



REPUBLIC OF KENYA



COUNCIL OF LEGAL EDUCATION

VACANT POSITIONS

The Council of Legal Education herein referred to 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, the Council wishes to competitively recruit **full-time** high-caliber officer to the following positions to be based in **Nairobi, Kenya**.

1. PRINCIPAL STANDARDS & LICENSING OFFICER - JOB GRADE CLE 5 - CLE/JOB-065/2024 - (1) POSITION

a) Job Specifications

The duties and responsibilities at this grade will entail:-

1. Advising the Assistant Director Standards and Licensing on matters relating to standards in legal education and training in Kenya;
2. Preparing comprehensive reports on trends in legal education and training;
3. Assuring the accuracy of applications for licensing by conducting due diligence on submissions;
4. Preparing applications for licensing for review by the Assistant Director Standards and Licensing;
5. Reviewing applications for equation of qualifications;
6. Compiling comprehensive database of accredited legal education providers.
7. Participating in the development and review of standards for legal education providers;
8. Participating in the Development, review and implementation of the framework for the equation of foreign legal qualifications in Kenya as guided by the Assistant Director Standards and Licensing;
9. Developing and reviewing framework for harmonization of legal education and training in Kenya; and
10. Preparing Divisional performance evaluation reports;
11. Participating in conducting research on matters relating to standards and licensing & compliance including benchmarking studies on industry/ sector standards, regulations and best practices in legal education and training;

12. Participating in conducting periodical scans of the regulatory environment; monitor developments in laws and policies touching on legal education and training and proactively develop and recommend appropriate proposals for the review of the relevant policies, laws and regulations and recommend proposals to improve licensing, supervision and compliance processes;
13. Participating in regular engagements and collaborations with other regulatory bodies, legal education providers and other stakeholders on matters touching on regulation of legal education training;
14. Participate in sustaining collaboration with internal and external stakeholders to develop and update policies, regulations and standards on licensing of legal education and training in Kenya;
15. Initiate correspondence to communicate developments and changes in policy, law, regulations and standards in legal education and training to legal education providers and other stakeholders;
16. Participate in planning and conducting sensitization programmes on matters touching on legal education and training including capacity building to Council staff, legal education providers, and other key stakeholders;
17. Participating in conducting comprehensive stakeholder mapping of stakeholders in legal education and training and develop appropriate stakeholder engagement strategies for various categories of stakeholders;
18. Participate in implementing Standard Operating Procedures (SOPs) for the development of licensing standards and for supervising and monitoring compliance by legal education providers;
19. Participating in periodical review of standards and criteria for recognition and approval of foreign qualifications in law as well as the standards for licensing of legal education programmes and providers; and
20. Assist in ensuring all licenses for legal education providers are up-to-date and ensure issuance of notices for renewal of licenses to legal education providers;

b) Person Specification

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

1. A Bachelor's degree in Law from a recognized institution;
2. A minimum period of nine (9) years' relevant work experience three (3) of which must be at a grade of senior Standards and Licensing officer or its equivalent;
3. Be admitted as an Advocate of the High Court of Kenya and in good standing;
4. Management course lasting not less than four (4) weeks from a recognized institution;
5. Proficiency in computer applications; and
6. Fulfil the requirements of Chapter Six of the Constitution.

(c) Key Competencies and skills

1. Proven writing skills;
2. Good judgement skills
3. Communication skills;
4. Analytical skills; and
5. Planning skills.

Terms of Service and Remuneration

Appointment will be on permanent and pensionable terms.

SALARY SCALE

137,984 x 12,616 - 150,600 x 12,616 - 163,215 x 12,616 -175,831 x 12,616 -188,446 x 12,616 - 201,062 per month

Other remunerative allowance includes; House, Commuter, and airtime allowance 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/>.

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 complete the employment application form further.

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 on or before Monday, November 11th, 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.