

Legal Assistant – 2 Positions at Nuclear Power Agency

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Job Description

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The Nuclear Power and Energy Agency, formerly Kenya Nuclear Electricity Board (KNEB), is a State Corporation established under the Energy Act . It is charged with the responsibility of promoting and implementing Kenya's Nuclear Power Programme, carrying out research and development for the energy sector.

Job Ref No. NuPEA /REC/L&RS/01/06/

Responsibilities

Reporting to the Regulatory and Compliance Officer, the job holder will be responsible or assisting in the development of a legal and regulatory framework for a nuclear power programme and provision of legal services to the Agency by:

Undertaking, updating and making amendment on laws, policies and regulations necessary to the successful implementation of a nuclear power programme;

Preparing and drafting of legal documents, instruments and briefs;

Responding to inquiries regarding specific issues on legislation and regulations on nuclear technology application;

Tracking legislations, conventions, protocols and treaties and their subsequent correspondence;

Preparation and proper documentation of all laws, polices and regulation documents

Undertake legal research on nuclear law;

Managing and updating the Agency's legal files and diaries; and

Filing and documentation of all legal instrument of the Agency.

Requirements

Academic and Professional Qualifications

Bachelor's degree in Law or relevant field from a recognized institution.

Knowledge Skills and Competencies

Shown merit and ability as reflected in work performance and results;

Be detail oriented, have ability to meet deadlines, while delivering on high quality results;

Proficiency in computer applications; and

Meet the provisions of Chapter Six of the Constitution of Kenya.

Terms of Service

The appointment will be on temporary terms of service for a period of one year

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