



COUNCIL OF LEGAL EDUCATION

VACANT POSITION

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. STANDARDS AND LICENSING OFFICER I, GRADE CLE 7 - CLE/JOB-065/2025 - (1) POSITION

(a) Job Specifications

The duties and responsibilities at this grade will entail: -

1. Support the designing of tools for collating and compiling data relating to standards and licensing; Participate in drafting initial research reports on legal education and training;
2. Populate, organize and maintain information files on research conducted by the Division;
3. Assist in conducting reviews and assessments of applications for licensing or renewal of license from legal education providers as directed by the Senior Standards and Licensing Officer;
4. Assist in preliminary preparation of documentation, briefs and reports for audit and inspection of legal education providers;
5. Conduct preliminary assessments of applications for recognition & approval of qualifications in law obtained outside Kenya;
6. Support 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;
7. Assist 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;
8. Provide support in organizing regular engagements and collaborations with other regulatory bodies, legal education providers and other stakeholders on matters touching on regulation of legal education training;

9. Assist 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;
10. Assist in conducting comprehensive stakeholder mapping of stakeholders in legal education and training and develop appropriate stakeholder engagement strategies for various categories of stakeholders;
11. Support the implementation of Standard Operating Procedures (SOPs) for the development of licensing standards and for supervising and monitoring compliance by legal education providers;
12. Participate 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
13. Assisting in ensuring that 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 Specifications

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

1. Bachelor's degree in Law from a recognized institution;
2. A minimum period of three (3) years' relevant work experience which should have been at the level of Standards and Licensing Officer II or an equivalent position;
3. Be admitted as an Advocate of the High Court of Kenya and in good standing;
4. Proficiency in computer applications; and
5. Fulfil the requirements of Chapter Six of the Constitution.

(c) Key Competencies, skills and attitudes

1. Communication skills
2. Reporting skills;
3. Team player.

Terms of Service and Remuneration

Appointment will be on permanent and pensionable terms.

SALARY SCALE

GROSS SALARY: Minimum Ksh. 91,112 - Maximum Ksh. 122,021 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 application by finishing in your biodata by clicking on **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 **30th November 2025**.

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

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