

Council of Legal Education

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**DIRECTOR,
CLE/HR04/2019
ADVERTISEMENT**

**EXAMINATIONS
(1 POSITION)**

**CLE2
RE-**

Date posted
November 5, 2019

Valid through
December 16, 2019

Overall purpose of the job

Reporting to the Secretary/CEO, under direction and supervision of the Secretary/Chief Executive Office, the Director, Examinations shall be responsible for developing a sound and sustainable framework for the supervision, conduct and administration of credible and reliable Bar examination.

Institutionalize the curriculum for the Advocates Training Programme (ATP); Coordinate the verification and scrutiny of records for purposes of clearance of Bar candidates for gazettelement and admission to the Roll of Advocates.

Responsibilities

1. Develop the framework for management of the examination process, test administration and certification;
2. Develop and implement Bar Examination regulations;
3. Coordinate the verification and scrutiny of records for purposes of clearance of Bar candidates for gazettelement and admission to the Roll of Advocates;
4. Verify and approve all applications for registration for the Bar examination;
5. Establish a system of collaboration with licensed legal education providers on examination administration;
6. Implement sound examination registration process;
7. Oversee implementation of Bar Examination appeal process;
8. Recommend the recruitment of examination setters, moderators and markers and define their roles;
9. Guarantee security for examination material, including draft examination questions, examination papers and marked scripts;
10. Promote integrity of the examination process;
11. Implement and periodically review implementation of ISO procedures.

Qualifications and Skills

1. Be a holder of Masters Degree in Law from a recognized University. A Ph.D. in a relevant area will be an added advantage;
2. Be a holder of a Bachelor's Degree in Law from a recognized University;
3. Is an advocate of the High Court of Kenya;
4. Has at least ten (10) years relevant working experience, five(5) of which must be in an academic institution and has served in a position of management for at least five(5) years;
5. 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

1. Be honest, trustworthy and possess a high degree of personal integrity

- and professionalism;
2. Be results oriented and willing to multitask and meet strict deadlines;
 3. Have excellent understanding of the current trends in Legal Education and training;
 4. Must have intimate knowledge of regulatory framework and supervision of Legal Education in Kenya;
 5. Demonstrate ability to establish and maintain effective relationships with varied stakeholders;
 6. Have strategic leadership skills;
 7. Be customer centric and resourceful in problem solving;
 8. Demonstrate organizational, Communication skill and Public Relations
 9. Firm, fair and transparent management style.

Job Benefits

SALARY SCALE

BASIC PAY:

**308,000 x 28,160 – 336,160 x 28,160 – 364,320 x 28,160 – 392,480 x 28,160 –
420,640 x 28,160 – 448,800 per month**

HOUSE ALLOWANCE: Kshs. 60,000

COMMUTER ALLOWANCE: Kshs. 14,000

Tenure

The Director, Examinations shall hold the office for a term of four(4) years renewable subject to satisfactory performance.