



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 – (READVERTISEMENT)

REF: KSL/HR06/2019

GRADE KSL 3

1 POSITION

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 a relevant field 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) is an added advantage;
- (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.

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. Candidates who had earlier applied for the position need not to re-apply.

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 18th June, 2019.