

ADVERT NO. NG-CDFB/017/2022: PRINCIPAL LEGAL OFFICER - NG-CDF SCALE 4 (1 post)

a) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in Law;
- ii. Master's degree in law or any other business relevant field;
- iii. Diploma in Law from the Kenya School of Law;
- iv. Membership to the Law Society of Kenya;
- v. At least eight (8) years' work experience in a busy Law Firm or a comparable organization, four (4) of which should be at supervisory management level;
- vi. At least Certified Public Secretary [CPS] Part two.
- vii. Certificate in a Management course lasting not less than four (4) weeks from a recognized institution.
- viii. Current practicing certificate;
- viii. Demonstrated professional competence and managerial capability as reflected in work performance and results;
- ix. Proficiency in computer applications; and
- x. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

b) Duties and Responsibilities

The Principal Legal Officer will report to the Corporation Secretary through the Manager, Legal Services and will be responsible for the following:

- i. Ensure compliance with relevant statutory and regulatory requirements and that due regard is given to specific organizational interests;
- ii. Review various legal instruments applicable to the Board with a view to ensuring their relevance and applicability to the prevailing circumstances;
- iii. Ensure that Board's operations comply with the constitution and where necessary, advice on remedial measures;
- iv. Review operational and policy documents to ensure compliance with the constitution, statutes and regulations;
- v. Ensure legal and governance compliance and advice on improvement, where appropriate;
- vi. Advice on undertaking legal and governance audit;
- vii. Handle emerging legal challenges and where necessary, recommend mitigating measures and monitor implementation;
- viii. Identify and advise the Board and management on diverse legal issues;
- ix. Review and vet contractual documents and where applicable, recommend necessary amendments;
- x. Develop contractual documents between the Board and third parties;
- xi. Attend to all Board Litigation matters, including preparation of pleadings, managing relationships between the Board and external lawyers, court attendances and generally protect the Board's interests;
- xii. Identify regulatory requirements and collaborate with other departmental heads with a view to ensuring enforcements of requirements;
- xiii. Attend to constituencies' legal queries, advice and guide on best legal practices with a view to protecting the Board's and the Fund's interests;
- xiv. Track and report on implementation of Performance Contract targets pertaining to the department;
- xv. Ensure proper liaison with other offices such as the Attorney General, Director of Public Prosecution, and Kenya Police to expedite investigations pertinent to NG-CDF;
- xvi. Attend to and ensure timely resolution of complaints arising from implementation of the Act; and
- xvii. Any other duty as may be assigned by the supervisor.

Interested and qualified persons are required to make their applications online through the job application portal on the Board's website: www.ngcdf.go.ke or /and hard copies to be dropped in a designated Box, at the Board's Headquarters, Harambee Cooperative Plaza 5th Floor, during working hours (8 am to 5 pm). Applications may also be sent through post office as per the address provided below so as to reach the Board on or before **February 08, 2022**. For the hard copy applications, the reference No. for the position applied for should be properly indicated on top of the envelope.

Candidates must submit the following documents alongside application

- i. Police Clearance (Certificate of good conduct);
- ii. Duly executed self-declaration form from the Ethics and Anti-Corruption Commission;
- iii. Clearance from Kenya Revenue Authority;
- iv. Clearance from Higher Education Loans Board (HELB);
- v. Clearance from a reputable Credit Reference Bureau.

NOTE

- i. Applicants for the position of Field Operations Officer/Fund Account Manager **MUST** indicate and show prove of their home constituency.
- ii. Applications containing false information shall be disqualified.
- iii. Details of academic and professional certificates not obtained by closure of the advert shall not be considered.
- iv. Applicants should indicate daytime telephone number, postal address, current salary, names and contact address of 3 referees.
- v. Only shortlisted and successful candidates shall be contacted.
- vi. Canvassing in any form will lead to automatic disqualification.
- vii. The Board is an equal opportunity employer and encourages persons of all gender, minority and marginalized communities, youth and persons living with disabilities to apply.
- viii. Both hard and soft copies of applications should reach the Board on or before **Tuesday February 08, 2022 latest at 5.00 pm.**

Applications with comprehensive Curriculum Vitae, certified copies of academic and professional certificates and all other requirements should be addressed to: -

The Chief Executive Officer
National Government Constituencies Development Fund Board
Harambee Cooperative Plaza, 5th Floor (Junction of Haile Selassie Avenue & Uhuru Highway)
P.O. Box 46682-00100
NAIROBI