



## Thika Water and Sewerage Company Limited

Customer -Focus | Integrity | Teamwork | Innovation  
and Creativity | Sustainability

### EXCITING OPPORTUNITIES IN THIKA WATER AND SEWERAGE COMPANY LIMITED

Thika Water and Sewerage Company Limited is an equal Opportunity employer and wishes to recruit competent and qualified persons to fill the following positions:

No	VACANCY	GRADE	JOB REF.	NO. OF POSTS
1	MANAGER- LEGALSERVICES/COMPANY SECRETARY	11	HR/MLS/04_2024	1 Position

Candidates who want to apply for the role can access further details from our website ([www.thikawater.co.ke](http://www.thikawater.co.ke))

Deadline for application is Friday, 7<sup>th</sup> November 2024.

#### PLEASE NOTE

Thika Water and Sewerage Company Limited will not charge fees for any stage of recruitment and selection process.

Canvassing will lead to automatic disqualification.



## Thika Water & Sewerage Company Ltd.

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

The Thika Water and Sewerage Company Limited (THIWASCO), a prominent provider of water and sanitation services in Kiambu County, is committed to enhancing its operational efficiency and customer satisfaction. In pursuit of fulfilling its mandate and supporting continued growth, THIWASCO is seeking to recruit highly qualified and performance-driven professionals to join its team.

#### **Position: Company Secretary/Manager-Legal Services**

**Ref No.** HR/MLS/04-2024

**Job Grade:** 11

**Job Purpose:** The jobholder will represent the Company in certain civil litigation, provide legal support and various administrative and corporate governance tasks in compliance with the provisions of the Companies Act such as taxation laws, shareholder's rights, statutory laws, industrial and economics laws applicable to the company. The Department shall also be responsible for ensuring compliance with the legal and regulatory legislations, provision of legal advice to the management.

The Company Secretary/Legal 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.

***THIWASCO is an ISO 9001: 2015 Certified Company***

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, legal cases involving the Company (both criminal and civil) and board residential addresses, matters and attendance.
12. Ensures Timely preparation and circulation of Board and Committee Papers
13. Recording and keeping minutes of all proceedings at meetings of the directors and the shareholders.
14. Maintains board meeting resolution, proceedings and record of board resolution.
15. Prepares Board notices and agenda in consultation with the board.
16. Draw and vet of Contracts, agreements and other legal documents;
17. Prepares conveyance memo of all decision, orders, policies and direction of the board to the member of staff, shareholders and the public.
18. Filing of returns with the Registrar of Companies within prescribed time limits. These include certain resolutions, allotments, changes in directors, the annual return, and financial statements and reports.
19. Performs any other related duties that may be assigned by the superior.

#### **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.
- Post Graduate Diploma in Law from the Council of Legal Education;
- Experience of not less than Six (6) years, three (3) of which must be in a leadership/senior; management position in the Public Service or Private sector;
- Member of institute of Certified Public Secretary of Kenya (ICPSK)
- Holder of Certified Public Secretary Certificate (CPS).
- Should be a member of the law society of Kenya.
- Hold Current practicing certificate.
- Proficiency in ICT; and
- Fulfillment of the requirements of Chapter Six of the Constitution.

### **Key Competencies and skills**

- (i) Organization and management skills;
- (ii) Good communication skills,
- (iii) Team Player.
- (iv) Leadership and managerial skills;
- (v) Report writing skills;
- (vi) Negotiation skills and arbitration skills; and
- (vii) Analytical skills.
- (viii) Conversant with Labour matters

### **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 the position, apply by submitting your application, CV and copies of relevant certificates as well as documents confirming compliance with provisions of chapter 6 of the Kenyan Constitution 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](mailto:info@thikawater.co.ke)

Copy to: [hr@thikawater.co.ke](mailto: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 three 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, 7<sup>th</sup> November 2024.**
- ✓ Applications received after close of the deadline will not be considered
- ✓ Only shortlisted candidates will be contacted.
- ✓ THIWASCO is an equal opportunities employer.