



THE KENYA SCHOOL OF LAW

JOB ADVERTISEMENT

The Kenya School of Law is a public legal education provider responsible for the provision of professional legal training as an agent of the Government. The core functions of the School are set out in Section 4 of the Kenya School of Law Act, Cap 16C.

In order to enhance efficiency and effectiveness in service delivery, the School wishes to recruit a committed, dynamic and result oriented person who will lead the existing strong team of staff to help it realize its vision of being “*A centre of excellence in professional legal training, research and consultancy*”.

We are looking for an independent, visionary and strategic thinker who is customer oriented, and would effectively participate in initiating the desired organizational transformation. Specifically, we seek to recruit:

1. DIRECTOR/ CHIEF EXECUTIVE OFFICER GRADE KSL1 REF: KSL/HR10/2025

Overall purpose of the job

This position is established under Section 14 of the Kenya School of Law Act, Cap. 16C and the holder is responsible for the implementation of the Board’s decisions in a results oriented and timely manner to achieve the School’s goals, objectives and agreed performance targets. The holder of the position is the head of the institution and administratively and functionally reports to the Board of Directors.

(a) Job Description

The specific duties and responsibilities for this position will entail, but not limited to:

- (i) Providing strategic leadership in accordance with the mandate of the Kenya School of Law;
- (ii) Advising the Board on the School’s strategy to ensure the achievement of its mandate under the Kenya School of Law Act, Cap. 16C;
- (iii) Implementing policies, regulations and strategies for the achievement of the objectives of the School;
- (iv) Serving as the secretary to the Board;
- (v) Serving as the link between the Board and Management;
- (vi) Implementing Board decisions;
- (vii) Ensuring that all Board Papers are properly written and sent to Board Members in good time;
- (viii) Overseeing the implementation of corporate programmes;
- (ix) Ensuring compliance with approved annual budgets;
- (x) Establishing and implementing proper internal controls;
- (xi) Recruiting and retaining qualified staff;
- (xii) Fostering a culture that promotes ethical practices and good governance;
- (xiii) Implementing effective risk management and business continuity plans;
- (xiv) Enhancing efficiency in service delivery and discipline by staff of the School;
- (xv) Conducting all examinations that are within the mandate of the School;
- (xvi) Keeping safe custody of the seal and other relevant documents;

- (xvii) Ensuring the safety and proper use of all movable and immovable assets of the School; and
- (xviii) Ensuring compliance with all relevant statutory obligations.

Qualification Requirements

For appointment to this grade, one must have:

- (i) At least fifteen (15) years of work experience, five of which should be in senior management level;
- (ii) Bachelor of Laws (LL.B) degree from a recognized institution;
- (iii) Master of Laws (LL.M) degree from a recognized institution;
- (iv) Doctorate degree (PhD) in Law from a recognized institution;
- (v) Post-graduate Diploma in Law from the Kenya School of law;
- (vi) Advocate of the High Court of Kenya;
- (vii) Leadership course lasting not less than four (4) weeks from a recognized institution as an added advantage; and
- (viii) Proficiency in Computer Applications;
- (ix) Meet requirements of Chapter 6 of the Constitution and Leadership an integrity Act.

Key Competencies and Skills

- (i) Excellent organizational skills;
- (ii) Excellent analytical skills;
- (iii) Knowledge of the legislation and trends relevant to the legal education sector;
- (iv) At least two publications;
- (v) Excellent communication, reporting and presentation skills;
- (vi) Excellent leadership, management and supervisory skills;
- (vii) Excellent strategic leadership, teamwork and interpersonal skills;
- (viii) Customer-centric with excellent negotiation, problem solving and conflict management skills;
- (ix) Results-oriented and capable of meeting strict deadlines; and
- (x) Demonstrate ability to establish and maintain effective relationships with varied stakeholders.

The Kenya School of Law is an equal opportunity employer.

All applications should include the job reference number, a reliable email address and telephone contact and must be accompanied with detailed curriculum vitae, copies of relevant certificates and National Identity Card or Passport.

Remuneration:

The gross salary scale attached to this post is **KSL 1** viz: **Kshs. 520,000 - 678,400** per month.

Application Procedure

Visit the School website on www.ksl.ac.ke and select Careers. Create an account and log in to submit your application to:

The Chairman
Kenya School of Law Board
P.O. Box 30369 – 00100
Karen, Nairobi

Any form of application, other than through the School recruitment portal will **NOT** be considered.

The application should reach this office on or before **30th September, 2025**

2. LECTURER, PARALEGAL TRAINING PROGRAMME GRADE: KSL6 REF: KSL/HR11/2025
1 POSITION

Reporting to the Director/Chief Executive Officer, the incumbent will teach paralegal studies and assist in the planning and coordination of specific programmes within the department.

The specific duties and responsibilities will entail: -

- (i) Assisting in conducting research;
- (ii) Assisting in teaching or training in the paralegal studies;
- (iii) Assisting in supervising students on internship/attachment;
- (iv) Assisting in verifying student admission documents;
- (v) Assisting in the preparation of teaching manuals; and
- (vi) Assisting in setting, moderating and marking of examinations.

Job Requirement

To qualify for this position, the applicant must have: -

- (i) At least four (4) years' post admission relevant work experience in public or private sector;
- (ii) Bachelor's Degree in Law (LL.B) from a recognized university;
- (iii) Post-graduate Diploma in Law;
- (iv) An advocate of the High Court of Kenya with current practicing certificate;
- (v) Member of the Law Society of Kenya in good standing;
- (vi) Proficiency in Computer Applications; and
- (vii) Fulfilled the requirements of Chapter six of the Constitution.

Remuneration:

The gross salary scale attached to this post is **KSL 6** viz: **Kshs. 139,589 - 183,744** per month.

Application Procedure

Visit the School website on www.ksl.ac.ke and select Careers. Create an account and log in to submit your application to:

The Director/ CEO
Kenya School of Law
P.O. Box 30369 – 00100
Karen, Nairobi

Any form of application, other than through the School recruitment portal will **NOT** be considered.

The application should reach this office on or before **30th September, 2025**