

Principal Legal Officer at Kenya Water Institute (KEWI)

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Job Description

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KEWI as established by the KEWI Act is mandated to offer training, administer examinations offer research and consultancy services in the wider water sector. KEWI has earned the recognition of being a leading institution in producing high caliber human capital for the water sector in the region. Our vision is “To be a World class Centre of Excellence in Training, Research and Consultancy in the Water and related Sectors”. To achieve this KEWI, with the support from the Government and development partners has invested in capacity building of her staff both locally and internationally.

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Duties and responsibilities at this level will entail:

Providing legal advice to the taken by the Board;

Drawing up contracts, agreements and other legal documents;

Undertaking research on different information to ensure that the Board is acting in accordance with all applicable laws;

Preparing Quarterly Legal Reports;

Preparing Board Resolutions, Action Points, Board Reports and Board Minutes;

Identifying legal and compliance risks and issues relative to the Board’s intended actions;

Managing the risk exposure of the Board by ensuring compliance with all relevant statutory and regulatory requirements;

Liaising with external lawyers on all cases filed against the Board to ensure instructions, witnesses and statements are procured on time;

Working with external lawyers to initiate lawsuits or to formulate a defense, to gather evidence in legal proceedings involving the Board and rendering general advice relating to any legal proceedings involving the Board;

Representing the Board in litigation matters.

Job Specifications

For appointment to this scale, a candidate must meet the following requirements;

Minimum of Eight years relevant work experience;

Bachelors of Laws degree from a recognized institution;

Postgraduate Diploma in Legal Studies from the Council of Legal Education;

Have been admitted as an advocate of the High Court Kenya;

Have valid practicing certificate;

Have proficiency in computer applications;

Demonstrate professional competence in work performance and results;

Fulfilled the requirements of Chapter Six of the Constitution

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