



## KENYA SCHOOL OF LAW

### JOB ADVERTISEMENT

The Kenya School of Law is a public legal education provider responsible for the provision of professional legal training as an agent of the Government. The School is run under the auspices of the Kenya School of Law Act No. 26 of 2012 of the Laws of Kenya. The core functions of the School as currently constituted includes provision of the following services: -

- a) Train persons to be advocates under the Advocates Act;
- b) Ensure continuing professional development for all cadres of the legal profession;
- c) Provide para-legal training;
- d) Provide other specialized training in the legal sector;
- e) Develop curricular, training manuals, conduct examinations and confer academic awards;  
and
- f) Undertake projects, research and consultancies.

In order to effectively meet these expanded functions, the School wishes to recruit committed, dynamic and result oriented persons who will join the existing strong team of staff to help it realize its vision of being *“A preferred centre of excellence in legal education and training in the Eastern Africa region and beyond”*.

We are looking for independent, visionary, strategic thinkers who are customer oriented, and would effectively participate in initiating organizational transformation. Specifically, we seek to recruit: -

#### 1. ASSISTANT DIRECTOR, HUMAN RESOURCE & ADMINISTRATION

REF: KSL/HR01/2019

GRADE KSL 3

1 POSITION

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#### Overall purpose of the job

Reporting to the Deputy Director, Corporate Support Services, the incumbent will be responsible for planning, coordination and implementation of human resource and administration policies, procedures and processes.

## **Job Specifications**

The duties and responsibilities of the officer will entail: -

- (i) Advising the Deputy Director, Corporate support services on Human Resource & Administration issues;
- (ii) Initiating the formulation and implementation of Human Resources & Administration Policies, strategies and evaluate their effectiveness to achieve the School's mandate;
- (iii) Advising management on all Human Resource & Administration matters;
- (iv) Promoting understanding and commitment to positive values in the School;
- (v) Implementing the staff training and development plan to build capacity among the staff;
- (vi) Advising the School on the best practices of the labor laws as they apply to Human Resources management to ensure that the School is in line with the set standards;
- (vii) Formulating and implementing the staff performance appraisal program;
- (viii) Developing for approval regulatory framework for Reward and sanctions system;
- (ix) Sensitizing staff on all Human Resource & Administration policies;
- (x) Managing the employee performance improvement program;
- (xi) Analyzing staffing levels for effective succession planning;
- (xii) Ensuring implementation of health and safety programs;
- (xiii) Custodian on all staff records;
- (xiv) Overseeing security and safety of all KSL staff and assets;
- (xv) Overseeing a clean and well maintained School environment;
- (xvi) Preparing procurement plan for the HR/Administration department;
- (xvii) Prepare budget plan for the HR/Administration department; and
- (xviii) Secretary to the HRMAC.

## **Person Specification**

The successful candidate will have:

- (i) At least ten (10) years relevant work experience in public or private sector, five (5) of which should be at management level;
- (ii) Master degree in Human Resource Management from a recognized institution;
- (iii) Bachelor degree in Human Resource Management or a degree in social sciences with a postgraduate diploma in human resource management;

- (iv) Practicing Certificate from the Institute of Human Resource Management;
- (v) Certified Human Resource Professional (K);
- (vi) Management course lasting not less than four (4) weeks from a recognized institution as an added advantage;
- (vii) Meet requirements of Chapter 6 of the Constitution and the Leadership and Integrity Act; and
- (viii) Proficiency in Computer Applications.

**2. PRINCIPAL ACCOUNTANT      REF: KSL/HR02 /2019      KSL 4      1 POSITION**

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**Overall purpose of the Job**

Reporting to the Assistant Director, Finance & Accounts the incumbent will be responsible for effective financial management.

