

**DEPUTY DIRECTOR, LEGAL SERVICES - KASNEB GRADE 3, (1 POST)-
HRM/LS/DDLS/1/2026**

(a) Job Specifications

Reporting to the Secretary/Chief Executive Officer, the holder of the above position will be responsible for:

- (i) Representing KASNEB in court, litigation and various legal matters;
- (ii) Overseeing the development and implementation of integrity framework for KASNEB;
- (iii) Ensuring safekeeping of documents, contracts and agreements;
- (iv) Reviewing existing laws and regulations governing KASNEB;
- (v) Interpreting legal legislation and board action areas to the relevant divisions in KASNEB;
- (vi) Coordinating the implementation of the code of conduct and ethics;
- (vii) Ensuring staff are aware of all relevant laws affecting KASNEB;
- (viii) Ensuring legal compliance to legislative provisions and regulations;
- (ix) Developing legal strategies aimed at forestalling disputes, controversies, and litigation;
- (x) Conducting legal research;
- (xi) Liaising with external lawyers on court matters;
- (xii) Drafting legal documents, leases, and contracts;
- (xiii) Ensuring annual returns are promptly filed with the relevant authorities;
- (xiv) Establishing and maintaining legal registry;
- (xv) Ensuring the planning and budgeting for the legal activities; and
- (xvi) Ensuring compliance to legislations, rules, regulations, and directives issued from time to time.

(b) Person Specifications

For appointment to this grade, an officer must have: -

- (i) Cumulative service period of fifteen (15) years relevant work experience three (3) of which should have been in the grade of Assistant Director, Legal Services or in a comparable position;
- (ii) Bachelors of Law (LLB) degree from a recognized Institution;
- (iii) Masters degree in Law (LLM) or equivalent qualification from a recognized Institution;
- (iv) Post graduate Diploma in Law (Advocates Training Programme) from the Kenya School of Law;
- (v) Membership to the Law Society of Kenya (LSK);
- (vi) Be admitted as an Advocate of the High Court of Kenya;
- (vii) Leadership Course Certificate lasting not less than four (4) weeks from a recognised institution;
- (viii) Proficiency in computer applications; and
- (ix) Shown merit and ability as reflected in work performance and results.

(c) Key Competencies and Skills

- (i) Analytical skills;
- (ii) Communication skills;
- (iii) Strategic and innovative thinking;
- (iv) Interpersonal skills;
- (v) Ability to mobilise resources; and
- (vi) Negotiation skills.

Terms of service: Permanent and pensionable.

Basic salary range: KSh. 140,600 x 12,900 – 192,200 x 16,700 – 259,000 = 8 increments