

ADVERT NO. NG-CDFB/018/2022: LEGAL OFFICER - NG-CDF SCALE 6 (1 post)

a) Requirements for Appointment

For appointment to this position, a candidate MUST have:

- i. Bachelor's Degree in Law;
- ii. Diploma in Law from the Kenya School of Law
- iii. Membership certificate to the Law Society of Kenya;
- iv. Current Practicing Certificate;
- v. Proficiency in computer applications; and
- vi. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

b) Duties and Responsibilities

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

- i. Attend to compliance issues with regard to statutory and regulatory requirements;
- ii. Undertake review of various legal instruments applicable to the Board and recommend appropriate actions;
- iii. Monitor and advice on constitutional compliance in the Board's operations;
- iv. Review and advice the department on legal and governance compliance;
- v. Identify, attend to and advise the department on emerging legal challenges;
- vi. Advise the Board and management on diverse legal issues;
- vii. Vet existing contractual documents and where applicable, recommend for review;
- viii. Draft contractual documents between the Board and third parties;
- ix. Attend to Board Litigation matters;
- x. Identify regulatory requirements in the Board and make appropriate recommendations;
- xi. Attend to constituencies' legal queries;
- xii. Implement Performance Contract targets in the department;
- xiii. Arrange and collate documents with view to providing secretarial services to the Board and Board committees;
- xiv. Attend to Board litigation requirements, including preparation of pleadings, managing relationships between the Board and external lawyers, court attendances and generally protecting the Board's interests
- xv. Attend to complaints arising from the administration of the NG-CDF Act;
- xvi. Update various registers; 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