining information required on case files and preparing reports of the same for the seniors' consumption;
5. Undertaking research and law review on assigned legal issues to ensure the Board is acting in accordance with all applicable laws;
6. Conceptualizing and identifying legal and compliance risks;
7. Attending Court hearings and or tribunals in liaison with external lawyers including prosecution counsel;
8. Preparing status reports for pending/concluded matters;
9. Undertaking court case preparation work such as interviewing witnesses, taking depositions;
10. Provide secretarial services to the Board and its Committees including preparing agenda, minutes, notices, and resolutions and overseeing shareholder communication.
11. Preparing pre-trial briefs and preparing draft pleadings for filing;
12. 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;
13. Prepare, follow up and accompany witnesses to attend court sessions;
14. Obtain information required on case files and communicates to the external advocates;
15. Obtain Information needed for due diligence and carrying out due diligence;
16. Obtain and avail the documents and information required for legal audits;
17. Ensure the Court diary is well maintained;
18. Review and verify documentation vis-à-vis historical information contained in individual case files;
19. Obtain information required on case files and communicating to the supervisor; and
20. Receive legal documentation and verifies before forwarding for execution or filing.

JOB SPECIFICATION

- i. Bachelors of Laws (LLB) degree from a recognized institution.
- ii. Post graduate diploma in Law from the Kenya School of Law.
- iii. Admission as an Advocate of the High Court of Kenya.
- iv. Valid Practicing Certificate.
- v. Membership to the Law Society of Kenya.
- vi. Work experience of not less than Two (2) years.
- vii. Must satisfy and the requirements of chapter six of the constitution of Kenya 2010 on Leadership and integrity through provision of;



- a. Current certificate of good conduct from Directorate of Criminal Investigation Department
- b. Current Tax compliance certificate from Kenya Revenue Authority
- c. A clean and current report or clearance certificate from an approved credit reference Bureau (CRB)
- d. Clearance from the Ethics and Anti-Corruption Commission (EACC)
- e. Clearance Certificate from Higher Education Loans Board (HELB)

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.



Terms of Employment

The appointment will be for a five (5) year contract renewable subject to satisfactory performance

How to Apply

Interested candidates can submit their applications via email to applications@kewasco.co.ke, post or hand delivered together with updated CVs, academic and professional certificates, indicating email, day time telephone contact and other testimonials in a sealed envelope clearly marked the position applied for and the job reference number at the top of the envelope.

The application should reach the below address on or before Friday, **18th July, 2025 at 4:00pm.** Suitable qualified candidates are invited to apply and can access the detailed job description from the website www.kewasco.co.ke. All applications sent by post or courier should be addressed and delivered to:

**The Acting Managing Director
Kericho Water and Sanitation Company Limited
P.O Box 1379 – 20200 KERICHO
Tel: 0797 220 294**

NB: Only short-listed applicants will be contacted. Any form of canvassing will lead to automatic disqualification.

Women and Persons with Disabilities (PWDs) are encouraged to apply.

