



COUNCIL OF LEGAL EDUCATION

VACANT POSITIONS

The Council of Legal Education herein referred as 'Council' is established by the Legal Education Act, No. 27 of 2012 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 to advise the Government on matters relating to legal education and training.

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

1. ASSISTANT DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY OFFICER, GRADE CLE 4 - CLE/JOB-051/2024 - (1) POSITION

An officer at this level will work under the supervision of a Deputy Director ICT.

a. Job Specification

The duties and responsibilities at this grade will entail:

- i. Carrying out systems analysis, design and requirements definition;
- ii. Planning timely implementation and maintenance of systems;
- iii. Designing, implementing and maintaining Local Area Network (LAN) and Wide Area Network (WAN);
- iv. Supervising backups and ensure security of information systems;
- v. System and database administration;
- vi. Monitoring and analysing ICT equipment maintenance activities;
- vii. Developing measures for staff ICT capacity building;
- viii. Delivering feasibility and cost-benefit analysis aspects to enhance overall ICT systems improvement;
- ix. Identifying areas of ICT process improvement;
- x. Coordinate ICT Helpdesk;
- xi. Initiating procurement of ICT equipment and services;
- xii. Liaising with end users to determine future ICT requirements;
- xiii. Preparing reports on the status of various ICT resources;
- xiv. Preparing work plans, procurement plans and budget;and
- xv. Coaching and supervising of staff.

b. Person Specifications

- i. Bachelor Degree in: - Information Technology, Computer Science, Computer Engineering, Software Engineering qualification from a recognized Institution;
- ii. Master degree in an ICT or any other relevant field from a recognized institution;
- iii. Minimum of twelve (12) years relevant work experience three (3) of which should be at the level of Principal ICT Officer or its equivalent;
- iv. Leadership Course lasting not less than (4) weeks from a recognized institution;
- v. Professional qualification in ICT or approved equivalent; and
- vi. Fulfil the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Strategic thinking.
- ii. Analytical skills.
- iii. Project Management Skills.
- iv. Strong communication and reporting skills.
- v. Strong managerial skills and ability to lead teams.
- vi. Mentoring, coaching and leadership skills.
- vii. Interpersonal and negotiation skills.
- viii. Team player.

Terms of Service and Remuneration

Appointment will be on permanent and pensionable terms.

SALARY SCALE

BASIC SALARY: 172,480 x 15,770 -188,250 x 15,770 -204,019 x 15,770 -219,789 x 15,770 - 235,558 x 15,770 - 251,328 per month.

2. ASSISTANT DIRECTOR, SUPPLY CHAIN MANAGEMENT, GRADE CLE 4 CLE/JOB-034/2024 - (1) POSITION

a. Job Specifications

The duties and responsibilities to this grade will entail:

- i. Implementing the annual procurement and disposal plans;
- ii. Providing secretariat services to committees' incidental to procurement of goods and services, and disposal of assets;
- iii. Ensuring procured goods, services and works are as per specifications;
- iv. Raising purchase orders for goods works and services and forward for approval;
- v. Forwarding for approval payment of goods, works and services rendered and follow up to ensure payment (settlement);
- vi. Preparing contract documents and contract modifications;
- vii. Maintaining, safe guard and archive procurement documents and records;

- viii. Maintaining and updating pre-qualified suppliers list and contract management register;
- ix. Undertaking suppliers' performance appraisals;
- x. Implement training and capacity building programmes;
- xi. Supervise the implementation of procurement and asset disposal policies, guidelines and procedures; and
- xii. Advising the Council on the implementation of the Public Procurement and Asset Disposal Act and its attendant regulations and other statutes that impact on Supply Chain Management function.

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. Bachelors degree in Supplies Management/Logistics and Procurement Management;
- ii. Masters degree in Supplies Management/Logistics and Procurement Management;
- iii. Post Graduate Diploma in Supply Chain Management from a recognized institution;
- iv. Minimum of twelve (12) years relevant work experience three (3) of which must have been in the level of the Principal Supply Chain Management Officer or its equivalent;
- v. Be a registered Member of Kenya Institute of Supplies Management (KISM);
- vi. Leadership Course lasting not less than four (4) weeks;
- vii. Be proficient in computer application;
- viii. Fulfil the requirements of Chapter Six of the Constitution.

c. Key Competencies and skills

- i. Strategic thinking.
- ii. Analytical skills.
- iii. Communication and reporting skills.
- iv. Strong managerial skills and ability to lead teams.
- v. Mentoring, coaching and leadership skills.
- vi. Interpersonal and negotiation skills.
- vii. Team player.
- viii. Integrity

Terms of Service and Remuneration

Appointment will be on permanent and pensionable terms.

SALARY SCALE

BASIC SALARY: 172,480 x 15,770 - 188,250 x 15,770 - 204,019 x 15,770 - 219,789 x 15,770 - 235,558 x 15,770 - 251,328 per month

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/>.

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

- i. 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 and reference number as the email subject for the job applied.
- ii. A link will be auto-sent to the applicants' email to further complete the employment application form.

Applicants must complete **BOTH STEPS** for their application to be deemed complete, **hard copy applications will not** be accepted.

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 Monday 11th March 2024 at 1700hrs (East Africa Time). Only shortlisted candidates will be contacted.

**AG. SECRETARY/CHIEF EXECUTIVE OFFICER
COUNCIL OF LEGAL EDUCATION
P. O. BOX 829 - 00502
KAREN, NAIROBI.**