



JOB SPECIFICATIONS FOR VACANT POSITIONS

I. LEGAL AND COMPLIANCE MANAGER (JOB REF. AWSB/LCM/3/2017)

a) Key Duties and Responsibilities

Reporting to the Chief Executive Officer, the position holder will be responsible for the following duties:-

- Advising the Board on their duties and responsibilities, obligations, relevant laws and governance matters.
- Coordinating governance audit process and implementation of the Code of Conduct and Ethics.
- Provision of secretarial and legal advisory services to the Board and Board committees.
- Assisting in preparation of Board and Committee work plans and charters.
- Assisting in carrying out Board evaluation and Board induction and training.
- Coordination and monitoring of Board development activities.
- Keeping safe custody of the seal and other relevant documents.
- Preparing legal advice and opinion and handling legislation and litigation matters relating to Athi Water.
- Ensuring compliance with laws, rules and regulations by the Board and management.
- Preparation, review and validation various agreements, contracts and leases with third parties.
- Custodian of legal instruments and related items.
- Promote an effective intellectual property strategy, function, process and system to protect and enhance the intellectual assets of the Board.
- Act as the corporation's principal liaison officer with regulators, respond to regulators enquiries and coordinate regulators' inspections.
- Monitor changes in relevant legislation and the regulatory environment and recommend or take appropriate action.
- Execute and manage appropriate legal action in response to suits filed against the Board by external parties and to prosecute third parties when company rights and/or interests are violated.
- Liaising with external lawyers handling legal matters on behalf of Athi Water and attending Court hearings.

b) Requirements for Appointment:

- Bachelor's degree in Law from a recognized university.
- Post-Graduate Diploma from the Kenya School of Law.
- Be an Advocate of the High Court of Kenya with a current practicing certificate.
- Be a member in good standing of the Law Society of Kenya (LSK).
- Certified Public Secretary and member in good standing of the Institute of Certified Public Secretaries of Kenya (ICPSK).
- A minimum of eight (8) years' post-admission experience in legal profession, four (4) of them spent at senior management level with relevant responsibility in an organization serving a large and demanding public.
- Advanced computer skills.
- A Master's degree in a relevant field will be an added advantage.

c) Duration

The successful candidate will be engaged for a period of three (3) years on contract terms with a possibility of renewal subject to satisfactory performance.