



Legal Officer

How to apply

1. Download the [KNATCOM 1A](#) form from the website www.unesco.go.ke
2. Complete the form and sign (**Do Not** attach any documents)
3. **First** send a soft copy in **word** format to hr2019@unesco.go.ke (**Do Not** attach any documents)
4. **THE SUBJECT OF THE EMAIL SHOULD BE THE TITLE OF THE POST**
5. **Secondly**, send a hard copy to:

The Secretary General/CEO
Kenya National Commission for UNESCO
P.O. Box 72107-00200
National Bank Building, 16th Floor
Harambee Avenue
NAIROBI

Note: Only short listed and successful candidates will be contacted. Valid Clearance certificates from EACC, HELB, KRA & CID is mandatory.

Function of the Legal Division

This Department exists to perform the following functions: legal policy development; analysis of legal instruments; legal documentation preparation and drafting; Providing legal advice and guidance; representation of the Commission in legal proceedings; Prosecution of cases in courts and litigation management.

JOB PROFILE

LEGAL OFFICER

Job Title	Legal Officer
Grade	KNC 8
Reports To	Secretary General/CEO
Location	Nairobi, Headquarters

Remuneration	Gross monthly package Ksh. 194,896 – 245,465 Pm Leave Allowance – Ksh. 10,000 Non Practicing Allowance – 30,000 Medical Allowance – As per scheme rules Group Life & Accident Cover– As per scheme rules
Terms	Permanent and Pensionable Pension Contribution rate (basic salary) Employee - 7.5% Employer - 12.5%

Duties and Responsibilities

The Officer will be responsible to the Secretary General/CEO for the coordination and implementation of the Legal Services in a results oriented and timely manner to achieve the Corporations' goals, objectives and agreed performance targets. This will entail *inter alia*:

1. Coordinate the day to day business of the Legal Services Department.
2. Initiate the formulation of the Commission's Legal policies, strategies, and plans and coordinate their evaluation thereof
3. Establish effective Legal administrative structures, processes and systems
4. Provide legal support in drafting of policies, directives and/ or instructions, and provide follow up activities as may be required.
5. Advice on adherence and Legal compliance with the national laws and international statutes;
6. Proactively guide and advice the Commission on all legal matters affecting its functions including new legislations;
7. Take minutes during board meetings and provide guidance to the Board on their duties and responsibilities related to matters of corporate governance;
8. Conduct legal research; write legal opinions and memoranda on matters relevant to the Commission as required,
9. Advise and participate in the negotiation of contracts, partnerships, memoranda of understanding (MOUs) and agreements generally,
10. Provide regular communication to the Secretary General/CEO and the Board on key Legal technical matters
11. Handle legal matters affecting or that may affect the Commission, including representation in courts, hearings and where else necessary
12. Any other tasks as may be assigned by the Secretary General/CEO.

Job specifications

- Academic & Professional Qualifications**
- Must have a Bachelor's degree in law from a recognized university,
 - Diploma in Law (from Kenya School of Law);
 - Possession of a LLM, or Master's degree in Governance, policy or related discipline will be an added advantage,
 - Must be an advocate of the High Court of Kenya,
 - Possess a current practicing certificate,
 - Possession of a CPS (K) and registration with the Institute of Certified Public Secretaries of Kenya will be an added advantage.

- Experience**
- Possess a minimum of fifteen (15) years continuous experience in the legal profession or is currently serving in an equivalent or comparable senior management level position within the corporate legal services Department of a similar organization for a minimum period of three years three;
 - Demonstrated proven ability and results in managing a corporate legal portfolio;
 - Demonstrated proven ability and results in providing effective board secretariat services;
 - Demonstrated proven experience in drafting high level minutes and board papers
 - Demonstrated experience in drafting, interpreting and executing legal instruments;
 - Have strong interpersonal, communication and presentation skills,
 - Proficiency in computer Applications.

- Personal qualities**
- Pro-active, approachable, flexible, have integrity and commitment to production results, self-motivated, dependable, organized, professional, and must satisfy the requirements of Chapter Six of the Constitution of Kenya on leadership and integrity.
 - Knowledge in legislative drafting is an added advantage.
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