



COUNCIL OF LEGAL EDUCATION
EXPRESSION OF INTEREST FOR SERVICE PROVIDERS

2026/2027 FY

Council of Legal Education (CLE) is a statutory body established by the Legal Education Act, CAP 16B. It is charged with the mandate of regulating, supervising and licensing legal education providers in Kenya, recognizing and equating foreign legal qualification and conducting the Bar Examination.

Council administers the Advocates Training Program (ATP) Examination twice a year. The ATP Examination covers nine (9) units, namely:

- ATP 100 Civil Litigation
- ATP 101 Criminal Litigation
- ATP 102 Probate & Administration
- ATP 103 Legal Writing & Drafting
- ATP 104 Trial Advocacy
- ATP 105 Professional Ethics
- ATP 106 Legal Practice Management
- ATP 107 Conveyancing
- ATP 108 Commercial Transactions

In its endeavour to deliver credible, reliable and viable ATP Examinations, Council enlists the services of competent persons of unquestionable integrity and professionalism to be deployed in its examination functions on a need basis.

Council therefore calls for applications from interested and suitable persons for consideration under the following roles:

1. ATP Examination Invigilators
Person Specifications/Qualifications

- a) At least a bachelor's degree qualification
- b) Customer service experience in responding to clients in a professional manner

- c) Previous invigilation experience is an added advantage

2. Trainer /Facilitator

These are experts who are legal practitioners or lecturers of institutions of higher learning with requisite experience. They should *inter alia* have an in-depth understanding and skills as trainers. The experts are expected to train setters, moderators, markers and quality assurers.

Person Specifications/Qualifications

- a) Trained in pedagogy/andragogy
- b) Expert in Assessment, Test Development Management
- c) Experience in Marking
- d) Senior Academic in an institution of higher learning.

3. ATP Examination Setter

They should *inter alia* have an in-depth understanding of the skills expected of ATP candidates in the Advocates Training Programme (ATP). Setters are expected to set objective and quality examination questions in accordance with prescriptions of Council.

Person Specifications/Qualifications

- a) Seven (7) years' post-qualification experience in the field of law, human resources, accounting, office practice or legislative drafting;
- b) Experience in teaching and setting examinations for other professional examining bodies will be an added advantage;
- c) Competence to set a full paper in any two (2) examinable units.

4. Moderators (Moderator of Scripts and Moderator of Questions)

These are experts in any of the specific examinable units and play the role of quality assurance. They serve the following two roles as follows;

- i) To ensure that the questions set meet the prescribed standards.
- ii) To ensure that marking of the examination is done objectively, accurately and consistently.

Person Specifications/Qualifications

- a) Ten (10) years' experience in practice of law, human resources, accounting, office practice or legislative drafting;
- b) Experience as an external examiner/moderator for other professional examining bodies will also be an added advantage;

c) Ability to moderate three (3) subjects that they are competent in.

5. Markers & Re-markers

These are experts in any of the specific examinable units with experience gained either from teaching or practice of law, human resources, accounting, office practice or legislative drafting. They ensure objective, quality and timeous marking of the Advocates Training Programme (ATP) Examination either as first markers or as Quality Assurers in the case of remarks requested by candidates.

Person Specifications/Qualifications

- a) Seven (7) years' post-qualification experience in law, human resources, accounting, office practice or legislative drafting.
- b) Experience as a marker for other professional examining bodies will also be an added advantage.
- c) Ability to mark any two (2) examinable units that they are competent in.

HOW TO APPLY

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

1. Email soft copies of the Cover letter, CV, Certificates, and any other documents supporting their qualification to info@cle.or.ke with the job title as the email subject to be received by 21st July 2026 at 1700hrs (East African Time).
2. Fill in the application form which can be accessed by clicking on [THIS LINK](#).
3. Previous applicants should not submit a new application.

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

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