



THE NATIONAL LAND COMMISSION

ADVERTISEMENT

National Land Commission (NLC) is a Constitutional Commission established under Article 67 of the Constitution of Kenya, 2010 and operationalized by the National Land Commission (NLC) Act, 2012, the Land Act, 2012 and the Land Registration Act, 2012. The broad mandates of the Commission are inter-alia to; manage public land on behalf of the National & County Governments, recommend a National Land Policy to the National Government, advise the National Government on a Comprehensive program for the registration of title to Land throughout Kenya, conduct research related to land & the use of natural resources & make recommendations to appropriate authorities and initiate investigations on its own initiative or on a complaint into present or historical land injustices & recommend appropriate redress. Pursuant to Article 252 1(c) of the Constitution of Kenya and Section 22 of the NLC Act, which provides that the Commission shall have the power to appoint its own staff, the Commission invites applications from suitable candidates for the following vacant positions:

1. LEGAL AFFAIRS AND DISPUTE RESOLUTIONS DIRECTORATE

- (i) **SENIOR LEGAL OFFICER (GRADE NLC 6) – ONE (1) POST- JOB REF: NLC/LADR/2/2023**

Terms of Appointment

The appointment will be on a Permanent and Pensionable terms

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Personal Emolument for the position of Senior Land Use Planning Officer

Basic Salary Scale	:	Kshs Min 58,000 – Max 98,000 Per month
House Allowance	:	Kshs. 28,000 Per month
Commuter Allowance	:	Kshs. 12,000 Per month
Leave Allowance	:	Kshs. 20,000 Per annum
Medical Cover	:	As provided by the Commission

Job purpose:

Assists in management of Legal Advice to the Commission and safeguards its interests through various legal initiatives and facilitates decision making for enhance effectiveness in the fulfillment of its Constitutional and Statutory mandate.

Duties and Responsibilities:

1. Coordinate work plans and supervise officers to ensure management of work is in line with set targets.
2. Reviews and files pleadings, petitions and other documents relevant to court actions to ensure that the legal team is assisted in the preparation for court cases;
3. Investigates claims and complaints on land management;
4. Drafts legal opinions and other relevant legal documents;
5. Drafts local agreements, leases and contractual documents;
6. Undertakes surveys and research on assigned legal issues;
7. Collates and analyses research data and findings of court proceedings;
8. Interviews clients for proper referrals and prepares briefs and papers on legal issues;
9. Attends court and represents the Commission in cases where the Commission is a party;
10. Provides legal assistance to the commission's tribunals and committee;
11. Disseminates legal documents for use by the Commission;
12. Liaises with external counsel on matters where the commission has instructed external counsel to handle cases;
13. Prepares drafts reports for the gazettelement of notices;
14. Undertakes legal transactions including recovery, conveyance agreements, leases and partnerships.

Job Competencies (Knowledge, Experience and Attributes / Skills):

Academic Qualifications;

Bachelor of laws degree (LLB) or equivalent qualification from a recognized institution.

Professional Qualifications / Membership to professional bodies;

1. Have Postgraduate Diploma in Law from the Kenya School of Law;
2. Be an Advocate of the High Court of Kenya;
3. Have valid practicing certificate/license;
4. Have membership with the Law Society of Kenya (LSK);

Previous relevant work experience required.

5 years of service in a comparable position from a reputable organization

Applicants must possess level of knowledge and skills in the following areas;

1. Good understanding of the Constitution.
2. Soft Skills
3. Communication Skills
4. Interpersonal skills
5. Organizational skills
6. Ability to work under pressure
7. Ability to lead and manage teams
8. Problem solving skills
9. Supervisory Skills

MODE OF APPLICATION:

- i. Candidates should attach all documents to the application form (download from the website).
- ii. Details of academic and professional certificates not obtained by closure of the advert should not be included,
- iii. Shortlisted candidates shall be required to produce originals of their National Identity card, academic and professional certificates, transcripts and testimonials during interviews.

- iv. Please note that it is a criminal offence to present fake certificates.

If you possess or meet the above qualifications, please send;

- i. Your application letter together with detailed Curriculum Vitae including names of three referees and their full contacts (Name, post office box number, email address, and telephone/mobile phone contact)
- ii. Copies of academic certificates and testimonials:

Applicants are advised to visit our [website www.landcommission.go.ke](http://www.landcommission.go.ke) for instructions on how to apply. Applicants **MUST apply both online and submit hard copies** of their applications.

In case you do not hear from us, please consider your application as unsuccessful.

Please note that canvassing for this position will lead to automatic disqualification.

All applicants must meet the requirements of Chapter Six (6) of the Constitution of Kenya.

The National Land Commission is an equal opportunity employer; women, people from marginalized areas and Persons living with disabilities are encouraged to apply.

All hardcopy applications should be submitted to:

**THE SECRETARY/CEO
NATIONAL LAND COMMISSION
316 UPPERHILL CHAMBERS
20TH FLOOR
P.O BOX 44417-00100, NAIROBI.**

The applications should reach the office of the Secretary/ CEO, National Land Commission **on or before 18th September 2023 by 5.00pm.**