

## VACANCIES

The Media Council of Kenya is an independent national institution established by the Media Council Act, 2013 as the leading institution in the regulation of media and in the conduct and discipline of journalists. The Council seeks to fill the following vacant positions:

### a) **Manager, Legal Affairs**

**Reporting to:** Chief Executive Officer / Secretary to the Council

#### **Job Purpose**

The Manager, Legal Affairs will serve as the overall in-charge of legal services at the Media Council of Kenya. The successful candidate will safeguard the Council's legal interests, ensure regulatory compliance, and assist the CEO/Secretary to the Council in performing the functions of the Company Secretary.

#### **Key Responsibilities**

- **Legal Oversight:** Manage and coordinate all legal services, statutory advisories, and litigation matters for the Council.
- **Secretariat Support:** Assist the CEO/Secretary to the Council in preparing Board papers, tracking resolutions, and managing Board logistics.
- **Regulatory Compliance:** Ensure institutional adherence to the Media Council Act, public sector guidelines, and all relevant Kenyan laws.
- **Contract Management:** Draft, review, and negotiate contracts, statutory instruments, leases, and Memoranda of Understanding (MoUs).
- **External Liaison:** Coordinate with external legal counsel, the Office of the Attorney General, and relevant regulatory agencies.
- **Policy Development:** Formulate, review, and implement the Council's internal legal policies and corporate governance frameworks.

#### **Requirements for Appointment**

- **Experience:** Minimum of eight (8) years of relevant working experience in law, corporate governance, or regulatory compliance.
- **Education:** Bachelor of Laws (LLB) degree from a recognised university.
- **Professional Qualifications:** Postgraduate Diploma in Law from the Kenya School of Law.
- **Bar Admission:** Advocate of the High Court of Kenya with a valid, current practicing certificate.
- **Governance Certification:** Certified Public Secretary (CPS-K) in good professional standing.
- **Professional Membership:** Active member of the Law Society of Kenya. Members to the Institute of Certified Secretaries is an added advantage (ICS).

#### **Key Competencies**

- Thorough knowledge of the Kenyan media sector, freedom of expression laws, and administrative law.
- Strong litigation management, negotiation, and alternative dispute resolution (ADR) skills.
- Excellent analytical, legal drafting, and presentation skills.

#### **Application Requirements**

Interested and qualified candidates must submit the following documents:

1. **Detailed Curriculum Vitae** (CV) highlighting relevant experience.
2. **Cover Letter** detailing suitability for the role.
3. **Copies of Academic and Professional Testimonials.**

*Note: Shortlisted candidates will be required to provide valid Chapter Six clearance certificates (EACC, DCI/Good Conduct, HELB, KRA, and CRB) upon passing the interview stage.*

**CONTACT US:**



[www.mediacouncil.or.ke](http://www.mediacouncil.or.ke)



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Media Council of Kenya

**Headquarters:** Ground Floor, Britam Centre, Mara/Ragati Road Junction, Upper Hill, P.O. Box 43132-00100  
Phone: +254 727 735252, +254 702 558233, +254 702 558234, +254 702 558453  
Email: [info@mediacouncil.or.ke](mailto:info@mediacouncil.or.ke)

**Mombasa Office:** Ground Floor, Kenya Broadcasting Corporation Building, Sauti House, off Moi Avenue, along Ngonyo Road  
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**Nakuru Office:** Section 58 Area Opposite Crater Primary School along Kibwezi Close, 3<sup>rd</sup> Gate  
Phone: +254 11 101 9240-249  
Email: [nakuru@mediacouncil.or.ke](mailto:nakuru@mediacouncil.or.ke)

## b) Legal Researcher

**Reporting to:** Manager, Legal Affairs

### Job Purpose

The Legal Researcher will provide technical support to the Legal Affairs department. The successful candidate will conduct comprehensive legal research, analyse statutory instruments, and draft legal briefs to support the Manager, Legal Affairs and the Council's regulatory mandates.

### Key Responsibilities

- **Legal Research:** Conduct detailed legal research on media law, regulatory policies, administrative law, and constitutional matters.
- **Drafting Support:** Prepare legal briefs, legal opinions, case summaries, and background papers for court cases or Council tribunals.
- **Statutory Analysis:** Monitor, review, and analyse new legislation, amendments, and judgements affecting the media sector in Kenya.
- **Contract Review Assistance:** Help review draft contracts, Memoranda of Understanding (MoUs), and service level agreements.
- **Board & Council Support:** Assist in compiling documentation, statutory reports, and research materials required for Board or committee meetings.
- **Database Management:** Maintain and update the Council's legal library, case law databases, and regulatory compliance checklists.

