

### JD 003 CHIEF MANAGER- LEGAL SERVICES

<b>Job Title:</b>	<b>Head of Department, Legal Services</b>
<b>Grade:</b>	KS3
<b>Ministry /Corporation:</b>	Kenya Bureau of Standards
<b>Directorate:</b>	Legal Services
<b>Department:</b>	Legal
<b>Division:</b>	Legal
<b>Section / Unit:</b>	Legal
<b>Location / Workstation:</b>	KEBS Head Quarters-Popo Road, Off Mombasa Road
<b>Reporting Relationships</b>	
<b>Reports to:</b>	Corporation Secretary
<b>Direct reports:</b>	a) Legal Manager b) Assistant Legal Manager
<b>Indirect Reports:</b>	a) Principal Legal officer b) Legal Officer c) Legal Assistant d) Personal Assistant
<b>Job Purpose</b>	
Providing legal advice to the organization while ensuring effective custody of legal documents as well as to advice and support management on issues pertaining to legal and regulatory framework.	
<b>Key Responsibilities / Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
a) Provide leadership and ensures efficient and effective management of staff and resources in the Legal department, b) Develop work plans and budgets for the Department for approval, c) Oversee the execution of the approved departmental work plans and budgets, d) Oversee performance management in the department, e) Prepare and submit all monthly, quarterly and annual reports for the department, f) Prepare a draft board management papers for approval, g) Identify training needs for the departmental staff, h) Participate in the recruitment of staff within the department, i) Participate in the development and review of the Institution's strategic plan, j) Identify procurement needs of the department, k) Mentor and coach departmental staff, l) Participate in various committees in the Institution,	
<b>II. Operational Responsibilities / Tasks</b>	
v)Take record of the Board proceedings and keeps in safe custody Minutes of the Board, the Corporation's seal and other Board documentation, maintains the register of seals, and keeps custody of all legal documents vi) Maintain a record of pending legal issues and make periodic progress reports to the Board vii) Liaise with the HR department to develop induction and subsequent training programs on corporate governance for the Board of Directors and providing the legal advice thereof. (a) Provide leadership and ensure efficient and effective management of staff and resources in the Legal department. (b) <u>Policy, Legal and strategy development</u> i) Formulate and develop legal strategy, plans and budget for the legal department to ensure legal policy guidelines implementation and adherence. ii) Ensure legal protection of the organization through prudent and proactive policies.	

<p>iii) Establish legal guidelines for Legal instruments and review all commercial contracts that the d Organization enters to ensure its interests are safeguarded.</p> <p><b>(c)Advisory Role</b></p> <p>i) Provide professional guidance to the Board, Management and staff on compliance with good corporate governance practice.</p> <p>ii) Advice the Managing Director in all legal matters pertaining to the Organization.</p> <p>iii) Provide Legal advice on the potential liability on the Organization in order to take necessary steps to control Organization's exposure.</p> <p>iv) Ensure the Organization's interest are fully protected, and redress of grievances obtained.</p> <p>v)Plan, coordinate and oversee advice and guidance given by the legal office of the Organization to the Board, Management and staff of the Organization, with a view to ensuring compliance with the laws, regulations and procedures relevant to the mandate and operations of the Organization</p> <p>vi)Advice on industrial relations, tax and finance on statutory obligations under the relevant legal Acts and associated legislation and regulation as well as develop and maintain relationships with relevant external contacts (e.g.) external lawyers, registrars, regulators, external bodies.</p> <p>(e)Draft Gazette notices for forwarding to the ministry, regional and international conventions and partnership agreements.</p> <p>(f) Liaise with the parent Ministry and Government legal agencies to ensure that the Organization's legal mandate is legally abreast and Coordinate the submission of timely replies by the Organization to Parliamentary questions that touch on the mandate and operations of the Organization.</p> <p>(g) Prepare, implement, control and review departmental budgets</p> <p>(h)Maintain a motivated and effective work force by ensuring the recruitment of highly qualified staff, mentoring, coaching and supporting career development of staff and by implementing effective approaches for performance management.</p> <p>(i)Provide training on legal issues to the Legal Department officers to make sure that they are fully qualified to represent the Organization and to act accordingly.</p> <p>(j)Participate in maintenance of quality management systems.</p>
<b>Job Dimensions:</b>
<b>I. Financial Responsibility:</b>
<p>a) Development of budgets</p> <p>b) Approval of expenditures</p> <p>c) Approval of petty cash</p>
<b>II. Responsibility for Physical Assets</b>
<p>a) Responsible for physical assets assigned by the institutions.</p> <p>b) Provides oversight over physical assets in the department.</p>
<b>III. Decision Making:</b>
<p>a) Makes strategic, operational and financial decisions.</p> <p>b) Plans the work of subordinates.</p> <p>c) Assigns work to subordinates.</p> <p>d) Monitor subordinates work performance.</p> <p>e) Appraises/evaluates subordinates' performance</p>
<b>IV. Working Conditions:</b>
Works predominantly within the office.
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic Qualifications</b>
<p>a) Bachelor of Laws degree from a recognized institution,</p> <p>b) Have a postgraduate Diploma in Legal Studies from Kenya School of Law,</p> <p>c) Have a Master's Degree in any of the following disciplines; Law, Business</p> <p>d) Administration, Public Administration, or equivalent qualifications from a recognized</p>

e) institution;	
<b>Professional Qualifications / Membership to professional bodies</b>	
a) Be a certified Public Secretary (K) b) Leadership Course lasting not less than four (4) weeks from a recognized institution; c) Full Member of Kenya Institute of Management; d) Practicing Certificate from Law society of Kenya; e) Member of the Law Society of Kenya; f) Be admitted as an advocate of the High Court Kenya; g) Be a certified Public Secretary (K); h) Quality Management best practices (Lead Auditor); i) Demonstrated competence in work performance; j) Practicing certificate from law society of Kenya; k) Fulfilling the requirements of Chapter Six of the Constitution	
<b>Previous relevant work experience required.</b>	
Ten(10) years' work experience out of which five (5) must in a Managerial level.	
<b>Need to know:</b>	<b>Attributes:</b>
a) Analytical skills to assess the applicability of legal principles and relevance of evidence and the exercise sound judgment b) Organisational skills c) Knowledge of administrative and legal processes as well as the Laws of Kenya d) Computer proficient e) Ability to prepare a variety of materials and high quality detailed reports f) Ability to represent the organization in outreach activities g) Knowledge of the parliamentary and legislative processes in Kenya and the role of Ombudsman	a) Interpersonal skills b) Time management c) Communication skills d) Leadership skills e) Team player