



COUNCIL OF LEGAL EDUCATION

VACANT POSITION - REPLACEMENT

The Council of Legal Education herein referred to as 'Council' is established by the Legal Education Act, CAP 16B Laws of Kenya. The core functions of the Council are to regulate legal education and training, license and supervise legal education providers; conduct the ATP Examination and advise the Government on matters relating to legal education and training.

In order to deliver its mandate, the Council wishes to competitively recruit **full-time** high-caliber officers to the following positions to be based in **Nairobi, Kenya**.

1. DIRECTOR, STANDARDS, LICENSING, SUPERVISION AND COMPLIANCE GRADE CLE 2 - CLE/JOB-002/2024 - (1) POSITION

Reporting to the Chief Executive Officer, the Director, Standards, Licensing, Supervision And Compliance will be responsible for:

1. Developing and reviewing the criteria, regulations and guidelines to facilitate licensing of legal education providers and programmes;
2. Implementing the criteria, regulations and guidelines for licensing of legal education providers and programmes;
3. Initiating the development and review of criteria for recognition of qualifications in law obtained outside Kenya;
4. Receiving and reviewing all applications for recognition of qualifications in law obtained outside Kenya within the approved criteria;
5. Reviewing and processing applications for licensing;
6. Undertaking research on matters relating to standards and licensing, supervision & compliance;
7. Developing and maintaining an updated register of accredited legal education providers in Kenya;
8. Ensuring implementation of appropriate legal training programmes by legal education providers in line with set standards;
9. Develop, review, and implement Standard Operating Procedures (SOPs) for the development of licensing standards and for supervising and monitoring compliance by legal education providers;

10. Overseeing and coordinating regular engagements and collaborations with other regulatory bodies, legal education providers and other stakeholders on matters touching on regulation of legal education training;
11. Planning and conducting sensitization programmes on matters touching on legal education and training to Council staff, legal education providers, and other key stakeholders;
12. Developing investigations procedures/protocols to verify compliance with standards in legal education and training;
13. Developing, recommending, and implementing appropriate compliance management systems and tools for efficient and effective compliance management.
14. Developing and refining appropriate risk mitigation strategies relating to licensing, standards, supervision and compliance;
15. Supervising, managing performance, coaching, and mentoring staff under the directorate
16. Undertaking any other duties as will be assigned by the Secretary/Chief Executive Officer from time to time

a) Person Specifications

For appointment to this grade, a candidate must have:-

1. Bachelor's degree in law from a recognized institution;
2. Master's degree in law from a recognized institution;
3. A minimum period of fifteen (15) years relevant work experience, five (5) of which should have been in senior management position;
4. Be admitted as Advocate of the High Court of Kenya and in good standing;
5. Leadership course from a recognized institution;
6. Proficiency in computer applications; and
7. Fulfil the requirements of Chapter Six of the Constitution;

b) Key Competencies and skills

1. Legal interpretation skills;
2. Research skills as principal investigator;
3. Analytical skills;
4. Communication skills;
5. Conflict resolution skills;
6. Emotional intelligence

2. DIRECTOR, EXAMINATION - GRADE CLE 2 - CLE/JOB-003/2024 - (1) POSITION

a) Job Specifications

Reporting to the Chief Executive Officer, the Director, Examination will be responsible for:

1. Overseeing the development of the selection criteria for Examination service providers.
2. Creating and maintaining a data bank of Examination service providers.
3. Developing criteria for setting, moderation, marking, and invigilation.
4. Developing guidelines, policies, training manuals, and regulations on examination.
5. Preparing and enforcing the use of tables of specifications in test development.
6. Coordinating the development of test questions.
7. Coordinating moderation of set questions;
8. Compiling of tests items into an examination test paper;
9. Ensuring accuracy and clarity in reading of Examination questions;
10. Advising on the structure of the question papers and security features to be included in the papers;
11. Reporting on the status of registration and publishing lists of registered candidates for examination per unit and region.
12. Ensuring the security of examination question papers and put measures in place to avoid cheating, leakage, and early exposure to the examination.
13. Developing, enhancing, and maintaining test item bank.
14. Overseeing the administration of the ATP examination.
15. Developing and implementing a framework for engagement of stakeholders on test development and examination administration matters;
16. Conducting research on best practices for test development and examination administration.
17. Analysing and interpreting candidates' performance and sharing the findings with relevant stakeholders.
18. Establishing an efficient and effective system to undertake test development and examination administration activities;
19. Overseeing the development and implementation of effective risk management strategies;
20. Supervising, managing performance, coaching, and mentoring staff under the directorate;
21. Undertaking any other duties as will be assigned by the Secretary/Chief Executive Officer from time to time.

b) Person Specifications

For appointment to this grade, a candidate must have;

1. Bachelor's Degree in Law from a recognized institution;

2. Master's Degree in Law from a recognized institution;
3. Minimum of fifteen (15) years relevant work experience, five (5) of which should have been in senior management position;
4. Be admitted as an advocate of the High Court of Kenya and in good standing;
5. Leadership Course from a recognized institution;
6. Proficiency in computer applications and;
7. Fulfill the requirements of Chapter Six of the Constitution.

c) Key Competencies

1. Critical and strategic thinking
2. Mentorship and coaching skills
3. Innovativeness
4. Excellent communication and reporting skills
5. Leadership capabilities
6. Interpersonal skill
7. Emotional intelligence

Terms of Service and Remuneration

Contracts of up to five (5) years renewable once subject to performance evaluated by the Council and retirement age.

SALARY SCALE

BASIC SALARY: 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

Other remunerative allowances include; House allowance, Commuter allowance, and airtime benefit as per prevailing Salaries and remuneration commission guidelines.

HOW TO APPLY

Interested and eligible candidates are urged to access the detailed job descriptions by visiting our website: www.cle.or.ke under careers and clicking on the link <https://cle.or.ke/careers/>.

Fill out the employment application form and email it along with a detailed Curriculum Vitae, academic and professional certificates, transcripts, testimonials, ID any other supporting documents to chairman@cle.or.ke

Successful candidates **MUST** be of the highest ethical standards, integrity, and professionalism and comply with the requirements of Chapter Six (6) of the Constitution of Kenya.

Please note that:-

Canvassing in any form and giving false information will lead to automatic disqualification.

The Council of Legal Education is an equal opportunity employer. Qualified Women and Persons Living with Disabilities and persons from marginalized communities are encouraged to apply and clearly state that they are women and/or have disabilities and are marginalized.

All applications must be received **Tuesday, 12th November 2024**, at **1700hrs** (East Africa Time). Only shortlisted candidates will be contacted.

**CHAIRMAN
COUNCIL OF LEGAL EDUCATION
P. O. BOX 829 - 00502
KAREN, NAIROBI.**