**Job Specification**

The duties and responsibilities of the officer will entail: -

- (i) Preparing and submit financial statements and reports to provide regular updates of the institutions financial position;
- (ii) Developing, reviewing and implementing policies, internal controls to ensure completeness and accuracy of accounting transactions and smooth flow of operations;
- (iii) Managing and controlling accounts payables by verification of payments to suppliers and contracted professionals to ensure their ledgers are up to date;
- (iv) Ensuring timely responses to both internal and external audit queries so as to get a good audit report;
- (v) Maintaining and updating fixed assets register to reflect the correct position for informed management decision making and safeguarding the School assets;
- (vi) Continuously monitoring and reviewing management system and recommend changes as required;
- (vii) Preparing cash flow forecast;
- (viii) Reviewing the General Ledger reconciliations and balances to ensure correct postings hence timely preparation of the quarterly and annual financial reports;
- (ix) Ensuring timely and accurate statutory reporting;

- (x) Preparing financial statements and schedules;
- (xi) Completing monthly closing procedures;
- (xii) Analyzing and recording daily revenues and expenses;
- (xiii) Undertaking monthly reconciliation of bank and other accounts;
- (xiv) Periodically analyzing financial performance;
- (xv) Submitting financial and tax reports for audit;
- (xvi) Preparing tax returns and other reporting requirements;
- (xvii) Monitoring and document internal controls; and
- (xviii) Participating in the budgeting process.

**Person Specification**

The successful candidate will have:

- (i) At least eight (8) years’ relevant work experience in public or private sector, three (3) of which should be in a supervisory role;
- (ii) Bachelor degree in Accounting, Finance or Business Administration (Finance and Accounting option) from a recognized institution;
- (iii) Master degree in Business Administration (Accounting/Finance Option) from a recognized institution;
- (iv) CPA (K)/ACCA finalist;
- (v) Member of ICPAK in good standing;
- (vi) Management course lasting not less than four (4) weeks from a recognized institution as an added advantage;
- (vii) Fulfilled the requirements of Chapter six of the Constitution; and
- (viii) Proficiency in Computer Applications and Accounting Packages.

**3. PRINCIPAL AUDITOR**

**REF: KSL/HR03/2019**

**KSL 4**

**1 POSITION**

**Overall purpose of the Job**

Reporting to the Assistant Director, Internal Audit, the incumbent shall be responsible for providing independent, objective assurance that the School’s risk management, governance and internal control processes are operating effectively.

## **Job Specifications**

The duties and responsibilities of the officer will entail:

- (i) Performing risk based financial audits including by reviewing the internal control systems of the School;
- (ii) Participating in the development of audit strategies, policies and procedures;
- (iii) Performing reports for Board Audit and Risk Committee;
- (iv) Participating in development of audit programs by performing risk assessments and audit procedures;
- (v) Assisting in preparation of quarterly audit reports to the Audit and Risk Committee of the Board;
- (vi) Participating in development of audit plan for financial audits;
- (vii) Evaluating operational and accounting efficiency and internal control; and
- (viii) Preparing audit reports with audit findings and recommendations.

## **Person Specification**

The successful candidate will have:

- (i) At least eight (8) years' relevant work experience in public or private sector, three (3) of which should be in a supervisory role;
- (ii) Bachelor Degree in Business related field from recognized institutions;
- (iii) Master degree in Business related field from recognized institutions;
- (iv) CPA (K)
- (v) Membership to ICPAK/ Institute of Internal Auditors IIA (Kenya) in good standing;
- (vi) Management course lasting not less than four (4) weeks from a recognized institution will be an added advantage;
- (vii) Meet requirements of Chapter 6 of the Constitution; and
- (viii) Proficiency in Computer Applications.

**4. PRINCIPAL LEGAL OFFICER      REF: KSL/HR04/2019      KSL 4      1 POSITION**

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### **Overall purpose of the Job**

Reporting to the Assistant Director, Legal, the incumbent shall be responsible for provision of corporation secretarial and legal services.

