



1. Corporation Secretary & Director, Legal Services (FCA 2) – NIFC/CS&DLS/1/2025

a) Job Specifications

The mandate of this Director is to be the secretary to the Board as per Clause 1.21 of Mwongozo Code of Governance for State Corporations and to provide legal services to the Authority.

b) Job Descriptions

The following are the duties and responsibilities: -

- (i) Provide guidance to the Board on their Functions and on matters of governance;
- (ii) Coordinate Board Activities such as board induction and training, board work plans, board evaluation, governance audit and implementation of the code of conduct and Ethics
- (iii) Maintain and keep custody of the Board and Committee charters;
- (iv) Ensure the timely preparation and circulation of Board and Committee papers;
- (v) Ensure timely circulation of Board and Committee papers;
- (vi) Take and keep committee minutes;
- (vii) Maintain and update the register of conflicts of interest;
- (viii) Ensure that Board members are aware of all relevant laws affecting the organization;
- (ix) Facilitate effective communication between the organization and the stakeholders;
- (x) Ensure that annual returns are promptly filed with the relevant authorities;
- (xi) Except in exceptional circumstances, ensure that Board and Committee papers are circulated in advance of any meeting;
- (xii) Coordinate litigations for the Board;
- (xiii) Provide guidance on governance and adherence to statutory obligations;
- (xiv) Prepare and ensure appropriate execution of all contracts;
- (xv) Registration of various legal instruments in favour of the Authority;
- (xvi) Custodian of all contracts and ownership documents;
- (xvii) Advising on the fixing of common seal outside registration; and
- (xviii) Provide legal guidance on contractual and statutory obligations binding to the Organization and legal duties for the Board.



c) Person Specifications

The following are the recognized qualifications for appointment in this cadre: -

- (i) Bachelor's degree in law or any other relevant qualification from a recognized institution;
- (ii) Master's degree in law or any other relevant qualification from a recognized institution;
- (iii) Diploma in Law from Kenya School of Law;
- (iv) Membership to the Law Society of Kenya or any other recognized professional body;
- (v) Professional qualification and membership of a professional body where applicable;
- (vi) At least twelve (12) years of relevant work experience;
- (vii) At least five (5) years in management;
- (viii) Management Course lasting not less than four (4) weeks from a recognized institution;
- (ix) Proficiency certificate in computer applications; and
- (x) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya.

d) Key competencies and skills

- (i) Leadership Skills;
- (ii) Ability to analyze complex legal issues;
- (iii) Strong communication skills;
- (iv) Excellent Legal drafting skills;
- (v) Strong problem-solving skills;
- (vi) High ethical standards and integrity;
- (vii) Proficiency in contract negotiations;
- (viii) Effective dispute resolution;
- (ix) Excellent Inter-personal skills; and
- (x) Expertise in risk management.

e) Terms of Service

Contract for (5) five years renewable once, subject to performance and retirement age.



How to Apply:

Applicants whose background and competencies match the above specifications are invited to apply for the positions by submitting a cover letter, detailed curriculum vitae (CV), a copy of their National Identity Card, copies of academic and professional certificates, and transcripts and other relevant testimonials either via email to recruitment@nifca.go.ke addressed to:

**Chief Executive Officer
Nairobi International Financial Centre Authority
The National Treasury Building
10th Floor, Room 1015
P. O Box 30007-00100
Nairobi, Kenya**

Please note:

- Applications must be received by Wednesday 25th February 2025 at 5 pm (East African Time).
- No hard copy applications will be accepted
- Only shortlisted candidates shall be contacted

The Nairobi international Financial Centre Authority is an equal opportunity employer. Female candidates and persons living with disability are encouraged to apply. Any form of canvassing will lead to automatic disqualification.