

Chief Legal Officer Scale 15 (XIV) at Moi University

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Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Moi University is a public university located in the town of Eldoret in western Kenya. It was the second public university to be established in Kenya, after the University of Nairobi

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The Chief Legal Officer shall be in charge of control and co-ordination of the University legal affairs. The officer shall be the Chief Legal Advisor of the University Management and Council and shall represent the University on legal matters.

Duties and Responsibilities

The Chief Legal Officer shall, under the general direction of the Vice-Chancellor:-

Be the head of the Legal Department; ‘

Provide legal counsel and representation to the University Management Board and the University, and where necessary, to Council in all legal proceedings including litigation, arbitration and conciliation;

In consultation with the user departments, negotiate, draft and review all agreements and contracts between the University and other parties and report to the University Management Board;

Assist in preparation of legal or quasi-legal documents for the University as may be required

from time to time;

Advise the University on compliance with all the relevant statutory and regulatory requirements in its operations;

Ensure formulated policies and procedures adhere to internal and external regulations; and

Perform any other duties as may be assigned by the University Management.

For appointment to this position, a candidate must:-

Be a holder of at least a Master of Laws (LL.M) degree from a recognized university;

Be a holder of a Bachelor of Laws (LL.B) degree from a recognized university;

Be an advocate of the High Court of Kenya;

Have at least ten years post-admission experience four of which must have been at the level of Deputy Chief Legal Officer or equivalent position;

Be an active member of the Law Society of Kenya and in good standing;

provide evidence of information communication technology skills; and meet any other requirements as may be set by Council.

an earned Doctorate degree in Law (Ph.D., LL.D or SJD/JSD from a recognized institution, will be an added advantage, and

A certificate in a strategic leadership or management course of not less than four weeks' duration from a recognized institution will also be an added advantage.

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