## **Job Specifications**

The duties and responsibilities of the officer will entail: -

- (i) Assisting in developing the Board's conflict of interest register, work-plans, training calendar and charters as required under Mwongozo;
- (ii) Assisting in the coordination of board induction, training and evaluation;
- (iii) Assisting in drafting board papers relating to legal issues;
- (iv) Assisting in compiling Board papers from other departments;
- (v) Establishing and implement the department service charter;
- (vi) Draft legal opinions;
- (vii) Assisting in drafting policies, legislation and strategies relating to legal matters in the School;
- (viii) Reviewing all drafted contracts, leases, pleadings, MOUs and other legal instruments;
- (ix) Identifying legal risks that face the organisation, and coordinate their mitigation;
- (x) Establishing and implementing the departmental ISO procedures;
- (xi) Undertaking internal legal compliance audits, and ensure recommendations are disseminated and implemented;
- (xii) Conducting compliance monitoring of staff and departments in KSL in key compliance issues;
- (xiii) Conducting internal governance audits in accordance with the code of governance;
- (xiv) Attend court to represent the School in court in litigation, conveyance and contracts that is handled internally;
- (xv) Conducting internal legal compliance trainings;
- (xvi) Participating in the drafting of the departmental budget, work-plan and strategic plan of the Department; and
- (xvii) Supervising and undertake performance appraisal for the legal officers and legal Assistants in the department.

## **Person Specifications**

The successful candidate will have:

- (i) At least eight (8) years' relevant post admission experience in the public or private sector with three (3) of which should be in a supervisory role;
- (ii) Bachelors of Laws(LL.B) from a recognized institution;
- (iii) Post-graduate Diploma in Law;

- (iv) Masters in Law (LL.M) from a recognized institution;
- (v) Advocate of the High Court of Kenya;
- (vi) Valid Advocates practicing certificate;
- (vii) Member of the Law Society of Kenya in good standing;
- (viii) Certified Public Secretary (CPS (K) will be an added advantage;
- (ix) Management course lasting not less than four (4) weeks from a recognized institution will be an added advantage;
- (x) Proficiency in Computer Applications; and
- (xi) Meet requirements of Chapter 6 of the Constitution.

**5. INTERNAL AUDITOR**

**REF: KSL/HR05/2019**

**KSL 6**

**1 POSITION**

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**Overall purpose of the Job**

Reporting to the Assistant Director, Internal Audit, the incumbent shall be responsible for assisting in providing independent, objective assurance that the School's risk management, governance and internal control processes are operating effectively.

**Job Specifications**

The duties and responsibilities of the officer will entail:

- (i) Assisting in carrying out audit reviews by applying auditing principles and practice to;
- (ii) Assisting in carrying out audit investigations to safeguard the School's assets and resources;
- (iii) Assisting in carrying out risk based financial audits by reviewing the internal control systems of the School;
- (iv) Assisting in verifying the existence of the School's assets by reviewing the assets register; and
- (v) Assisting in preparing draft reports documenting audit findings and recommendations.

**Person Specifications**

The successful candidate will have:

- (i) Bachelor Degree in Business related field from recognized institutions;
- (ii) Meet requirements of Chapter 6 of the Constitution; and
- (iii) Proficiency in Computer Applications.

Competitive remuneration package and benefits will be offered to the successful candidates.

**ALL APPLICANTS** are required to comply with the requirements of Chapter six (6) of the Constitution of Kenya. Shortlisted candidates will be required to provide evidence of clearance by the Ethics and Anti-Corruption Commission, Kenya Revenue Authority, Credit Reference Bureau, Higher Education Loans Board and provide a Certificate of Good Conduct.

The Kenya School of Law is committed to implementing the provisions of the Constitution – Chapter 232 (1) on fair competition and merit, representation of Kenya’s diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE PERSONS WITH DISABILITIES, THE MARGINALIZED AND MINORITIES ARE HIGHLY ENCOURAGED TO APPLY.**

All applications should include the job reference number, a reliable email address, and day -time telephone contact and must be accompanied with a detailed curriculum vitae and copies of relevant certificates.

Send your application to:-

**The Director  
Kenya School of Law  
P. O. Box 30369-00100  
Nairobi.**

Email applications will **NOT** be considered

The application should reach this office on or before 22<sup>nd</sup> March, 2019.