



CAREER OPPORTUNITY

OFFICE OF THE DIRECTOR GENERAL

CORPORATION SECRETARY AND MANAGER LEGAL SERVICES

REF NO. CAK/01.01/2025

JOB SUMMARY

Reporting to the Director General, the Corporation Secretary and Manager Legal Services will be in charge of providing overall direction in the management of the Department, overseeing the provision of legal advisory services, and providing Secretarial services to the Board including advising the Board on relevant laws affecting the mandate of the Authority and functions of the Board; developing and implementing capacity building programmes for the Board; facilitating induction of Board members, annual Board evaluation, Governance audit and implementation of the code of conduct and ethics in accordance with the Mwongozo provisions;

KEY RESPONSIBILITIES

- Providing guidance to the Board on their duties and responsibilities, and on matters governance
- Leading in the preparation of Board Annual Work plans; maintaining and updating the Board and committee charters; updating register of conflicts of interest; ensuring timely circulation in advance of Board and committee papers;
- Spearheading the review of proposed legislation, in various sectors, at the national and county level, and assessing their impact on competition, buyer power and consumer protection, for consideration by Parliament, the Attorney General's Office and relevant Government Agencies;
- Spearheading the drafting of proposed amendments to the Competition Act No. 12 of 2010 for consideration by the National Treasury;
- Leading the review, drafting and revision of Rules and Guidelines under the Competition Act, No 12 of 2010;
- Managing the review of Guidelines developed by the Technical Departments of the Authority;
- Initiating development of legal strategies for management of disputes;
- Managing the litigation function of the Authority including representation of the Authority at the Law Courts and Competition Tribunal;



- Leading in preparation of legal documents, contracts, Memorandum of Understanding, leases and other related documents;
- Leading the preparation of Memoranda to Parliament on various issues affecting competition in various sectors of the economy;
- Providing support to the Technical departments in settlement negotiations and hearing conferences;
- Overseeing publication of the Authority's decisions and other relevant matters;
- Advising on legal matters and Corporate Governance within the Authority
- Managing implementation of Departmental deliverables in realization of the Authority's Strategic Plan, Departmental Annual Work plan, Budget and Performance Contract;
- Leading the development of the Department's Strategic Plan;
- Identifying and recommending ways and means of increasing efficiency in the service delivery of the Department including leveraging on technology;
- Leading in the preparation of the service charter and ensuring adherence to the set service standards; and
- Managing staff performance in the Department.

OPERATIONAL RESPONSIBILITIES / TASKS

- Monitoring legal and regulatory compliance;
- Carrying out secretarial services to the Board including preparing and presenting Board Management papers for approval; communicating Board Resolutions to Management; review of Board Management papers and forwarding to the Board for consideration and approval;
- Custodian of the seal of the organization (Mwongozo), Board documents such as; Board minute Books, Board policy documents, Conflict of interest register and register of Board attendance;
- Drafting position papers on competition matters relating to Kenya's input in Regional Economic Communities (RECS) and international forums;
- Acting as an interface with stakeholders such as the Law Society of Kenya (LSK) and Office of the Director of Public Prosecutions (ODPP);
- Leading in the review of Notices of Investigation, Notices of Proposed Decision generated by the Technical Departments of the Authority;
- Identifying the procurement, training and Human Resource & Administration needs of the department;
- Managing the Departments Business Continuity Plan (BCP) and risk management processes;





- Overseeing the development, documentation and implementation of procedures and processes in compliance with QMS and Information Security Management System (ISMS);
- Managing customer complaints, compliments and enquiries for the Department;
- Managing the induction of new staff, in the Department; and
- Mentoring and coaching of departmental staff.

REQUIRED ACADEMIC AND PROFESSIONAL QUALIFICATIONS

- A Bachelor of Laws degree from a recognized institution.
- A Master's degree in Law or other relevant Social Science from a recognized University.
- Postgraduate Diploma in Law from Kenya School of Law;
- Admission to the Roll as an Advocate of the High Court of Kenya;
- Membership of the Law Society of Kenya;
- Membership to the Institute of Certified Secretaries of Kenya (ICPSK);
- Management Course lasting not less than four (4) weeks;
- Valid Practicing Certificates;

YEARS AND NATURE OF EXPERIENCE

Minimum ten (10) years relevant work experience

At least three (3) years in senior level management in a comparable public or private sector institution

Experience within the public institution is an added advantage

COMPETENCIES REQUIREMENTS

- Good Communication and Interpersonal Skills; and
- Presentation skills.
- Legal drafting skills.
- Research skills.
- Financial planning.
- Legal analytical skills.
- Proficiency in computing skills.
- Ability to supervise officers with diverse skill set and age.
- Ability to interpret and implement long term plans.
- Decision making skills.
- Interpersonal and leadership skills.



- Negotiation skills.
- Problem solving skills.

HOW TO APPLY

Interested persons who meet the above requirements are advised to submit their applications to the;

Director-General Competition
Authority of Kenya P O Box
36265 – 00200
NAIROBI

Through;
[Corporation Secretary and
Manager Legal Services](#)

A complete application shall include:

- a) Application letter;
- b) Detailed CV;
- c) Copy of National Identification Card;
and
- d) Names and contacts (telephone and e-mail) of three (3) professional referees.

Applications close on **25th February, 2025 at 1700hrs**. The successful candidate will be required to fulfil the requirements of Chapter Six of the Constitution.

Only applications containing all the required attachments will be considered

Only shortlisted applicants will be contacted.

The Competition Authority of Kenya “is an ALL inclusive Employer”

Canvassing of any form will lead to automatic disqualification. Only shortlisted applicants will be contacted.