



**DEPUTY DIRECTOR-LEGAL SERVICES, KASNEB GRADE 3-HRM/LS/DDLS/2/2026
(RE-ADVERTISEMENT)**

(a) Job specifications

Reporting to the Secretary/Chief Executive Officer, the job holder will be responsible for:

- (i) Representing KASNEB in court, litigation and various legal matters;
- (ii) Overseeing the development and implementation of integrity framework for KASNEB;
- (iii) Ensuring safekeeping of documents, contracts and agreements;
- (iv) Reviewing existing laws and regulations governing KASNEB;
- (v) Interpreting legal legislation and board action areas to the relevant divisions in KASNEB;
- (vi) Coordinating the implementation of the code of conduct and ethics;
- (vii) Ensuring staff are aware of all relevant laws affecting KASNEB;
- (viii) Ensuring legal compliance to legislative provisions and regulations;
- (ix) Developing legal strategies aimed at forestalling disputes, controversies, and litigation;
- (x) Conducting legal research;
- (xi) Liaising with external lawyers on court matters;
- (xii) Drafting legal documents, leases, and contracts;
- (xiii) Ensuring annual returns are promptly filed with the relevant authorities;
- (xiv) Establishing and maintaining legal registry;
- (xv) Ensuring the planning and budgeting for the legal activities; and
- (xvi) Ensuring compliance to legislations, rules, regulations, and directives issued from time to time

(b) Person Specifications

For appointment to this grade, an officer must have: -

- (i) Cumulative service period of twelve (15) years relevant work experience three (3) of which should have been in the grade of Assistant Director, Legal Services or in a comparable position;
- (ii) Bachelors of Law (LLB) degree from a recognized institution;
- (iii) Master's degree in Law (LLM), Economics, Public Policy; Statistics, Mathematics; Strategic Management, Business Administration, Public Administration, Education or any other relevant qualification from a recognised institution;
- (iv) Post graduate Diploma in Law (Advocates Training Programme) from the Kenya School of Law;
- (v) Membership to the Law Society of Kenya (LSK);
- (vi) Be admitted as an Advocate of the High Court of Kenya;
- (vii) Leadership course certificate lasting not less than four (4) weeks from a recognised institution;
- (viii) Proficiency in computer applications; and
- (ix) Shown merit and ability as reflected in work performance and results.

- (c) **Key Competencies and Skills**
- (i) Analytical skills;
 - (ii) Communication skills;
 - (iii) Strategic and innovative thinking;
 - (iv) Interpersonal skills;
 - (v) Ability to mobilise resources; and
 - (vi) Negotiation skills.

Terms of service: Permanent and Pensionable.

Basic Salary range for Deputy Director: KSh. 140,600 x 12,900 – 192,200 x 16,700 – 259,000