

JOB RE-ADVERTISEMENT

The National Authority for the Campaign Against Alcohol and Drug Abuse (NACADA) is a State Corporation established by an Act of Parliament, NACADA Act 2012 to coordinate multi-sectoral efforts aimed at preventing, controlling and mitigating the impact of alcohol and drug abuse in Kenya. Towards achieving this mandate, NACADA wishes to competitively recruit dynamic, result-oriented and self-driven **Kenyan** citizen for the position of Corporation Secretary and Director, Legal Services.

Qualified and interested candidates are invited to submit their applications for the position as follows:

No.	Position	Ref. No.
1.	Corporation Secretary and Director, Legal Services	NACADA/CS&DL/1/2025

Detailed job profiles can be accessed at www.nacada.go.ke/vacancies.

Qualified candidates should apply in confidence **indicating the Job Ref. No.** on both the application and envelope enclosing current detailed Curriculum Vitae indicating email address, telephone contacts and three (3) professional referees; copies of academic and professional certificates, relevant testimonials and the National Identity Card to:

**The Chief Executive Officer,
National Authority for the Campaign Against Alcohol and Drug Abuse,
NSSF Building, Block A, Eastern Wing, 18th Floor,
P.O. Box 10774-00100 GPO,
NAIROBI.**

MODE OF APPLICATION

Applicants whose background and competencies match the job requirements are invited to apply by submitting a cover letter, detailed curriculum vitae (CV), a copy of the National Identity Card, copies of academic and professional certificates and transcripts, and other relevant testimonials either via email to careers@nacada.go.ke or in hard copy to the above address.

PLEASE NOTE:

1. Applications must be received by **Monday 24th March 2025 at 5.00 p.m.**
2. **ONLY SHORTLISTED CANDIDATES shall be contacted.**
3. **Any form of canvassing shall lead to automatic disqualification.**
4. **Successful candidates shall be required to comply with Chapter Six of the Constitution of Kenya.**

NACADA is an equal opportunity employer committed to diversity and gender equality.

Need someone to talk to on alcohol & drugs? Call our toll-free helpline number 1192.

Job Title	Corporation Secretary and Director, Legal Services
Grade	NACADA 2
Basic Salary Range	Kshs.144,737 to Kshs.268,767
Corporation	National Authority for the Campaign Against Alcohol and Drug Abuse (NACADA)
Location / Workstation	Nairobi, NSSF Building, Eastern Wing, 18 th Floor
Reporting Relationships	
Reports to	Chief Executive Officer
Direct Reports	Deputy Director, Legal Services
Indirect Reports	Legal Officer/Senior
Job Purpose	
Responsible for the overall coordination and provision of legal services and Corporation Secretary for the Authority.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> i. Overseeing the provision of advice on legal and corporate matters to the Board through interpretation and writing legal opinions; ii. Overseeing the preparation and review of leases, contracts, licensing frameworks, service level agreements, memorandum of understanding, leases and other legal documents to ensure compliance to statutory requirements and the Authority's policies; iii. Coordinating the liaison with the Attorney General, law enforcement agencies and stakeholders on all legal matters; iv. Overseeing the implementation of Mwongozo, Code of Conduct at the Authority; v. Overseeing the formulation and drafting of regulations on behalf of the Authority; vi. Overseeing litigation management by liaising with external lawyers to ensure adequate representation of the Authority; vii. Spearheading the review of Authority's legal framework and proposing amendments or enactments of new laws/regulations; viii. Overseeing the establishment and management of the Authority's Alternative Dispute Resolution Mechanism; and ix. Overseeing the preparation and approving reviewed agreements, licenses, leases and similar instruments. 	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Arranging the business of the Board's meetings, keep records of the proceedings of Board and perform other duties as the Board may direct; b) Coordinating the development and review of relevant regulatory legal framework for the better implementation of the Authority's mandate; c) Coordinating and ensuring representation of the Authority in courts or other judicial authorities; d) Supporting the CEO in the provision of secretarial services to the Board; 	

- e) Ensuring that legal audit compliance is carried out to confirm compliance with relevant statutory requirements;
- f) Ensuring the Authority complies with constitutional, regulatory and all relevant laws in force;
- g) Reviewing the National and International ADR Mechanisms and Resources for application by the Authority;
- h) Ensuring timely provision of legal advice to assist the Authority in making informed decisions;
- i) Ensuring the authority is well represented in national and international legal fora.

Job Dimensions

I. Financial Responsibility

- a) Control the implementation of the Board expenditure
- b) Control the implementation of the expenditure of the Legal Department

II. Responsibility for Physical Assets

Overall responsibility for laptops, desktops, printers, office equipment (printer, telephone) and furniture (table, cabinets and seats) of the Directorate.

III. Decision Making / Job Influence

- a) Determining the governance, legal and policy appropriateness and compliance in the operations and processes of the Board.
- b) Developing, coordinating and implementing legal strategies and procedures in the delivery of Authority's mandate and in defense of the Authority against internal and external legal claims and challenges.
- c) Implementing changes in the legal and governance policy framework affecting the Authority.
- d) Advising the Board Chairperson, the Board and the CEO in the discharge of their duties and responsibilities, in particular compliance with applicable laws, regulations and codes of governance.

IV. Working Conditions

- a) Office setting compliant with OSHA.
- b) Enhanced working relationship with other employees.
- c) Periodic national travels.
- d) Medical cover for self and family up to a maximum of four (4) dependents.
- e) Group Accident cover and life insurance.

Job Competencies (Knowledge, Experience and Attributes / Skills)

Academic and professional qualifications

- i Bachelor of Laws degree from a recognized institution;
- ii Master of Law degree from a recognized institution;
- iii Post graduate diploma in Law from the Kenya School of Law;
- iv A Certified Public Secretary (K); and
- v Computer literacy.

Previous relevant work experience required

At least twelve (12) years relevant experience, five (5) of which should be in management.

Other Requirements

- i An advocate of the High Court of Kenya;
- ii A member of the Institute of Certified Public Secretaries (K) in good standing;
- iii A member of the Law Society of Kenya in good standing;
- iv Leadership course lasting not less than four (4) weeks from a recognized institution; and
- v Meets the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

Competencies and Skills

- Report and Minutes writing skills;
- Strong leadership, planning and Supervisory skills;
- Strategic thinking;
- Analytical and interpersonal skills;
- Communication skills;
- Strong Mentoring and coaching skills;
- Interpersonal and negotiation skills; and
- Team player managerial skills and ability to lead teams.