



COUNCIL OF LEGAL EDUCATION

VACANT POSITIONS

REPLACEMENTS

The Council of Legal Education herein referred to as 'Council' is established by the Legal Education Act, No. 27 of 2012 Laws of Kenya. The core functions of the Council 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.

To deliver on its mandate, the Council wishes to competitively recruit **full-time** high caliber officers to the following positions to be based in **Nairobi, Kenya**.

1. OFFICE ADMINISTRATOR I, JOB GRADE CLE 7 - CLE/JOB- 015/2024 - (1) POSITION

a) Job Specifications

The functions and responsibilities of this job grade will entail: -

- i. Attending meetings and keeping minutes
- ii. Receiving and screening phone calls and directing them when appropriate
- iii. Handling and prioritizing all outgoing or incoming correspondences
- iv. Making travel arrangements for executives
- v. Providing a work environment that is conducive to office visitors;
- vi. Typing routine letters, memos, and reports from drafts and manuscripts;
- vii. Ensuring the security of office equipment, documents, and records;
- viii. Attending to visitors/clients;
- ix. Preparing responses to simple routine correspondence
- x. Maintaining an up-to-date filing system in the office
- xi. Ensuring security, integrity, and confidentiality of data
- xii. Filing documents; receiving, recording, and dispatching mail;
- xiii. Handling telephone calls, diary, and appointments;
- xiv. Handling routine office duties;
- xv. Cross-referencing correspondence.
- xvi. Ensuring that all the assets in the office are in good working condition;
- xvii. Managing the office stationery and equipment; and
- xviii. Arranging for meetings and handling confidential documents.

b) Person Specifications

For appointment to this grade, a candidate must have

- i. Bachelor's Degree in Secretarial Studies or Bachelor of Business and office management from a recognized institution
OR
Bachelor's degree plus a diploma in secretarial studies from a recognized institution;
- ii. At least three (3) years relevant cumulative experience at the grade of Office Administrator II or its equivalent;
- iii. Professional Qualification in the relevant field;
- iv. Be proficient in computer applications; and
- v. Fulfil the requirements of Chapter Six of the Constitution.

Terms of Service and Remuneration

Appointment will be on permanent and pensionable terms.

SALARY SCALE

Basic Salary: 67,612 x 6,182 - 73,794 x 6,182 - 79,976 x 6,182 - 86,157 x 6,182 - 92,339 x 6,182 x 98,521 per month

Other remunerative allowance includes; House, Commuter, and airtime allowance as per prevailing Salaries and remuneration commission guidelines.

2. SENIOR DRIVER, JOB GRADE CLE 9 - CLE/JOB- 065/2024 - (1) POSITION

Job Specifications

Duties and responsibilities at this grade entail:

1. Driving motor vehicles as authorized;
2. Carrying out minor mechanical adjustments;
3. Maintaining cleanliness of the vehicle;
4. Keeping up-to-date work tickets for vehicles;
5. Recognizing and reporting mechanical defaults of the vehicles;
6. Ensuring security and safety of the vehicle on and off the road;
7. Monitoring and reporting expiry of insurance policies for motor vehicles;
8. Preparing and submitting reports on transport when the need arises; and
9. Ensuring the safety of passengers and/or goods therein;

b) Person Specifications

For appointment to this grade, a candidate must have:

1. Kenya Certificate of Secondary Education with a D (Plain) or its equivalent;

2. A valid driving license;
3. A defensive Driving Certificate;
4. First aid certificate;
5. Occupational Trade Test II;
6. A minimum of eight (8) years relevant experience, three (3) of which should be at the position of driver I or its equivalent; and
7. Fulfil the requirements of Chapter 6 of the Constitution

c) **Key Competencies and Skills**

1. Team player;
2. Communication skills;
3. Basic computer skills;
4. Interpersonal skills; and
5. Ability to work with minimal supervision

Terms of Service and Remuneration

Appointment will be on permanent and pensionable terms.

SALARY SCALE

Basic Salary: 24, 340 x 2, 225 - 26, 565 x 2,225 - 28, 790 x 2,225 - 31, 015 x 2,225 - 33, 240 x 2, 225 - 35, 467 per month

Other remunerative allowance includes; House, Commuter, and airtime allowance as per prevailing Salaries and remuneration commission guidelines.

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 the 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. A link will be auto-sent to the applicants' email to complete the employment application 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, 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 by **Monday, 15th April 2024** at 1700hrs (East African Time).

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