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/02-2026
Job Grade	11
Reports to	Managing Director
Terms of Service	Contract -5 Years
Duty Station	Thika

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.

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.
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

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