



COUNCIL OF LEGAL EDUCATION

EXPRESSION OF INTEREST

The Council of Legal Education (CLE) is a corporate entity established under the Legal Education Act, No. 27 of 2012, Laws of Kenya, tasked with the oversight and regulation of legal education and training in Kenya. Its primary objective is to supervise and manage legal education and training, as well as to administer the Advocates Training Programme (ATP) examination, which is a professional prerequisite for admission to the Roll of Advocates in the country.

Council administers the ATP Examination twice a year, in April and November. The ATP Examination covers nine (9) units, namely;

ATP 100	Civil Litigation
ATP 101	Criminal Litigation
ATP 102	Probate & Administration
ATP 103	Legal Writing and Drafting
ATP 104	Trial Advocacy
ATP 105	Professional Ethics
ATP 106	Legal Practice Management (Accounting, Human Resource Management, and Office Practice)
ATP 107	Conveyancing
ATP 108	Commercial Transactions

In its endeavour to deliver credible, reliable and verifiable Bar Examinations, the Council enlists the services of persons of unquestionable integrity and professionalism in the following roles on a need basis.

I. SETTER

This is an expert in any of the specific ATP areas with the required academic qualifications and experience. They should, among other things, have a thorough understanding of the skills expected of ATP candidates in the Advocates Training Programme (ATP). A setter is expected to develop objective and high-quality examination items following Council policies and guidelines.

Qualifications of a Setter:

- a) Master's degree in Law, Accounting, Finance, or Human Resources Management.
- b) Seven (7) years' post-admission experience in the practice of law either in private practice, academia, public sector, or in the private sector.
- c) Experience in setting examinations for other professional examining bodies is an added advantage.
- d) Ability to work within strict deadlines.
- e) Applicants should identify three (3) ATP subject areas that they are competent in to set examinations, in order of priority.

II. MODERATORS / QUALITY ASSURANCE OFFICERS (Moderator of Scripts and Moderator of Questions)

A Moderator is an expert in any of the ATP subjects and plays the role of a quality assurer. A moderator ensures that the questions set meet the Council standards. In addition, a moderator ensures that marking of the ATP examination has been done objectively, accurately, and consistently.

Qualifications of Moderators

- a) Master's degree in Law, Accounting, Finance, Human Resource Management.
- b) A minimum of 10 years' experience in teaching or practice of law.
- c) Experience as an external examiner/moderator for other professional examining bodies is an added advantage.
- d) An eye for detail and keenness.
- e) Ability to work within strict deadlines. Applicants should identify three (3) subject areas that they are competent in to moderate, in order of priority.

III. MARKERS & REMARKERS

A Marker is an expert in any of the specific ATP subjects with experience gained either from teaching or practice of law. On the one hand, a Marker ensures objective, quality, and timely marking of the ATP Examination. A remarker, on the other hand, is a marker who reviews or remarks on a candidate's script where the candidate is not satisfied with the marks allocated by the original marker.

Qualifications of Markers & Remarkers

The following are the qualifications of a marker:

- i) Master's degree in Law, Accounting, Finance, Human Resources.
- ii) At least five (5) years' experience in Practice or teaching at university or postgraduate level.

- iii) Experience as a marker for other professional examining bodies is an added advantage.
- iv) Team player.
- v) An eye for detail and keenness.
- vi) Ability to work within strict deadlines.
- vii) Applicants should identify three (3) ATP subject areas that they are competent to mark, in order of priority.

Please Note:

1. Applicants must submit an updated detailed curriculum vitae and copies of relevant certificates, including a reliable email address and daytime telephone contact.
2. Successful applicants must exhibit high ethical standards, integrity, and professionalism in conformity with the requirements of Chapter 6 of the Constitution of Kenya, 2010.
3. Successful candidates will be required to fulfil the requirements of Chapter Six of the Constitution of Kenya and present the following documents:
 - i. Clearance by the Ethics and Anti-Corruption Commission
 - ii. Tax Compliance Certificate from the Kenya Revenue Authority
 - iii. Clearance certificate by Credit Reference Bureau
 - iv. Certificate of Good Conduct from the Directorate of Criminal Investigations
4. Successful applicants will be trained and retained in the Council database for engagement on a need basis. Those who have previously served the Council in various roles are encouraged to apply.
5. CLE is an equal opportunity employer.

How to Apply

Interested and eligible candidates are urged to access the detailed job descriptions of the jobs, visit our website: www.cle.or.ke under careers, and click on the link <https://cle.or.ke/careers/>

Applicants should follow the following steps for the application to be considered complete:

- a) Email soft copies of the Cover letter, CV, Certificates, and any other documents supporting their qualification to hrdept@cle.or.ke with the job title as the email subject for the job applied.
- b) Click on THIS LINK to further complete the employment application form.

Applicants must complete both steps for their application to be deemed complete. Interested persons are advised that hard copy applications will not be accepted.

Please note that:

- a) Due to the high number of applications anticipated, it will not be possible for the Council of Legal Education to respond to each application, and only shortlisted and successful candidates will be contacted.
- b) Canvassing in any form and giving false information will lead to automatic disqualification.
- c) 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. Applications will be reviewed on a rolling basis.

*Secretary/ CEO
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NAIROBI, Kenya*

SECRETARY/CHIEF EXECUTIVE OFFICER

COUNCIL OF LEGAL EDUCATION

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