



**COUNCIL OF LEGAL EDUCATION
EXAMINATIONS DEPARTMENT
ADVERTISEMENT FOR SERVICE PROVIDERS**

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 of Legal Education are to regulate legal education and training, license and supervise legal education providers and programmes; conduct the Advocates Training Program (ATP) Examination and to advise the Government on matters relating to legal education and training.

Council administers the ATP Examination twice a year typically in July and November, however due to the uncertainties occasioned by the COVID19 pandemic since early 2020, Council did not conduct the ATP Examination in 2020.

In light of the above, Council wishes to competitively recruit high caliber professionals to the following positions:

- i. Trainers/Facilitators
- ii. Setters
- iii. Moderators
- iv. Markers and
- v. Invigilators

The ATP Examination covers nine (9) units namely;

- i. Civil Litigation
- ii. Criminal Litigation
- iii. Probate & Administration
- iv. Legal Writing and Drafting
- v. Trial Advocacy
- vi. Professional Ethics
- vii. Legal Practice Management
- viii. Conveyancing
- ix. Commercial Transactions

In its endeavour to deliver credible, reliable and verifiable ATP Examination results, Council relies on the services of persons of unquestionable integrity and professionalism in various roles on a need basis.

1. Trainers/Facilitators - CLE/JOB-28/2021

These are experts in any specific field, experienced legal practitioners or Senior University lecturers. 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.

Qualifications:

- i. Trained in pedagogy
- ii. Expertise and experience in test development and Management of examinations
- iii. Experience in Marking

2. Setters - CLE/JOB-29/2021

These are experts in any of the examinable subjects, experienced legal practitioners or University lecturers. They should *inter alia* have an in-depth understanding of the skills expected of ATP candidates in the Advocates Training Programme (ATP) at the Kenya School of Law. The experts are expected to set objective and quality examination questions in accordance with prescriptions of Council.

Academic and Professional Qualifications:

- i. LLB degree with 7 years' experience in practice or
- ii. Masters degree in Law, Accounting, Finance, Human Resource Management
- iii. At least a minimum of seven (7) years teaching experience in setting examinations for other professional examining bodies will also be an added advantage.
- iv. Ability to work within strict deadlines
- v. A PhD in the relevant field will be an added advantage.

Applicants should identify two (2) subject areas that they are familiar with and can comfortably set quality examination questions, in order of priority.

3. Moderators - CLE/JOB-30/2021

These are experts in any of the specific subjects. They will be expected to play the role of second examiners by ensuring that the examination questions meet the prescribed standards. They will in addition confirm that marking of the examination was carried out objectively, accurately and consistently.

Qualifications:

- i. Master's degree in Law, Accounting, Finance, Human Resource Management.
- ii. A minimum of 10 years' experience in teaching or practice of law.
- iii. Ability to work within strict deadlines.
- iv. An eye for detail and keenness.
- v. Experience as an external examiner/moderator for other professional examining bodies will also be an added advantage.
- vi. A PhD in the relevant field will be an added advantage.

Applicants should identify three (3) subject areas that they are competent in to moderate, in order of priority.

4. Markers -CLE/JOB-31/2021

These are experts in any of the specific subjects with experience gained from either teaching or practice of law. They will ensure objective, quality and timeous marking of the ATP Examination scripts either as the first markers or as quality assurers in the case of remarks requested by candidates.

Qualifications:

- i. Master's degree in Law, Accounting, Finance, Human Resource.
- ii. Seven (7) years' experience in Practice or teaching at University Level.
- iii. Experience as a marker for other professional examining bodies will also be an added advantage.
- iv. Team player.
- v. An eye for detail and keenness.
- vi. Ability to work within strict deadlines.
- vii. A PhD in the relevant field will be an added advantage.

Applicants should identify two (2) subject areas that they are familiar with and can comfortably mark, in order of priority.

5. Invigilators - CLE/JOB-32/2021

To work under the supervision of Centre Coordinators to ensure smooth and professional administration of ATP Examination.

Qualifications:

- i. Bachelor's degree in any relevant field.
- ii. An eye for detail and keenness.
- iii. Team Player.
- iv. Experience as an invigilator for other professional examining bodies will be an added advantage.

Other requirements

Successful applicants must exhibit high ethical standards, integrity and professionalism in conformity with the requirements of Chapter 6 of the Constitution of Kenya, 2010 and will be required to provide evidence of clearance by the Ethics and Anti-Corruption Commission, Kenya Revenue Authority, Credit Reference Bureau and Certificate of Good Conduct.

Successful applicants will undergo training and be retained in the Council database for engagement on a need basis. Those who have previously served the Council in various roles need not apply.

The Council of Legal Education is an equal opportunity employer.

For detailed descriptions of the jobs including the application link, visit our website:
<https://cle.or.ke/careers/>

Provide detailed curriculum vitae, copies of transcripts, academic and professional certificates, testimonials, names and addresses of three (3) professional referees, a reliable email address and daytime telephone contact.

Applications should be addressed to:

**The Secretary/CEO
Council of Legal Education
Karen Office Park
Acacia Block 2nd Floor
PO Box 829-00502
NAIROBI.**

So as to reach the undersigned on or before 19th March 2021

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

**SECRETARY/CHIEF EXECUTIVE OFFICER
COUNCIL OF LEGAL EDUCATION**