CAREER OPPORTUNITY

KCA University is a dynamic private business university committed to quality service and ethical practices. The University seeks to recruit a candidate to fill the following position;

LEGAL OFFICER

The job holder will provide key assistance services needed to execute the legal services and other support services rendered by the department.

PRIMARY RESPONSIBILITIES

- Draft and review contracts, MoUs, leases and other University Agreements.
- Research and prepare legal opinions and reports on various legal issues as required.
- Prepare draft policy papers and instruments that have legal implications for consideration by relevant authorities and organs of the University.
- Prepare Quarterly Legal Briefs on relevant topics for the Legal Newsletter.
- Assist in the management of litigation matters as may be directed.
- Represent the University in arbitral, administrative proceedings or litigation.
- Support and promote compliance with the Universities Act, 2012, Commission for University Education Guidelines and other relevant statutes and regulations.
- Maintain an efficient record management system for the department, including updating various registers, filing and digital archiving.
- Timely preparation of correspondence as provided in the Legal Department Charter.

QUALIFICATIONS AND EXPERIENCE

- Must have a Bachelor of Law Degree from a recognized institution;
- Post Graduate Diploma in Law from Kenya School of Law;
- 3 years' experience in a similar position, preferably in an institution of Higher Learning;

- An Advocate of the High Court of Kenya with a valid Practicing Certificate;
- A registered member of the Law Society of Kenya in good standing

OTHER SKILLS AND COMPETENCIES

- Excellent communication and interpersonal skills, with the ability to work collaboratively with diverse stakeholders.
- Problem-Solving Skills
- Collaboration
- Strong analytical skills;
- Conflict resolution skills.
- Tech Savvy

How to Apply

Interested candidates who meet the above requirements should submit an application letter indicating current and desired salary, a detailed CV including three referees, academic & professional certificates and a clear copy of your Kenya National ID and KRA PIN certificate via the linked form https://forms.gle/Lh6EJFw9S4JybatdA by **5th May 2024.**

Only shortlisted candidates will be contacted.

Head of Human Capital Management,

KCA University,

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Nairobi, Kenya

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