



COUNCIL OF LEGAL EDUCATION

VACANT POSITION - RE-ADVERTISEMENT

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.

To deliver its mandate, the Council wishes to competitively recruit the **Secretary/Chief Executive Officer** to head its Secretariat

1. SECRETARY/CHIEF EXECUTIVE OFFICER GRADE CLE 1 - CLE/JOB-001/2024 - (1) POSITION

a) Job specification

The Secretary/Chief Executive Officer (CEO) reports to Council and will be responsible for the day-to-day management of the affairs of the Council of Legal Education(CLE). The CEO will be responsible for ensuring the achievement of the mandate, objectives, and strategy of CLE through the formulation of policies, and prudent management of resources, including financial and human resources. The CEO will also be responsible for implementing the decisions of Council and enhancing the corporate image of Council.

The Secretary/ Chief Executive officer is responsible for;

1. Be the Accounting Officer of the Council;
2. Providing overall leadership in the execution of the Council's mandate and implementation of the Council's decisions;
3. Overseeing formulation, implementation, and monitoring of policies, procedures, and regulations for CLE;
4. Ensuring efficient, effective, and transparent execution of the mandate of the Council per the Legal Education Act, CAP 16B, regulations, and other relevant laws;
5. Advising the Government on legal education and training in Kenya;
6. Ensuring accurate and timely audits are conducted in the CLE books of accounts;
7. Overseeing establishing efficient and effective policies, guidelines, and systems to undertake test development activities;

8. Overseeing the overall administration of the ATP examination to ensure the credibility of ATP examinations;
9. Overseeing the development of guidelines, policies, and criteria for setting, moderation, marking, and invigilation of ATP examinations;
10. Overseeing the development, review, and implementation of Standards, criteria, regulations, and guidelines to facilitate licensing of legal education providers and programmes;
11. Ensuring the development and review of criteria for recognition of qualifications in law obtained outside Kenya;
12. Overseeing the supervision of legal education providers and conducting inspections and compliance audits;
13. Ensuring implementation of appropriate legal training programmes by legal education providers in line with set standards;
14. Providing secretarial services to Council to ensure that Council decisions are implemented in CLE;
15. Advising the Council on various legal matters and monitoring the compliance of the institution with various Regulations and guidelines;
16. Guiding the Council on their roles and responsibilities and matters of governance and ensuring compliance with the Mwongozo Code of Conduct at the Council;
17. Establishing and maintaining effective collaboration and partnerships with organs of Government and Government agencies, international organizations, the private sector, and all stakeholders;
18. Spearheading research on best practices globally to improve legal education and training in Kenya;
19. Responsible for the development, review, and implementation of the Council's short-term and long-term Strategic Plan;
20. Ensuring effective risk management and internal control system;
21. Ensuring that CLE has an effective management structure including staffing and succession planning;
22. Providing strategic leadership to the employees and facilitating capacity building and development of staff;
23. Inculcating the use of Information Technology in the CLE's operations;
24. Custodian of the Council Seal and all legal instruments.
25. Performing any other duties as may be assigned by Council from time to time.

b) Person Specification

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. Doctorate Degree in Law from a recognized institution is an added advantage;

4. A minimum of fifteen (15) years cumulative relevant work experience, five (5) of which should be in a Senior Management position;
5. Be admitted as an Advocate of the High Court of Kenya and in good standing;
6. Leadership course from a recognized institution;
7. Proficiency in computer applications; and
8. Fulfill the requirements of Chapter Six of the Constitution of Kenya.

c) Key Competencies and skills

1. Strategic and innovative thinking;
2. Demonstrated results of work performance;
3. Emotional intelligence
4. Organizational, analytical, negotiation, interpersonal and communication skills
5. Demonstrate understanding of corporate governance and management;
6. A visionary and result-oriented thinker;

Terms of Service and Remuneration

The Secretary / Chief Executive Officer shall report to the Council and shall hold the Office for a term of three (3) years renewable once subject to performance and retirement age.

SALARY SCALE

BASIC SALARY: 440,000 x 31,680 - 471,680 x 31,680 - 503,360 x 31,680 - 535,040 x 31,680 - 566,720 x 31,680 - 598,400 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.**