



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, advice 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) **PRINCIPAL LEGAL OFFICER (GRADE NLC 5) – ONE (1) POST- JOB REF: NLC/LADR/1/2023**

Terms of Appointment

The appointment will be on a Permanent and Pensionable terms.

Personal Emolument for the position of Principal Legal Officer

Basic Salary Scale	:	Kshs Min 128,000 – Max 223,000 Per month
House Allowance	:	Kshs. 45,000 Per month
Commuter Allowance	:	Kshs. 16,000 Per month
Leave Allowance	:	Kshs. 20,000 Per annum
Medical Cover	:	As provided by the Commission

Job purpose:

Responsible for the management of Legal Advice to the Commission and safeguards its interests through various legal initiatives and facilitates decision making for enhanced effectiveness in the fulfilment 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. Implements policies, procedures and regulations on Legal Affairs and Dispute Resolution;
3. Prepares preliminary legal documents and instruments;
4. Ensures compliance to policies, procedures and regulations on legal affairs and enforcement;
5. Conducts research on emerging trends on legislative and regulatory changes and dispute resolutions that impact on the Commission's mandate, functions and powers;
6. Drafts of legal opinions,
7. Represents the Commission on litigation and court cases for the Commission;
8. Drafts contracts, lease agreements and memorandum of understanding between the Commission and its collaborators;
9. Enforces legal decisions, court orders, contracts and leases;
10. Prepares reports and findings for litigation and court cases for the Commission;
11. Undertakes the Commission's law review to ensure set standards and procedures are effective;
12. Ensures compliance and enforcement of various legislations;
13. Undertakes risk management, case management, alternative dispute resolution and mediation;
14. Facilitates the process of Gazettement of Notices to ensure proper communication;
15. Investigates complaints of present or historical land injustices and development of related investigative findings;
16. Undertakes traditional and alternative dispute resolution in land dispute handling and management; and
17. Develops and implements programmes in line with appropriate provisions of Article 67 and Article 69 of the Constitution

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);
5. Have Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;

Previous relevant work experience required.

9 years of service, 3 years of which should be 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.**