



COUNCIL OF LEGAL EDUCATION

CAREER OPPORTUNITY

SECRETARY/CHIEF EXECUTIVE OFFICER, REF NO: CLE1 CLE/HR01/2018

The Council of Legal Education herein referred as Council is established under the Legal Education Act, No. 27 of 2012 of the Laws of Kenya. The core functions of the Council of Legal Education are to regulate Legal Education and Training in Kenya, to license and supervise Legal Education providers, to conduct Bar Examinations, to recognize and approve foreign qualifications in law and to advise the Government on matters relating to Legal Education and training.

In order to deliver its functions, Council wishes to competitively recruit **full time** high caliber officer to the position of **SECRETARY/CHIEF EXECUTIVE OFFICER** who will be reporting to the Council.

Overall job purpose: Under direction and supervision of Council, the Secretary/Chief Executive Officer shall be responsible for implementation of strategies for the achievement of Council's mandate with respect to: developing standards on Licensing of Legal Education Providers, curricular and modes of instruction, quality and modes of examination, harmonization of Legal Education, monitoring and evaluation of Legal Education Providers and advising the Government on matters pertaining to Legal Education and training.

Key Responsibilities

- Accounting Officer of the Council
- Carry out the duties of Secretary to the Council
- Be the Administrative head providing strategic leadership to management and staff;
- Develop and recommend to Council the annual business plans for the Institution;
- Implement effective and efficient management structure including succession plans for the Institution;
- Be responsible for the achievement of the strategic objectives of the institution;
- Ensure compliance with statutory obligations of Council;
- Ensure compliance with statutory financial requirements;
- Oversee the process of licensing and regulating legal education providers in Kenya;
- Oversee the process of recognition and approval of foreign qualifications in Law;
- Oversee the process of conducting Bar Examinations;
- Manage Councils' risk profile;
- Foster local and international partnerships with institutions of higher learning, research and other agencies;
- Be responsible for stakeholder management and enhancement of the corporate image of the institution;
- Undertake the responsibilities spelt out in the Mwongozo Code of Conduct;
- Perform any other duties as the Council may, from time-to-time, assign.

Performance Measures

In addition to the responsibilities outlined above, detailed key tasks will be agreed between the successful candidate and the Council.

Key Qualifications and Experience

The ideal candidate shall possess the following:

- Be a holder of Master's Degree in Law from a recognized university. A Ph.D. in Law from a recognized university will be an added advantage;
- Has at least fifteen (15) years relevant work experience in an academic institution or practice of law and has served in a position of management for at least ten (10) years;
- Is an Advocate of the High Court of Kenya of ten (10) years standing, in good standing;
- Be of the highest ethical standards, integrity and professionalism and comply with the requirements of Chapter six (6) of the Constitution of Kenya 2010.

Key Personal Attributes/functional Skills requirements

The ideal candidate should:

- Be honest, trustworthy and possess a high degree of personal integrity and professionalism;
- Demonstrate sound judgement, excellent analytical, interpersonal, communication, presentation and reporting skills;
- Be results oriented and willing to multitask and meet strict deadlines;
- Have excellent understanding of the current trends in Legal Education and training;
- Must have intimate knowledge of regulatory framework and supervision of Legal Education in Kenya;
- Demonstrate ability to establish and maintain effective relationships with varied stakeholders;
- Have strategic leadership skills;
- Be a team player with ability to motivate staff;
- Be customer centric and resourceful in problem solving;
- Have strong risk assessment and management skills;
- Firm, fair and transparent.

Tenure

The Secretary/Chief Executive Officer shall report to the Council and shall hold the office for a term of three (3) years but shall be eligible for one further term of three (3) years subject to satisfactory performance evaluated by the Council.

How to Apply

An electronic version in PDF format of the applications of interested and qualified candidates should be sent to chairman@cle.or.ke attaching detailed curriculum vitae, copies of transcripts, academic and professional certificates, testimonials, current and expected salary and names and addresses of three (3) professional referees and a reliable email address and daytime telephone contact.

Hand delivery applications should be dropped at Council of Legal Education Office, Karen Office Park, Acacia Block, 2nd Floor. The envelope should be sealed and marked “CONFIDENTIAL” and indicate the “JOB REFERENCE NUMBER” of the position applied for to reach the undersigned not later than **5pm on 12th June, 2018.**

**The Chairman
Council of Legal Education
P. O. Box 829 - 00502, Karen
Nairobi, KENYA**

Please note that:

Due to the high number of applications anticipated, it will not be possible for Council of Legal Education to respond to each application and only shortlisted and successful candidates will be contacted.

Canvassing in any form will lead to automatic disqualification.

Shortlisted candidates shall be required to provide evidence of clearance by The Ethics and Anti-Corruption Commission (EACC), Kenya Revenue Authority (Tax Compliance Certificate), Higher Education Loans Board, An approved Credit Reference Bureau (CRB), Criminal Investigation Department (Certificate of Good Conduct) and a Certificate of Good Standing from the Law Society of Kenya (LSK).

Council of Legal Education is an equal opportunity employer. Women, persons with disabilities and candidates from marginalized communities are encouraged to apply.

**Prof. Githu Muigai, EGH, SC
CHAIRMAN
COUNCIL OF LEGAL EDUCATION**