**Job Title:** Principal Legal Officer

**Job Grade:** SRC 4

**Directorate:** CEO’s Office

**Department:** Legal Department

**Reporting to:** Head of Legal Services

**Job Type:**

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## Job Description

### Job purpose

The Role holder is responsible for the provision of efficient legal services, provide legal advice, handle and manage litigation and prepare legal instruments to ensure the Commission’s interests are safeguarded.

### Responsibilities

(i) Draft, review and interpret contracts and other legal documents;

(ii) Represent the Commission in proceedings before court, arbitral or quasi-judicial bodies, including preparation and filing of necessary legal documents;

(iii) Liaise with external lawyers and relevant actors on matters before court;

(iv) Undertake legal research, prepare legal opinions and provide legal advice;

(v) Disseminate relevant laws, regulations and guidelines to relevant stakeholders;

(vi) Undertake review of the legal framework for remuneration and benefits for the public service, including conducting comparative analysis of the Kenyan legal framework and those of other jurisdictions and make recommendations to strengthen the legal framework as appropriate;

(vii) Analyse the judgements made by courts and other quasi-judicial bodies to ensure that emerging issues are identified and make appropriate recommendations;

(viii) Keep the legal department informed of developments in laws and regulations that potentially affect the Commission;

(ix) Prepare and submit monthly reports to the Head of Legal Services;

(x) Contribute to the development of the work plan, policies and procedures of the Department;

(xi) Supervise and evaluate performance of legal clerk;

(xii) Provide secretarial services to the Commission’s Legal Committee as may be assigned by the Head of Legal;

## Qualification and Personal Specification/profile:
(i) A bachelor’s degree in law from a recognized university;
(ii) Advocate of the High Court of Kenya with a valid practicing certificate;
(iii) At least six (6) years proven work experience in the legal field;
(iv) Experience in litigation, legal drafting and legal research;
(v) Demonstrate understanding of the national goals and policies and ability to relate them to the mandate of the Commission;
(vi) Ability to identify customer needs, develop service standards and deliver service excellence;
(vii) Capacity to demonstrate strategic mind-set and innovation;
(viii) Ability to deliver results in a complex and dynamic environment;
(ix) Demonstrate ability to manage and lead high performing teams;
(x) Demonstrate knowledge of relevant legislation and applicable standards;
(xi) High level of integrity and interpersonal skills;
(xii) Ability to work with minimum supervision and under strict timelines;
(xiii) High level of attention to detail;
(xiv) Possess problem solving skills;
(xv) Knowledge of relevant computer applications;
(xvi) Excellent analytical and communication skills; and
(xvii) Meet the requirements of Chapter Six of the Constitution.