



**COUNCIL OF LEGAL EDUCATION
EXAMINATIONS DEPARTMENT**

EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES

The Council of Legal Education (CLE) is a statutory body established by the Legal Education Act, No 27 of 2012. It is charged with the responsibility 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 Programme Examination twice a year; in July and November. The ATP Examination covers nine (9) units namely;

ATP 100	Civil Litigation
ATP 101	Criminal Litigation
ATP 102	Probate & Administration
ATP 103	Legal Writing and 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 verifiable Bar Examinations, Council enlists the services of persons of unquestionable integrity and professionalism in the following roles on a need basis.

1. TRAINERS/FACILITATORS

These are experts in, 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) Expert in Assessment, Test Development and Management
- iii) Experience in Marking

- iv) Senior Academic in an institution of higher learning

2. SETTERS:

These are experts in any of the specific fields of Law with requisite experience. They should *inter alia* have an in-depth understanding of the skills expected of ATP candidates in the Advocates Training Programme (ATP). The experts are expected to set objective and quality examination questions in accordance with prescriptions of Council.

Qualifications:

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

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

3. MODERATORS

These are experts in any of the specific subjects and play the role of second examiners by ensuring that the questions set meet the prescribed standards. In addition, they ensure that marking of the examination was done objectively, accurately and consistently.

Qualifications:

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

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

4. MARKERS

These are experts in any of the specific subjects with experience gained either from teaching or practice of law. They ensure objective, quality and timeous marking of the ATP Examination either as 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. A PhD in the relevant field will be an added advantage.
- 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.

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

5. INVIGILATORS

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

Qualifications:

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

Please Note:

- I. Applicants must submit a detailed curriculum vitae and copies of relevant certificates, including a reliable email address and day time telephone contact.
- II. Successful applicants must exhibit high ethical standards, integrity and professionalism in conformity with the requirements of Chapter 6 of the Constitution of Kenya, 2010.
- III. Successful candidates will be required to fulfil the requirements of Chapter Six of the Constitution of Kenya and present the following documents:
 - 1. Clearance by the Ethics and Anti-Corruption Commission
 - 2. Tax Compliance Certificate from Kenya Revenue Authority
 - 3. Clearance certificate by Credit Reference Bureau
 - 4. Certificate of Good Conduct from the Directorate of Criminal Investigations
- IV. Successful applicants will be trained and retained in the Council database for engagement on a need basis. Those who have previously served the Council in various roles are encouraged to apply.

V. CLE is an equal opportunity employer.

How to Apply

Interested and eligible candidates are urged to access the detailed job descriptions of the jobs visit our website: www.cle.or.ke under careers and click 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 Cover letter, CV, Certificates and any other documents supporting their qualification to hrdept@cle.or.ke with 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 further complete the expression of interest form.

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, professionalism and comply with the requirements of Chapter six (6) of the Constitution of Kenya.

Please note that:-

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

Canvassing in any form disqualification 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 marginalized

Applications to reach the undersigned not later than 5pm on **Tuesday, 17th May, 2022.**

*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**