



# UNIVERSITY OF NAIROBI

## LEADERSHIP FOR SUSTAINED EXCELLENCE

### DECLARATION OF VACANCIES FOR THE POSITION OF COUNCIL SECRETARY, CHIEF LEGAL OFFICER AND LEGAL OFFICER

The University of Nairobi continues to undergo a purposeful, decisive, and aggressive transformational change. The University is seeking to appoint the following officers who will play key roles in the transformation:

#### A. COUNCIL SECRETARY

##### Requirements:

For appointment to the position of Council Secretary, a person shall:

1. Be a holder of a Bachelors of Laws (LL.B) Degree or its equivalent.
2. A Masters Degree in Law or Business Administration will be an added advantage.
3. Have a Diploma in Law (Kenya School of Law).
4. Be a Certified Public Secretary (CPS) and be a full member of ICPS (K).
5. Must be an advocate of the High Court of Kenya.
6. Have 10 (ten) years experience, 3 (three) of which should have been at a management level in a large Corporation as a Board Secretary.
7. Have strong analytical and organization skills.
8. Be computer literate and familiar with standard office computer applications.
9. Have excellent interpersonal and communication skills.
10. Have the ability to work under pressure and meet deadlines.

##### Duties and Responsibilities:

The Council Secretary's duties and responsibilities shall be:

1. Serving as Secretary to Council and all its committees.
2. Supporting all Council members so they can fulfill their responsibilities.
3. Working with the Vice-Chancellor to ensure that Council meetings and business is conducted satisfactorily.
4. Consulting and keeping the Vice-Chancellor informed on all key matters relating to Council business.
5. Working with the Council Committee Chairs to ensure that their meetings and business is conducted satisfactorily.
6. Providing Council with guidance about its responsibilities under the Universities Act, University Charter, Statutes and on how these responsibilities should be discharged.
7. Obtaining such legal and other advice as is requested by Council.
8. Advising and alerting where appropriate Council Members, in respect to any matters where conflict, potential or real, may occur between the Council and the Vice-Chancellor.
9. Ensuring that Council and its committees adopt best practice.
10. Managing the communication of Council business to staff, students and other stake holders.
11. Setting good practice standards for the operation of Council committees and reviewing their effectiveness.
12. Any other duties that may be assigned by the Vice-Chancellor.

#### B. CHIEF LEGAL OFFICER

##### Requirements:

For appointment to the position of Chief Legal Officer, a person shall:

1. Be a holder of a PhD degree in Law or its equivalent. Applicants who hold a Masters Degree in Law will also be considered.
2. Be a holder CPS (K) or any other equivalent qualification.
3. Be an Advocate of the High Court of Kenya
4. Be a Commissioner of Oaths and Notary Public
5. Have twelve (12) years experience, at least three (3) years of which must be at Deputy Chief Legal Officer level or equivalent in a large organization.
6. Be computer literate

##### Duties and Responsibilities:

The Chief Legal Officer shall:

1. Be the Overall manager of the University's legal function, including staffing, work assignment, performance evaluation and leave.
2. Provide legal counsel and be the advisor of University Management on all matters pertaining to corruption, economic crimes, intellectual property, technology transfer and sexual harassment in respect of staff and students.
3. Negotiate, draft, review and report to the University Management all agreements and contracts between the University and other parties.
4. Assist in preparing legal or quasi-legal documents for any University department or organ that may have such a need.
5. Interpret general university statutes, terms and conditions of service, collective agreements and any other similar documents that have legal binding on the University.
6. Offer legal advice and support to the University and its affiliates on the acquisition, management and disposal of University property, including intellectual property.
7. Have any other duties as may be assigned by the University Management.

#### C. LEGAL OFFICER

##### Requirements:

For appointment to the position of Legal Officer, a person shall:

1. Be a holder of LLM Degree and CPS (K).
2. Be an Advocate of the High Court of Kenya.
3. Be a Commissioner of Oaths and Notary Public
4. Have 6 years experience, at least 3 years as Senior Legal Assistant Grade E/F or equivalent.
5. Have practical work related knowledge on internal conveyancing and leases.
6. Be computer literate.

##### Duties and Responsibilities:

The Legal Officer shall:

1. Deal with the development and implementation of policies and technology transfer.
2. Analyze documents and changes affecting technology transfer and recommend where appropriate, response options that management could consider.
3. Provide legal services to the University departments and individual staff on matters concerning technology transfer.
4. Prepare legal documents.
5. Resolve legal problems
6. Review policies and procedures and give appropriate advice.
7. Have any other duties as may be assigned by the University Management.

##### How to apply:

1. Each application shall be accompanied by a detailed Curriculum Vitae, Copies of Relevant Academic and Professional Certificates, National Identity Card or Passport, Testimonials, and other relevant supporting documents.
2. Applicants should submit ten (10) hard copies of their applications which should clearly be marked "**Application for the position of Council Secretary or Chief Legal Officer or Legal Officer.**"
3. Applications must be submitted on or before **25th April 2017.**
4. **Applications should be addressed to the Vice-Chancellor, University of Nairobi, P.O. BOX 30197, 00100 NAIROBI.**

**Note: The University of Nairobi is an equal opportunity employer. Women, marginalized and persons living with disability are encouraged to apply.**