

Assistant Director, Legal Services, KNEC Grade 4 (1 Post) at Kenya National Examinations Council (KNEC)

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Job Description

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The Kenya National Examinations Council (also referred to as KNEC or the Council) was established in under the Kenya National Examinations Council Act Cap A of the Laws of Kenya. This Act (Cap A of) was repealed in and replaced with KNEC Act No. 29 of . KNEC was established to take over the functions previously undertaken by the defunct East African Examinations Council and the Ministry of Education to conduct school, post school and other examinations. The establishment of the Council followed the breakup of the East African Community and the need for an institution to take over control of such examinations to ensure their validity and reliability; and to ensure conformity to Kenya's goals and changes in Government policy relating to the curriculum and examinations.

Job Specification

Providing legal advisory services to ensure compliance with existing law and regulatory requirements;

Drafting, reviewing, and vetting legal instruments and making recommendations;

Identifying and monitoring areas of risk in legal compliance and making recommendations ;

Researching, reviewing, analyzing, and interpreting laws, regulations and advising accordingly;

Assisting in preparing and monitoring of the Department's budgets and expenditures;

Drafting and reviewing legal pleadings, attending court, Compiling documentary evidence, coordinating witness preparation, receiving court pleadings, instructing external legal counsel, and monitoring the progress of all cases;

Assisting in Council secretariat services by preparing and dispatching Council notices, Agendas, Council papers, taking Council minutes and action reports;

Assisting in monitoring implementation of Council decisions and preparing reports;

Preparing reports on the use of the Council Seal;

Assisting in conducting Governance and legal Audits and preparing reports;

Managing the Divisions legal registry including updating legal documentation, regulations, ordinances, policy manuals to ensure compliance;

Mentoring and supervising staff within the Department.

Person Specifications

At least ten years cumulative relevant work experience, three of which should have served at a management level;

Bachelors Degree in Law (LLB) from a recognized institution;

Masters Degree in either of the following disciplines: Law, Public Administration, Business Administration, or equivalent qualifications from a recognized institution;

Management Course lasting not less than four weeks from a recognized institution;

Postgraduate Diploma in Law from the Kenya School of Law or similar qualification from a recognized institution;

An Advocate of the High Court of Kenya;

Member of the Law Society of Kenya in good standing;

Proficiency in computer applications;

Demonstrated merit and competence in work performance;

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