



CHIEF LEGAL OFFICER (BOARD SECRETARIAT & COMPLIANCE) - GRADE KPC 4 - Job Ref No. KPC/ADVT/16/2023 (1post)

a) Job Description

- i. Support the Company Secretary in informing Board members of meetings and other important dates, taking minutes at meetings, and maintaining documentation associated with the board.
- ii. Support the Company Secretary in keeping membership rolls updated and reviews and stores pertinent organizational documents.
- iii. Act as a liaison with Board Committees of the organization and update and keep copies of resolutions.
- iv. Assist the CS in preparation of Board matters through preparation and dispatching of board agendas, Board papers, Board minutes and Board action reports.
- v. Support the Company Secretary in safe custody of all board documents and record- keeping thereof
- vi. Retrieval of minutes / board resolutions when required
- vii. Keep track of implementation status of Board resolutions
- viii. Facilitate timely dispatch of the board notices, papers, letters and other correspondences to the directors.
- ix. Coordinating the directors' transport and offer administrative support to the Board
- x. Monitoring implementation of Board annual work plans.
- xi. Assist the CS in ensuring Board Minutes are confirmed and filed.
- xii. 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 including legal and regulatory framework governing the regulation of Energy sector
- 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.