### Requirements for Appointment

- **Education:** Bachelor of Laws (LLB) degree from a recognised university.
- **Professional Qualifications:** Postgraduate Diploma in Law from the Kenya School of Law.
- **Bar Admission:** Admission as an Advocate of the High Court of Kenya is a distinct advantage.
- **Experience:** Minimum of two (2) to three (3) years of experience in legal research, litigation support, or regulatory compliance.
- **Professional Membership:** Membership in the Law Society of Kenya (LSK) is preferred.

### Key Competencies

- Excellent legal research, analytical, and critical thinking skills.
- Strong proficiency in utilising digital legal databases (e.g., Kenya Law Reports, LexisNexis).
- High level of accuracy and attention to detail in legal drafting and proofreading.
- Strong written and verbal communication skills.

### Application Requirements

Interested and qualified candidates must submit the following documents:

1. **Detailed Curriculum Vitae (CV)** highlighting relevant experience.
2. **Cover Letter** detailing suitability for the role.
3. **Copies of Academic and Professional Testimonials.**

*Note: Shortlisted candidates will be required to provide valid Chapter Six clearance certificates (EACC, DCI/Good Conduct, HELB, KRA, and CRB) upon passing the interview stage.*

## c) Assistant Registrar – Media Complaints Commission

**Reporting to:** Registrar, Media Complaints Commission

**Direction:** Works under the general directions of the Chairperson of the Commission

### Job Purpose

The Assistant Registrar will provide technical, administrative, and legal support to the Media Complaints Commission. The successful candidate will assist the Registrar in the efficient management of the registry, processing of media-related complaints, dispute resolution processes, and implementation of the Commission's statutory mandate.

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## Key Responsibilities

- **Registry Management:** Oversee the receipt, registration, tracking, and secure maintenance of all complaints filed with the Commission.
- **Case Assessment:** Conduct preliminary screening and analysis of complaints against journalists and media enterprises to determine admissibility.
- **Dispute Resolution Support:** Assist the Registrar in organising mediation, conciliation, and full tribunal hearings for the Commission.
- **Orders and Determinations:** Draft Commission orders, rulings, meeting minutes, and official correspondence under the guidance of the Registrar.
- **Hearing Logistics:** Coordinate hearing schedules, issue summonses to parties, and ensure proper setup and documentation for Commission sittings.
- **Report Compilation:** Assist in preparing quarterly, annual, and statutory reports on complaint trends, case status, and Commission performance.
- **Public Liaison:** Respond to public inquiries regarding complaint filing procedures, Commission mandates, and case progress updates.

## Requirements for Appointment

- **Experience:** Minimum of five (5) to six (6) years of experience in judicial/quasi-judicial registry management, litigation, or alternative dispute resolution (ADR).
- **Education:** Bachelor of Laws (LLB) degree from a recognised university.
- **Professional Qualifications:** Postgraduate Diploma in Law from the Kenya School of Law.
- **Bar Admission:** Advocate of the High Court of Kenya with a valid, current practicing certificate.
- **ADR Training:** Certification in Mediation or Arbitration (e.g., CIArb) is highly desirable.
- **Professional Membership:** Active member of the Law Society of Kenya (LSK) in good professional standing.

## Key Competencies

- Deep understanding of the Media Council Act, media ethics, and Code of Conduct for Media Practice in Kenya.
- Strong knowledge of administrative law, tribunal procedures, and rules of natural justice.
- Excellent case management, organizational, and file maintenance skills.
- High proficiency in legal writing, drafting of rulings, and communication.

## Application Requirements

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2. **Cover Letter** detailing suitability for the role.
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## How to Apply

Applications must be submitted clearly marked "**Application for Manager Legal Affairs, Legal Researcher or Assistant Registrar – MCC**" on the envelope or subject line. Submissions must be received on or before **Monday, July 6<sup>th</sup>, 2026, at 5:00 PM EAT**, via either of the following methods:

**Hand Delivery:** Drop your package at the reception desk, Media Council of Kenya Headquarters, Britam Centre, Upper Hill, Nairobi or via Postal Mail to:

## The Chief Executive Officer / Secretary to the Council

Media Council of Kenya  
P.O. Box 43132 - 00100  
Nairobi, Kenya



**Email:** [vacancies@mediacouncil.or.ke](mailto:vacancies@mediacouncil.or.ke)

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