

## Legal Officer – Grade XII at Masinde Muliro University of Science & Technology (MMUST)

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### Job Description

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MMUST holds the view that science and technology is an indispensable tool in harnessing resources of nature for sustainable development and creating an environment in which human beings can survive and realize their potential. Thus, the human person has the moral obligation to creatively improve the environment. This can be achieved through a well-conceptualized educational, scientific and technological package through which every human being must rightfully experience and acquire the tools to facilitate this mission.

**REF: AD/02/07/23**

### Job Purpose

Reporting to Senior Legal Officer, the Legal Officer shall provide legal guidance on contractual and statutory obligations binding to the University.

### Responsibilities

The Legal Officer's responsibilities shall include:-

Advising the University on all legal matters that may arise in its operations from time to time;

Drawing ,vetting and scrutinising of all Contracts, MoUs and other legal documents touching on the University;

Following up on cases filed on behalf of the University and against the University;

Developing, implementing and reviewing legal policies and procedures to ensure compliance with existing legislation within the University statutes and national

Initiating legal action on behalf of the University on recovery measures as may be proclaimed by the University Council;

Undertaking legal research;

Advising the University on changes to University Statutes and related regulations thereof;

Monitoring compliance with regulatory and legislative requirements;

Providing of day to day legal and regulatory support to the functional areas covering general compliance queries and reviews; and

Any other duty as assigned from time to time by the Vice Chancellor.

### **Job Specification**

#### **Minimum Requirements:-**

Masters of Laws(LLM) with 6 years relevant working experience OR ;

Bachelors Degree in Law (LLB) and Postgraduate Diploma in Law with 9 years relevant working experience, three of which as Senior Legal Assistant I Grade 11;

Be a registered member of Law Society of Kenya and in good standing;

Have a current practicing certificate; and

ICT Competent.

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