



REPUBLIC OF KENYA



**Kenya National
Highways Authority**

Quality Highways, Better Connections

EXTERNAL ADVERTISEMENT

EXCITING CAREER OPPORTUNITY

ASSISTANT DIRECTOR, LEGAL SERVICES, GRADE 4 – 1 POSITION.

The Kenya National Highways Authority (KeNHA), a State Corporation under the Ministry of Roads and Transport was established under the Kenya Roads Act, 2007 and charged with the mandate to manage, develop, rehabilitate and maintain national roads.

In order to carry out this mandate effectively, the Authority wishes to fill the vacant position of **Assistant Director, Legal Services**, Grade 4 with creative and proactive Kenyan citizen with the ability to quickly adapt to a dynamic work environment.

For a detailed Job Profile and Specification, and general information on KeNHA, please visit the Authority's website **www.kenha.co.ke**.

KeNHA is an Equal Opportunity Employer committed to diversity and gender equality within the organization and therefore encourages persons with disability, women and those from marginalized areas to apply. Applicants with disability are requested to indicate their status on the application cover letter for ease of identification.

Prospective candidates MUST satisfy the requirements of Leadership and Integrity set out in Chapter six (6) of the Constitution of Kenya and shall be required to present the following documents during the interview.

- Ethics and Anti-corruption Commission Clearance Certificate
- Kenya Revenue Authority Tax Compliance Certificate
- Higher Education Loans Board Clearance Certificate or proof of ongoing repayments
- Certificate of Good Conduct issued by National Police Service
- Certificate of Clearance from the Credit Reference Bureau (CRB)

The terms of appointment for the above positions shall be on Permanent & Pensionable Terms of Service:

Candidates who meet the requirements detailed in the Job Specifications should submit their applications so as to reach the specific address shown below by close of business on **Monday, 4th March, 2024 at 5:00 pm.**

Applications to include CVs with details of day time contacts, current and expected salary, notice period required to take up appointment where successful, names and contacts of three referees. Applicants must also attach copies of all Certificates/Testimonials and copies of National ID or Passport.

Applications for the positions of Assistant Director, Legal Services, Grade 4 clearly quoting the position reference number can also be hand delivered and inserted in the Recruitment box placed on the 2nd Floor (Outside the HRM Department Office and addressed to: -

**The Director General,
Kenya National Highways Authority,
Barabara Plaza, Jomo Kenyatta International Airport (JKIA)
Off Airport South Road, along Mazao Road
P.O. Box 49712 - 00100 Nairobi.**

Applications without the relevant qualifications, copies of documentation /details will not be considered. Any form of canvassing shall lead to automatic disqualification.

Only shortlisted candidates will be contacted.