



COUNCIL OF LEGAL EDUCATION

VACANT POSITIONS

The Council of Legal Education herein referred to as ‘Council’ is established by the Legal Education Act, CAP 16B. The core functions of the Council of Legal Education 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, Council wishes to competitively recruit **full-time** high-caliber officer to the following position to be based in **Nairobi, Kenya**.

1. SENIOR CORPORATE COMMUNICATION OFFICER, GRADE CLE 6 - CLE/JOB-066/2025 - (1) POSITION

(a) Job Specifications

The duties and responsibilities at this grade will entail: -

1. Research, draft, edit, and publish articles, news features, speeches and reports on topical issues for print, electronic and digital platforms;
2. Write, compile and edit organizational publications (e.g., newsletters, CLE materials, Customer Service Delivery Charters);
3. Develop and distribute in-house newsletters and other publications;
4. Design and implement communication, media and public information strategies.
5. Monitor news (print, radio, TV, parliamentary proceedings) and prepare timely responses;
6. Design, develop, and produce corporate branding materials (print, digital, audiovisual).
7. Create and distribute promotional content, including documentaries, photography, and videography;
8. Organize and coordinate corporate events, exhibitions and protocol duties;
9. Research and compile information on programs, events and sectoral impacts for reports and publications;
10. Continuously document organizational activities through photos, videos and written records;
11. Develop and execute social media strategies to enhance engagement and brand visibility;
12. Respond to public inquiries and manage online reputation; and

13. Maintain efficient front office operations and customer care services to ensure positive stakeholder experiences.

(b) Person Specifications

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

1. Bachelors Degree in mass communication, communication studies, Journalism, public relations, or any other related field from a recognized institution;
2. At least six (6) years relevant work experience in a relevant field three (3) of which should have been at the grade of Corporate Communication Officer I, or its equivalent;
3. Proficiency in computer applications; and
4. Fulfil the requirements of Chapter Six of the Constitution.

(c) Key Competencies, skills and attitudes

1. Planning skills;
2. Communication and reporting skills;
3. Interpersonal skills; and
4. Team player.

Terms of Service and Remuneration

Appointment will be on permanent and pensionable terms.

SALARY SCALE

GROSS SALARY: Minimum Ksh. 134, 598 - Maximum Ksh. 178,744 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. Complete the application by submitting your biodata through [This Link](#)

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:-

Due to the high number of anticipated applications, it will not be possible for the Council of Legal Education to respond to each application. Only shortlisted and successful candidates will be contacted.

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 **12th August 2025**.

Secretary/ CEO
Council of Legal Education
P. O. Box 829 - 00502, Karen
NAIROBI, Kenya

**AG. SECRETARY/CHIEF EXECUTIVE OFFICER
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