



## Legal Services Manager – Grade KPC 3

### a) Job specification

- i. Assist the GM on legal matters affecting the Company.
- ii. Provide company secretarial services to the Company
- iii. Monitor all aspects of the Board Secretariat and Legal services Division with the aim of developing a robust and facilitative legal and regulatory framework for enhancing organizational effectiveness.
- iv. Provide advice on good corporate governance practices.
- v. Manage legal risks while taking advantage of opportunities.
- vi. Attend Board meetings, take minutes of proceedings and direct the business affairs of the company by disseminating the decisions of the Board of Directors to relevant Managers for implementation.
- vii. Provide technical leadership and strategic direction in the development, implementation and evaluation of professional legal services including overseeing, scheduling and coordinating the provision of corporate services as necessary.
- viii. Formulate, monitor and evaluate the implementation of work-plans related to the formulation of an enabling framework for litigation, compliance, contracts and convincing matters.
- ix. Provide legal advice and assistance on all relevant aspects of government regulation and applicable law.
- x. Prepare Legal opinions and legal interpretations on various matters as required including interpretation of court and arbitral rulings affecting the Company.
- xi. Spearhead the formulation of a sound contract management process from tendering to contract preparation, negotiation and execution.
- xii. Oversee the smooth implementation of all convincing matters to ensure perfection of documentation and securities.
- xiii. Monitor developments in relevant law, conduct legal research and participate in outreach programs to strengthen corporate governance and improve the quality of service delivery
- xiv. Draft legal documents as required
- xv. Oversee performance management in the Legal Services department and participate in organizational performance reviews, business process improvements aimed at improving organizational effectiveness.
- xvi. Participate in the recruitment and selection of staff in order to ensure that the candidates selected have the required job competencies and are provided with orientation and induction programme necessary for effective job performance.
- xvii. Review incidents of violations against organizational policy and regulations; handle disputes and take appropriate action in line with approved policies, procedures and regulations.
- xviii. Assess staff performance, identify training needs, as well as design and implement training programmes to equip staff with appropriate job competencies in order to improve service delivery.
- xix. Prepare concept papers, board papers, periodic progress reports and annual reports as necessary.
- xx. Participate in the formulation and development of the Company's Strategic Plan, plan and monitor set division targets and takes any necessary remedial actions.

- xxi. Monitor all aspects of the Board Secretariat and Legal services Division with the aim of developing a robust and facilitative legal and regulatory framework for enhancing organizational effectiveness.
- xxii. Provide advice on good corporate governance practices.
- xxiii. Manage legal risks while taking advantage of opportunities.
- xxiv. Attend Board meetings, take minutes of proceedings and direct the business affairs of the company by disseminating the decisions of the Board of Directors to relevant Managers for implementation.
- xxv. Initiate and participate in organizational performance reviews and business process improvements aimed at improving organizational effectiveness.
- xxvi. Provide technical leadership to a team to develop, implement and evaluate strategic management plans and budgets aimed at improving performance standards and organizational effectiveness.
- xxvii. Develop and implement strategies for creating a high performing organizational culture based on transparency, integrity, accountability, performance measurement and results to ensure that activities are undertaken on sound management principles and practices.

**b) Person specification**

- i. Bachelor of Laws (LLB) degree from a recognized reputable University
- ii. Be an Advocate of the High Court of Kenya
- iii. Minimum of ten (10) years relevant experience five (5) of which must have been at Senior Management level.
- iv. Certified Public Secretary (K)
- v. Member of Law Society of Kenya (LSK)
- vi. Member of the Institute of Certified Public Secretaries (ICPSK) in good standing
- vii. Leadership Course lasting not less than two (2) weeks
- viii. Meet requirements of Chapter 6 of the constitution of Kenya.

**c) Skills and competencies**

- i. Comprehensive understanding of commercial law, litigation and conveyance.
- ii. Strong communication skills and ability to develop proposals, concept papers, position papers as well as write reports and prepare relevant publications
- iii. Proficiency in computer applications including word processing, spreadsheets, data base, presentation, email, internet etc.
- iv. Well-developed written and verbal communication and interpersonal skills
- v. Flexibility and responsiveness in determining and handling Company Secretariat and Legal Services Division issues
- vi. Sound analytical skills and the ability to identify with precision the critical factors of a problem in an impartial and objective way
- vii. Ability to maintain professional status and keep abreast of evolving trends in the Petroleum subsector
- viii. Ability to deliver KPC's articulated vision for change and support staff to embrace change
- ix. Ability to empower staff through coaching and counselling
- x. Strong leadership skills including effective interpersonal, communication, influencing and negotiations skills
- xi. Demonstrated competence in work performance

## **APPLICATION REQUIREMENTS**

Interested candidates are requested to visit the KPC website [www.kpc.co.ke](http://www.kpc.co.ke) under the Career Opportunities section where the Job Descriptions and Specifications as well as the User Manual containing instructions on how to apply for the positions have been posted.

All applications should be received not later than **Tuesday, 18<sup>th</sup> May 2021**.

Candidates interested in the positions are expected to fulfil the requirements of Chapter Six of the Constitution of Kenya. They must upload copies of the following;

- (i) Certificate of Good Conduct from the Directorate of Criminal investigations
- (ii) Clearance Certificate from Higher Education Loans Board (HELB)
- (iii) Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- (iv) Clearance from the Ethics & Anti-corruption Authority (EACC)
- (v) Clearance from Credit Reference Bureau (CRB)

Kenya Pipeline Company is an equal opportunity employer committed to diversity and gender equality. Women and persons with disability are encouraged to apply.

Please note that only shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.