

Assistant Director Legal Services

Gross salary: Consolidated (KDIC Scale 4)

Leave allowance: As per KDIC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the KDIC Medical Scheme

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities will entail:

- i. Monitor the dispute resolution and litigation function of the Corporation through: -
 - a. Recommending appropriate witness preparation and pre-trial briefings and preparations.
 - b. Prosecuting and Defending matters before the Courts.
 - c. Attending to matters instituted through the Alternative Dispute Resolution channels such as Arbitration proceedings, Mediation Proceedings and Negotiations.
 - d. Monitoring of department's outsourced service providers
 - e. Recommending legal strategies to Liquidation Agents of troubled institutions.
 - f. Undertaking negotiations, mediations and Arbitration.

- ii. Manage the Conveyancing function through: -
 - a. Carrying out review of grants and dispositions of public land to establish their legality or propriety.
 - b. Drafting and Reviewing documents for charging of staff securities to secure staff loans and mortgages.
 - c. Monitoring progress of conveyancing matters affecting the corporation and troubled institutions.
 - d. Monitoring department's outsourced service providers

- iii. Manage the legal advisory function through: -

- a. Coordinating the development of departmental risks and opportunities register.
 - b. Undertaking the performance management function.
 - c. Maintain records for stakeholders to facilitate stakeholder management.
 - d. Prepare final Debt Negotiations and Asset Recovery proposals for Board approval
 - e. Coordinating the provision of Legal Advisory Services to the Institutions in receivership on matters legal, Regulatory and Compliance
 - f. Preparing opinions on the interpretation of laws, regulations and circulars.
 - g. Assessment of legal fees for external service providers.
- iv. Support the Board Affairs function through: -
- a. Maintaining the Board of Directors Bio data and preparing periodic reports.
 - b. Supporting Secretarial Services to the Board through provision of logistical support to board activities.
 - c. Developing and review of Board Committee Policies and Procedures.
 - d. Identifying relevant training and development opportunities for the board of directors.
 - e. Drafting Board Workplan and Almanac.

b) Requirements for Appointment;

- i. At least eight (8) years relevant work experience, five (5) of which must be in a managerial role;
- ii. Bachelor of Law (LLB) from a recognized university;
- iii. Postgraduate Diploma in Law from the Kenya School of Law;
- iv. Master's degree in Law, Business Administration, Public Administration, or any other related field from a recognized university is added advantage.
- v. Admitted as an Advocate of the High Court of Kenya;
- vi. Registered as a Certified Secretary is added advantage;
- vii. Leadership Course from a recognized institution is an added advantage
- viii. Valid Practicing Certificate;

- ix. Membership in good standing of the Law Society of Kenya;
- x. Membership in good standing of the Institute of Certified Secretaries is added advantage
- xi. Proficiency in computer applications; and
- xii. Fulfil the requirements of Chapter Six of Constitution of Kenya 2010.