

## **JOB ADVERTISEMENT**

Water and Sanitation Corporation (WASAC) is mandated to provide clean water supply and services in Rwanda. In order to boost its operations, WASAC wishes to hire competent and enthusiastic people for the following position:

### **1. Legal Officer (1)**

- ❖ **Reporting to: Manager Legal Advisory Services**
- ❖ **Nature of Contract: Open ended Contract.**

#### **Overall Objectives of the Position:**

To provide WASAC management with advice and technical review on legal related matters.

#### **Scope of Work:**

To ensure that all operations done as per set policies and procedures, and advise on how legal matters can be handled amicably.

#### **a. Duties and Responsibilities for Legal officer**

##### **Duties related to contracts issues;**

- Provide contractual legal advisory services;
- Check and initial contracts;
- Provide inputs on all contracts prepared by procurement unit;
- Advise different departments in case of disputes in the implementation of contracts;
- Editing letters addressed to suppliers (warnings, cancellation, replies ,etc );

##### **Duties related to litigations:**

- Provide legal advisory services on all different sorts of claims and litigations in which WASAC is involved;
- Settling disputes between the company and its internal customers;
- Initiate arguments for preserving the interest of WASAC;
- Facilitate the advocates who represent WASAC in the courts to understand the case to be defended;
- Draft response to the complaints letters;
- Do transactions or legal settlements;

- Attend field visits for checking the situation ,doing investigation and report back the feedback;
- Prepare and submit a quarterly report on the progress of work.

#### **Duties related to WASAC's insurance**

- Ensure that the company is best covered at the lowest price;
- Follow up the process of tender related of deferent insurance;
- Declaration and follow up all claims with blocker in deferent insurances companies;
- Follow up the process of incorporation or cancellation;
- Training with blocker on management of risks, prevention and protection to the technical staff in the plants.

#### **Duties related to contract management**

- Follow up of contract process and give advice before its expiry (contract management)

#### **Generally WASAC legal Officer will be required to:**

- Draft WASAC governing instruments like manuals, instructions ,legal opinions and others;
- To maintain accurate and up to date records of all work;
- To maintain strict confidentiality of personal information about WASAC Services and adhere to WASAC policy and procedures;
- To undertake additional tasks and responsibilities which may arise from time to time, relevant to the post;
- Reviewing and providing legal advice on all WASAC operational activities on contracts,MoU's ,and other legal instrument as submitted seeking for legal advisory opinion;
- Check and initial contracts;
- Provide inputs on all contracts prepared by procurement unit.
- Do any other work assigned by your supervisor

**b. Qualification and experience required:**

- Having a Bachelor's degree in law
- At least 3 years of proven experience in similar position
- Profound knowledge of law enforcement policies and procedures
- Operational knowledge of Microsoft applications
- Ability to prioritize work and work independently

**2. Internal Auditor (1)**

- ❖ **Reporting to: Chief Internal Audit**
- ❖ **Nature of Contract: Open ended Contract.**

**Overall Objectives of the Position:**

To provide WASAC management with advice and technical on audit issues.

**Scope of Work:**

To ensure that all operations done as per set policies and procedures and audit standards ..

**Key responsibilities**

- Ensure that the business of the WASAC are run in an orderly manner,
- Ensure controls regarding;-Plans and programs as well as its organisation structure,- Conduct physical and personnel controls(procedures concerning human resources management, assets safeguarding, procurement...), conduct accounting control (verify the regular updating of the accountancy books at different level of the administration;
- Ensure a proper internal audit:-Conduct independent and continues appraisal of activities as required by WASAC,- Propose useful amendments to improve the rules, procedures and practices related to budgetary ,financial and accounting process;
- Ensure the follow-up on the implementation of the internal and external audit recommendations
- Do any other work assigned by your supervisor

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- **QUALIFICATION AND REQUIRED EXPERIENCE**

The candidate must have the following:

- A0 in Accounting, Finance/Accounting and Economics.
- Having Intermediate level of ACCA or CPA
- Excellent Knowledge of English is required, knowing French is an advantage.

**How to apply**

The interested candidates must submit the following soft documents to WASAC ltd

email: [recruitments@wasac.rw](mailto:recruitments@wasac.rw) not later than.....<sup>07</sup>...../12/2021 at 05:00pm.

**Documents to be submitted**

- ✓ Job application form on WASAC ltd website;
- ✓ A copy of Degree;
- ✓ A copy of Service certificates as the proof of the related working experience is a MUST;

**Note:** To get more information and application form, please visit WASAC website [www.wasac.rw](http://www.wasac.rw), click on "Career", click again on "Job" and download the form from useful links.

All applicants must apply only using the above email only.

Selected candidates will be contacted.

Done on: 29/11/2021

  
**Gisele UMUHUMUZA**  
Ag. Chief Executive Officer

