

JOB PROFILE AND SPECIFICATION

ASSISTANT DIRECTOR, LEGAL SERVICES KeNHA GRADE 4 - (Ref. No. KeNHA/AD-LEGAL/01/2024) – 1 POSITION

Job Title:	ASSISTANT DIRECTOR, LEGAL & REGULATORY SERVICES	KeNHA GRADE 4	1Position
Terms of Service	Permanent & Pensionable		
Place of Work:	Headquarters		
Directorate:	Corporation Secretary / Legal Services		
Reporting to:	Deputy Director, Corporation Secretary & Legal Services		
Supervises:	Senior Legal Officer		

a) Job Purpose

The job holder will play a key role in the execution of the Departmental programs and managing Board meetings by; providing company secretarial services and legal advisory services to the Authority.

b) Job Description

Duties and responsibilities at this level will entail: -

- (i) advising the Authority on all legal matters that may arise in the Authority's operations;
- (ii) drawing and vetting of Contracts, agreements and other legal documents;
- (iii) following up on cases filed against the Authority and preparation of legal reports and opinions;
- (iv) assisting in developing, implementing and reviewing legal policies and procedures to ensure that they are in tandem with the existing legislation;
- (v) Negotiating for contracts;
- (vi) coordinating service providers in legal matters involving the Authority;
- (vii) initiating legal action on behalf of the Authority on recovery measures;
- (viii) undertaking legal research;
- (ix) advising the Authority on the legislation that affect the Road Sub-Sector and changes made thereof;

- (x) providing Company Secretarial services to the Board through coordination of preparation of Board agenda and papers by Heads of Departments and Sections and arrangement of Board and Board Committee Meetings;
- (xi) attending Board meetings and communicating resolutions of the Board to the Heads of Departments and Sections for timely action;
- (xii) preparing Minutes of the Board in a timely manner and ensuring their circulation;
- (xiii) Keeping custody of the records of the Board and the preservation of original documents;
- (xiv) monitoring compliance with regulatory and legislative requirements;
- (xv) providing of day to day legal and regulatory support to the functional areas covering general compliance queries and reviews; and
- (xvi) liaising with external lawyers on all cases filed against the Authority to ensure instructions, witnesses and statements are procured on time;

c) Job Specifications

For appointment to this grade, a candidate must have: -

- (i) A minimum of eight (8) years and at least three (3) experience in supervisory role in the Public or Private Sector;
- (ii) Master's Degree in any of the following disciplines; Law, or its equivalent qualification from a recognized institution;
- (iii) Bachelor of Laws degree from a recognized institution;
- (iv) Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- (v) Admitted as an advocate of the High Court Kenya;
- (vi) Annual Practicing Certificate from the Law Society of Kenya;
- (vii) Certificate of good standing from the Law Society of Kenya;
- (viii) Certified Public Secretary (K) or its equivalent qualification from a recognized institution;
- (ix) Management Course lasting not less than four (4) weeks;
- (x) Proficiency in computer applications; and
- (xi) Fulfilled the requirements of Chapter Six of the Constitution.

d) Key Competencies and Skills

- (i) Leadership Skills;
- (ii) Communication Skills;
- (iii) Interpersonal skills;

- (iv) Negotiation skills;
- (v) Problem solving skills;
- (vi) Supervisory skills.