



COUNCIL OF GOVERNORS

JOB OPPORTUNITY

PROGRAM OFFICER – LEGAL

The Council of Governors (CoG) is established under Section 19 of the Intergovernmental Relations Act 2012 with the mandate to provide a mechanism for consultation amongst County Governments, share information on performance of the counties in execution of their functions, facilitate capacity building for governors, and consider reports from other intergovernmental forums on national and county interests amongst other functions (Section 20).

To enable the Council achieve its mandate and vision, the Council wishes to recruit results oriented individual with drive, vision and creativity to fill the following position:

PROGRAM OFFICER – LEGAL

Reporting to the Director Legal Services, Program Officer – Legal will perform the following duties:

- Research and prepare legal briefs on legal issues confronted by the office.
- Ensure up to date documentation of important legal paper work.
- Assist the legal consultants in follow up actions pursuant to meetings, MOUs, legal deeds and annual returns.
- Compile any required information, maintain documentation and periodically update the Chief Executive Officer (CEO) and the Legal and Human Rights Committee of the Council of Governors.
- Review and provide feedback on legal aspects of all Committee of the Council of Governors.
- Enhance support and networking with the County Attorneys forum and other Sectorial County Executive Committees.
- Maintain and provide access to statutory registers that inform all the CoG Committees
- Ensure the Council of Governors Secretariat's compliance with regulatory requirements such as annual submission of legal, financial and other mandatory reports.
- Supervise the staff in your section.
- Any other related duties as may be assigned by the supervisor

Required Qualifications and Experience

- A law degree from recognized University
- Master's degree in Law will be an added advantage
- An advocate of the high court of Kenya
- Hold a valid practicing certificate
- Member of the Law Society of Kenya
- Advanced computer applications
- A member of the Institute of Certified Public Secretaries of Kenya
- Minimum of 6 years' experience with at least 3 years at supervisory level
- Meet the requirements of Chapter 6 of the Kenya Constitution.

Desirable Competencies:

- **Accountability** – takes responsibility for action and manages constructive criticisms;
- **Client Orientation** – works effectively well with CoG clients and stakeholders;
- **Continuous Learning** – promotes continuous learning for self and others;
- **Communication** – listens and communicates clearly, adapting delivery to the audience;
- **Creativity and Initiative** – actively seeks new ways of improving programmes or services;
- **Leadership and Negotiation** – develops effective partnerships with internal and external stakeholders;
- **Performance Management** – identify ways and implements actions to improve performance of self and others;
- **Planning and Organizing** - plans work, anticipates risks, and sets goals within area of responsibility;
- **Professionalism** - displays mastery of subject matter;
- **Teamwork** – contributes to a collegial team environment; incorporates gender related needs, perspectives, and concerns and promotes equal gender participation;
- **Technological Awareness** - displays awareness of relevant technological solutions;

Contract Duration

The contract duration is for three years renewable annually subject to performance and availability of resources.

How to Apply

Interested persons should download and duly fill the **COG APPLICATION FOR EMPLOYMENT FORM** and send the duly completed form, CV, cover letter, copies of ID, certificates, testimonials, current and expected remuneration, names and addresses of three referees to hrcog@cog.go.ke on or before **Friday 16th June 2017** and indicate the name of the position you are applying for in the subject of the email.

Council of Governors is an equal opportunity Employer. Persons living with disabilities and Persons from marginalized areas are encouraged to apply. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.