



**COUNCIL OF LEGAL EDUCATION
EXAMINATIONS DEPARTMENT
EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES**

The Council of Legal Education (CLE) is a statutory body established by the Legal Education Act No 27 of 2012. It is charged with the responsibility of regulating, supervising and licensing legal education providers in Kenya, recognizing and equating foreign legal qualification and conducting Bar examinations.

Council administers a two (2) Bar Examinations series each year; in July and November. The Bar examination covers nine (9) subjects namely;

- i. Civil Litigation
- ii. Criminal Litigation
- iii. Probate & Administration
- iv. Legal Writing and Drafting
- v. Trial Advocacy
- vi. Professional Ethics
- vii. Legal Practice Management
- viii. Conveyancing
- ix. Commercial Transactions

As part of ensuring the conduct of credible, reliable and high quality Bar Examinations, Council is seeking to enlist the services of persons of high integrity and professionalism in the following roles on a need basis.

1. Setters:

These are experts in any of the specific fields, experienced legal practitioners or University lecturers. They should have a thorough understanding of the skills expected of Advocates in the Bar program and are prepared to set objective and high standard examinations in accordance with prescriptions of Council.

Qualifications:

- i. LLB degree with 7 years' experience in practice or
- ii. Masters degree in Law, Accounting, Finance, Human Resource Management with a minimum of 5 years teaching experience. A PhD in the relevant field will be an added advantage.
- iii. Experience in setting examinations for other professional examining bodies will also be an added advantage.
- iv. Ability to work within strict deadlines

Applicants should state three subject areas that they are competent to set examinations, in order of priority.

2. Moderators

These are experts in any of the specific subjects. They will be expected to play the role of second examiners by ensuring that the examinations set meet the prescribed standards. They will in addition ensure that examination marking has been done objectively, accurately and consistently.

Qualifications:

- i. Masters degree in Law, Accounting, Finance, Human Resource Management. A PhD in the relevant field will be an added advantage.
- ii. A minimum of 10 years' experience in teaching or practice.
- iii. Experience as an external examiner/moderator for other professional examining bodies will also be an added advantage.
- iv. An eye for detail and keenness.
- v. Ability to work within strict deadlines.

Applicants should state three subject areas that they are competent to moderate, in order of priority.

3. Markers

These are experts in any of the specific subjects with experience gained either from teaching or practice. They will ensure objective, quality and timely marking of the Bar Examinations either as first markers or as quality assurers in the case of remarks requested by candidates.

Qualifications:

- i. LLB degree with 7 years' experience in practice or teaching at University level.

- ii. Masters degree in Law, Accounting, Finance, Human Resource. A PhD in the relevant field will be an added advantage.
- iii. Experience as a marker for other professional examining bodies will also be an added advantage.
- iv. An eye for detail and keenness.
- v. Ability to work within strict deadlines

Applicants should state three subject areas that they are competent to mark, in order of priority.

4. Invigilators

They will work under supervision of the examination coordinators to ensure the smooth and professional administration of the examinations.

Qualifications:

- i. Bachelor's degree in any relevant field.
- ii. Experience as an invigilator for other professional examining bodies will be an added advantage.
- iii. An eye for detail and keenness.

Please Note:

- I. Applicants must submit a detailed curriculum vitae and copies of relevant certificates, including a reliable email address and day time telephone contact.
- II. Applicants must be persons of high ethical standards, integrity, professionalism and compliant with the requirements of Chapter 6 of the Constitution of Kenya, 2010. Evidence of clearance from the Ethics and Anti-Corruption Commission, Kenya Revenue Authority, Credit Reference Bureau and Certificate of Good Conduct must be attached to the application.
- III. Successfully vetted applicants will undergo training and be retained in the CLE database for engagement on a need basis. Those who have previously served Council in various roles are encouraged to apply if still desirous of serving in a similar or different role.
- IV. CLE is an equal opportunity employer.

Applications should be addressed to:

The Secretary/CEO
Council of Legal Education
Karen Office Park
Acacia Block 2nd Floor
PO Box 829-00502
NAIROBI

Application and certificates can also be emailed to: info@cle.or.ke

The deadline for application is Monday, 18th April 2016, at 5.00pm.



Prof. W. Kulundu-Bitonye, EBS
SECRETARY/CHIEF EXECUTIVE OFFICER
COUNCIL OF LEGAL EDUCATION