



Athi Water Service Board (AWSB) is a State Corporation under the Ministry of Water and Irrigation. It is mandated to plan and develop/expand infrastructure for bulk water supply and waste water in Nairobi and Kiambu Counties, and Gatanga District in Murang'a County. The Board intends to fill the following vacant position:-

Re-Advertisement Job: Legal and Compliance Manager Ref: AWSB/LCM/4/2017

Key Duties and Responsibilities

Reporting to the Chief Executive Officer, the overall responsibility will be to effectively and efficiently develop and oversee the policies, systems and procedures that ensure the corporation complies with all applicable codes of governance, as well as its legal and statutory requirements.

- Provide secretarial services to the Board of the organisation and Board committees.
- Act as the corporation's principal liaison officer with regulators, respond to regulators enquiries and coordinate the regulators inspections.
- Monitor changes in relevant legislation and the regulatory environment and recommend or take appropriate action.
- Responsible for the drawing and execution of the appointment instruments for Water Service Providers as well as ensuring compliance with the Service Provision Agreements.
- Advise the Board and management on all legal matters affecting the corporation.
- Obtain the necessary permits and authorizations required by the Board to carry out its activities and operations.
- Prepare, review and validate various agreements and contracts (including leases) with third parties.
- Promote an effective intellectual property strategy, function, process and system to protect and enhance the intellectual assets of the Board.
- 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.
- Coordinate and supervise the services of external advocates appointed to advise and/or represent the corporation in court or other tribunal.

Job Requirements

- A Bachelor's degree in law (LLB) from a recognized University.
- Must be an advocate of the High Court of Kenya or other country in East Africa and be a holder of CPS (K).

- Must have at least seven (7) years working experience in a law firm, a corporation or in a busy public practice office.
- Master's Degree or post graduate qualification in a relevant field is an added advantage.

Terms and Remuneration

Competitive remuneration packages will be offered to the successful candidate. Interested and suitable qualified individuals should forward their applications enclosing copies of their academic and professional certificates, detailed CV indicating work experience, current and expected remuneration and employer, daytime telephone contact – both office and mobile, names and addresses of three referees, to reach the undersigned not later than **6th June 2017**.

**Chief Executive Officer,
Athi Water Services Board,
Africa-Re Centre, Hospital Road,
P.O. Box 45283 – 00100, Nairobi or email: vacancies@awsboard.go.ke**

In addition, applicants are required to attach; copy of National ID/Passport, a certificate of good conduct from the CID, Tax compliance certificate from Kenya Revenue Authority, Clearance from Higher Education Loans Board, and Ethics and Anti-Corruption Commission that is valid within the past one year from the date of acquisition.

AWSB is an equal opportunity employer and persons with disability, women and those from marginalized areas are encouraged to apply.

Applications may be dropped at AWSB offices located at Africa-Re Centre 3rd Floor along Hospital Road clearly marking the position and reference on the envelope.

Only shortlisted candidates will be contacted and will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.

Note that this position is on a three (3) year contract renewable based on the performance