



CHIEF LEGAL OFFICER (PROPERTY AND CONTRACTS) - GRADE KPC 4 - Job Ref No. KPC/ADVT/15/2023 (1 post)

a) Job Description

- i. Ensure that the preparation, drafting and the negotiation of contracts, leases, formal agreements and other legal instruments between the Kenya Pipeline Company and other parties are done in the Organization's best interest.
- ii. Draft legal documents, interpret and implement laws and rulings including government policies and regulations.
- iii. Assist in establishing and maintaining contractual agreements with appointed external legal counsel.
- iv. Gather evidence in cases involving Kenya Pipeline Company to establish and verify basis for legal proceedings in order to formulate legal defence or to initiate legal action
- v. Assist in ensuring that the Company's insurance portfolio is run in the most cost effective manner
- vi. Reviewing complex, sensitive and high-risk legal matters in order to determine which cases pose the greatest threat to the security of the Company.
- vii. Provide legal advice and assistance as necessary
- viii. Spearhead debt collection from staff who is no longer engaged with the company
- ix. Monitor developments in legal research, participate in outreach programs to strengthen corporate governance and improve the quality of service delivery
- x. Conduct legal research, develop concept papers, prepare legal briefs and opinions as well as develop effective defense strategies, arguments and testimony in preparation for legal proceedings
- xi. 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.
- xii. Ensuring complete and accurate company records in compliance with the requirements of the Companies Act.
- xiii. Perform any other duties relevant to the function.

b) Person specification

- i. Bachelor of Laws (LLB) degree from a reputable University.
- ii. Post Graduate Diploma in Law from the Kenya School of Law
- iii. Be an Advocate of the High Court of Kenya
- iv. Minimum of eight (8) years post qualification relevant experience three (3) years must have been in a Senior Management role
- v. Be a Commissioner for Oaths
- vi. Be a Notary Public
- vii. Be in possession of CPS (K)
- viii. Member of Law Society of Kenya
- ix. Member of the Institute of Certified Public Secretaries in good standing

c) Key Skills and Competencies

- i. Comprehensive understanding of commercial law, litigation and convincing.
- ii. Strong communication skills and ability to develop proposals, concept papers, position papers as well as write reports and prepare relevant publications
- iii. Flexibility and responsiveness in providing high quality customer service
- iv. Proficiency in computer applications including word processing, spreadsheets, data base, presentation, email, internet etc.
- v. Ability to deliver Kenya Pipeline Company's articulated vision for change, create a sense of urgency around change and motivates staff to join change efforts