

JD 010 LEGAL OFFICER

Job Title:	Legal Officer
Grade:	KS7
Ministry /Corporation:	Kenya Bureau of Standards
Directorate:	Legal Services
Department:	Legal
Division:	Legal
Section / Unit:	Legal
Location / Workstation:	KEBS Head Office-Popo Road, Off Mombasa Road
Reporting Relationships	
Reports to:	Legal Manager, Assistant Legal Manager
Direct reports:	Legal Assistant
Indirect Reports:	N/A
Job Purpose	
The job holder provides legal advice to the Organization for it to make informed Legal decisions. Preparing, vetting and reviewing of legal contracts, legal instruments, and all legal documents relating to the organization's activities.	
Key Responsibilities / Duties / Tasks	
a) Managerial / Supervisory Responsibilities	
N/A	
b) Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Give legal advice to upper-level staff to ensure the best legal approach is taken for Organization. b) Draft leases, licenses and agreements on behalf of the Organization and offers Advice on the terms and conditions on the same to the management and the relevant departments on the best approach to safeguard their interests. c) Represent the Organization in Tribunals, courts and other alternative dispute resolution mechanisms in which the Organization is a party and facilitates appropriate legal documentation and witnesses for the litigation process. d) Advice Organization on matters of constitutional and national law. e) Carry out legal risk analysis of the organization and advising the management accordingly. f) Advice communications, industrial relations, tax and finance on statutory obligations under the relevant legal Acts and associated legislation and regulation. g) Draw up and submits service level agreements, contracts, agreements and other legal documents in which the Organization is a party. h) Handle conflicting legal matters that involve international, public, and private law. i) Present information on a written or oral platform that all associates and staff can understand and whatever legal advice the officer offers must coincide with existing laws. j) Promote strong relationships with partners, clients and external contacts of the Organization. This could mean acting as a liaison between partners and work groups. k) Liaise with third parties such as opposing counsels regarding the supply of information and materials relating to completed and closed cases. l) Research different information to make sure the Organization is acting in accord with all applicable law and offers recommendations on the same. m) Keep and manage documentations on approved projects for the Organization to track and monitor progress of the said projects and prepare reports. 	

<ul style="list-style-type: none"> n) Portray highest levels of aptitude, legal knowledge and in depth understanding of the Organization's operations and procedures, as well as demonstrating commitment and enthusiasm in the delivery of the Organization's core objectives. o) Attends all monthly departmental and Organizations meetings to ensure the efficient operation of the Organization's functions. p) Participate in maintenance of quality management systems based on ISO 9001:2008 standard by taking part in internal quality audits and management review meetings. q) Carry out any other duties relating to laws of the country or the Organization generally as may be directed by the Corporation Secretary from time to time to attend to. 	
Job Dimensions:	
I. Financial Responsibility:	
Development of budgets	
II. Responsibility for Physical Assets	
Responsible for physical assets assigned by the institutions.	
III. Decision Making:	
<ul style="list-style-type: none"> a) Makes decisions using standards operating procedures b) Plans work for subordinates c) Assigns work to subordinates d) Monitor subordinates work performance 	
IV. Working Conditions:	
Works predominantly within the office.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
<ul style="list-style-type: none"> a) Bachelor Laws degree from a recognized institution, b) Post graduate Diploma in Law of Kenya School of Law, c) A valid practicing certificate, d) Admission as an advocate of the High Court. 	
Professional Qualifications / Membership to professional bodies	
<ul style="list-style-type: none"> a) Practicing Certificate from Law society of Kenya, Member of The Law Society of Kenya, b) Fulfill the requirements of Chapter Six of the Constitution. 	
Previous relevant work experience required.	
At least 3 years relevant work experience.	
Need to know:	Attributes:
<ul style="list-style-type: none"> a) Knowledge of relevant legislation and case laws in order to articulate Legal matters. b) Knowledge of relevant laws and regulations, including Standards Act and guidelines, affecting the operations of the Organization. c) Excellent written and drafting skills in order to discharge responsibilities for both case review and additional functions and drafting of Legal documents. d) Ability to foster and maintain effective relationships with external stakeholders in order to effectively represent the Organization and drive forward matters relating to policy, procedure, performance and legislation. 	<ul style="list-style-type: none"> a) Interpersonal skills b) Time management c) Communication skills d) Leadership skills e) Team player f) High Integrity

<ul style="list-style-type: none"> e) Analytical and problem solving skills in order to resolve complex legal issues and find suitable solutions. f) Organisational skills g) Knowledge of administrative and legal processes h) Computer proficient 	
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