



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: -

PRINCIPAL LEGAL OFFICER – (RE-ADVERTISEMENT) REF: KSL/HR07/2019 KSL 4
1 POSITION

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.

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.