



Legal Services Manager – Grade KPC 3- Job Ref: KPC/ADVT/04/2023

a) Purpose of the job

Reporting to the General Manager (Company Secretary & Legal Services) [GM (CS & LS)] the Legal Services Manager is responsible for providing timely and professional legal advice to the Company on legal issues that arise in the conduct of the Company's business as directed by the GM (CS & LS) as well as ensuring that the Company's best interests and image are protected by managing legal, regulatory, contractual obligations and risks.

b) Key Tasks

- i. Assisting the GM(CS&LS) on legal matters affecting the Company.
- ii. Monitoring all aspects of the Legal services Department with the aim of developing a robust and facilitative legal and regulatory framework for enhancing organizational effectiveness.
- iii. Providing advice on good corporate governance practices.
- iv. Managing legal risks while taking advantage of opportunities.
- v. Providing 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.
- vi. Formulating, monitoring and evaluating the implementation of work-plans related to the formulation of an enabling framework for litigation, compliance, contracts and conveyancing matters.
- vii. Providing legal advice and assistance on all relevant aspects of government regulation and applicable law.
- viii. Preparing Legal opinions and legal interpretations on various matters as required including interpretation of court and arbitral rulings affecting the Company.
- ix. Spearheading the formulation of a sound contract management process from tendering to contract preparation, negotiation and execution.
- x. Overseeing the smooth implementation of all convincing matters to ensure perfection of documentation and securities.
- xi. Monitoring developments in relevant law, conduct legal research and participate in outreach programs to strengthen corporate governance and improve the quality of service delivery.
- xii. Drafting legal documents as required
- xiii. Overseeing performance management in the Legal Services department and participate in organizational performance reviews, business process improvements aimed at improving organizational effectiveness.
- xiv. Reviewing incidents of violations against organizational policy and regulations; handle disputes and take appropriate action in line with approved policies, procedures and regulations.
- xv. Preparing concept papers, board papers, periodic progress reports and annual reports as necessary.
- xvi. Monitoring all aspects of Legal services with the aim of developing a robust and facilitative legal and regulatory framework for enhancing organizational effectiveness.
- xvii. Providing advice on good corporate governance practices.
- xviii. Managing legal risks while taking advantage of opportunities.
- xix. Performing other related duties as may be required from time to time.

c) Job specifications

- 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 the Institute of Certified Public Secretaries (ICPSK) in good standing
- vi. Member of Law Society of Kenya (LSK)
- vii. Leadership Course(s) lasting not less than two (2) weeks

d) Key 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. Well-developed written and verbal communication and interpersonal skills
- iv. Flexibility and responsiveness in determining and handling Legal related matters.
- v. Ability to maintain professional status and keep abreast of evolving trends in the Legal field.
- vi. Strong leadership skills including effective interpersonal, communication, influencing and negotiations skills

APPLICATION REQUIREMENTS

Interested candidates are requested to visit the KPC website 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 **midnight EAT on 27th February 2023**

Only candidates offered employment shall be required to present the following clearance certificates:

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

For **re-advertised** positions, candidates who had earlier applied are encouraged to apply.

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.