



## 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 professional legal training, research and consultancy in the East African 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: -

<b>1. PRINCIPAL LEGAL OFFICER – (RE-ADVERTISEMENT)</b>	<b>REF: KSL/HR13/2019</b>
<b>GRADE KSL 4</b>	<b>1 POSITION</b>

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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.

**2. PRINCIPAL LECTURER, ADVOCATES TRAINING PROGRAMME REF: KSL/HR14/2019**  
**GRADE KSL 4 1 POSITION**

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**Overall purpose of the job**

Reporting to the Assistant Director Advocates Training Programme, the incumbent will be responsible for training in the Advocates Training Programme and paralegal studies.

### **Job Specifications**

The duties and responsibilities of the officer will entail: -

- (i) Participating in curriculum development and review curricula;
- (ii) Coordinating course or subjects;
- (iii) Organizing, coordinating the legal clinics program in the department;
- (iv) Organizing, coordinating pupillage and pursuing accreditation of the pupillage centres;
- (v) Organizing and coordinating the moot court program and prepare students for moot courts;
- (vi) Exercising supervisory role over other staff in the department;
- (vii) Conducting research in areas of legal training;
- (viii) Teaching or training in the Advocates Training Programme and paralegal studies;
- (ix) Supervising students serving pupillage;
- (x) Preparing students for both national and international moot court competitions to enhance advocacy skills;
- (xi) Verifying student admission documents;
- (xii) Preparing of teaching manuals;
- (xiii) Setting, moderating and marking examinations;
- (xiv) Setting and marking project work and administer oral examinations;
- (xv) Resolving complaints and initiating disciplinary process on matters arising out of pupillage; and
- (xvi) Preparing budget for the legal clinic, moot courts and pupillage programs in consultation with the head of department.

### **Person Specification**

The successful candidate will have:

- (i) At least eight (8) years' post admission relevant work experience three (3) of which should be in a supervisory role;
- (ii) Bachelor's Degree in Law (LL.B) from a recognized university;
- (iii) Master's Degree in Law (LL.M) from a recognized university;
- (iv) Post-graduate Diploma in Law;
- (v) An advocate of the High Court of Kenya with current practicing certificate;
- (vi) Member of the Law Society of Kenya in good standing;
- (vii) Certificate in management course lasting four (4) weeks will be an added advantage;
- (viii) Fulfilled the requirements of Chapter six of the Constitution; and
- (ix) Proficiency in Computer Applications.

### 3. PRINCIPAL LECTURER, CONTINUING PROFESSIONAL DEVELOPMENT

REF: KSL/HR15/2019

GRADE

KSL 4

1 POSITION

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#### Overall purpose of the Job

Reporting to the Assistant Director, Continuing Professional Development, the incumbent will be responsible for training focus groups or professionals, carrying out legal consultancy and research on emerging legal issues.

#### Job Specifications

The duties and responsibilities of the officer will entail: -

- (i) Developing policies, strategies and programmes for CPD;
- (ii) Developing courses and training strategies;
- (iii) Sourcing for consultancies and funding for CPD programmes;
- (iv) Training lawyers and other professionals in integrated legal issues to enhance effectiveness in the performance of their roles;
- (v) Budgeting for planned programmes and keeping expenditure within budgeted amounts.
- (vi) Identifying suitable trainers and speakers for training events and negotiating fees where applicable.
- (vii) Designing alternative training delivery systems to meet the needs of members, e.g. online and e learning training courses, development of training materials and best practice guides.
- (viii) Developing and designing courses training materials to meet client needs;
- (ix) Developing and carrying out sensitization on emerging legal areas to create awareness;
- (x) Carrying out legal audit consultancies for public institutions to meet their statutory mandates and generate income for the School;
- (xi) Carrying out research on emerging legal issues;
- (xii) Developing proposals and responding to requests for proposals and expressions of interest for training, consultancies and research from public, private and international institutions; and
- (xiii) Training, mentoring, coaching and supervising staff working under them.
- (xiv) Creating an opportunity for members to engage in best practice sharing and collaboration.

#### Person Specifications

The successful candidate will have:

- (i) At least eight (8) years' post admission relevant work experience three (3) of which should be in a supervisory role;
- (ii) Bachelor's Degree in Law (LL.B) from a recognized university;
- (iii) Master's Degree in Law (LL.M) from a recognized university;
- (iv) Post-graduate Diploma in Law;
- (v) An advocate of the High Court of Kenya with current practicing certificate;

- (vi) Member of the Law Society of Kenya in good standing;
- (vii) Certificate in management course lasting four (4) weeks will be an added advantage;
- (viii) Fulfilled the requirements of Chapter six of the Constitution; and
- (ix) Proficiency in Computer Applications.

## **PART- TIME TEACHING OPPORTUNITIES**

### **4. ADJUNCT LECTURERS, ADVOCATES TRAINING PROGRAMME    REF: KSL/HR16/2019**

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#### **Overall purpose of the job**

Reporting to the Assistant Director, Advocates Training Programme, the part time teaching staff will provide training services in the Advocates Training Programme.

#### **Person Specification**

The successful candidates should: -

- (i) Possess an LLB or equivalent and an LLM or equivalent from a recognized university;
- (ii) Be admitted as an Advocate of the High Court of Kenya with at least five years post admission experience;
- (iii) Be a member of the Law Society of Kenya in good standing;
- (iv) Have the ability to conduct legal training at a practical level;
- (v) Have been trained in Andragogy skills;
- (vi) Possess excellent communication skills with the ability to prepare and present concise oral and written reports;
- (vii) Have excellent planning and organizational skills;
- (viii) Have good Information Communication Technology skills;
- (ix) Have good customer care and public relations skills;
- (x) Possess good interpersonal relations skills and be a team player;
- (xi) Have the ability to work under minimal supervision.

#### **Areas of Specification**

The required expertise is in the following course units: -

1. Accounting/ Legal Practice Management
2. Trial Advocacy
3. Conveyancing
4. Civil Litigation
5. Commercial Transactions

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 Police Clearance Certificate.

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 **4<sup>th</sup> November, 2019**.