<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Head of Department, Legal Services</th>
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<tr>
<td>Grade:</td>
<td>KS3</td>
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<tr>
<td>Ministry /Corporation:</td>
<td>Kenya Bureau of Standards</td>
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<td>Directorate:</td>
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<td>Department:</td>
<td>Legal</td>
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<td>Division:</td>
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<td>Section / Unit:</td>
<td>Legal</td>
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<tr>
<td>Location / Workstation:</td>
<td>KEBS Head Quarters-Popo Road, Off Mombasa Road</td>
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**Reporting Relationships**

**Reports to:** Corporation Secretary

**Job Purpose**

Providing legal advice to the organization while ensuring effective custody of legal documents as well as to advice and support management on issues pertaining to legal and regulatory framework.

**Key Responsibilities / Duties / Tasks**

**a) Managerial / Supervisory Responsibilities**

a) Provide leadership and ensures efficient and effective management of staff and resources in the Legal department,
b) Develop work plans and budgets for the Department for approval,
c) Oversee the execution of the approved departmental work plans and budgets,
d) Oversee performance management in the department,
e) Prepare and submit all monthly, quarterly and annual reports for the department,
f) Prepare a draft board management papers for approval,
g) Identify training needs for the departmental staff,
h) Participate in the recruitment of staff within the department,
i) Participate in the development and review of the Institution’s strategic plan,
j) Identify procurement needs of the department,
k) Mentor and coach departmental staff,
l) Participate in various committees in the Institution,

**b) Operational Responsibilities / Tasks**

a) **Board and Committee Management**

i. Take record of the Board proceedings and keeps in safe custody Minutes of the Board, the Corporation’s seal and other Board documentation, maintains the register of seals, and keeps custody of all legal documents;

ii. Maintain a record of pending legal issues and make periodic progress reports to the Board;

iii. Liaise with the HR department to develop induction and subsequent training programs on corporate governance for the Board of Directors and providing the legal advice thereof; and

iv. Provide leadership and ensure efficient and effective management of staff and resources in the Legal department.

b) **Policy, Legal and strategy development**

i. Formulate and develop legal strategy, plans and budget for the legal department to ensure legal policy guidelines implementation and adherence;

ii. Ensure legal protection of the organization through prudent and proactive policies; and

iii. Establish legal guidelines for Legal instruments and review all commercial contracts that the Organization enters to ensure its interests are safeguarded.

c) **Advisory Role**

i. Provide professional guidance to the Board, Management and staff on compliance with good corporate governance practice;

ii. Advice the Managing Director in all legal matters pertaining to the Organization;

iii. Provide Legal advice on the potential liability on the Organization in order to take necessary steps to control Organization’s exposure;

iv. Ensure the Organization’s interest are fully protected, and redress of grievances obtained;

v. Plan, coordinate and oversee advice and guidance given by the legal office of the Organization to the Board, Management and staff of the Organization, with a view to ensuring compliance with the laws, regulations and
procedures relevant to the mandate and operations of the Organization;

vi. Advice on industrial relations, tax and finance on statutory obligations under the relevant legal Acts and associated legislation and regulation as well as develop and maintain relationships with relevant external contacts (e.g.) external lawyers, registrars, regulators, external bodies;

d) Draft Gazette notices for forwarding to the ministry, regional and international conventions and partnership agreements;

e) Liaise with the parent Ministry and Government legal agencies to ensure that the Organization’s legal mandate is legally abreast and Coordinate the submission of timely replies by the Organization to Parliamentary questions that touch on the mandate and operations of the Organization;

f) Provide training on legal issues to the Legal Department officers to make sure that they are fully qualified to represent the Organization and to act accordingly; and

g) Participate in maintenance of quality management systems based on ISO 9001:2008 standard by taking part in internal quality audits and management review meetings.

Job Dimensions:

I. Financial Responsibility:

- Development of budgets
- Approval of expenditures
- Approval of petty cash

II. Responsibility for Physical Assets

a) Responsible for physical assets assigned by the institutions.
b) Provides oversight over physical assets in the department.

III. Decision Making:

a) Makes strategic, operational and financial decisions.
b) Plans the work of subordinates
c) Assigns work to subordinates
d) Monitor subordinates work performance
e) Appraises/evaluates subordinates’ performance

IV. Working Conditions

Works predominantly within the office.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

a) Bachelor’s degree in Law,
b) Master’s Degree is an added advantage

Professional Qualifications / Membership to professional bodies

- CPS(K),
- Practicing Certificate from Law society of Kenya,
- Member of the Law Society of Kenya.

Previous relevant work experience required.

At least ten(10) years’ work experience with five (5) in a Managerial capacity.

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<th>Need to know</th>
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<tr>
<td>a) Analytical skills to assess the applicability of legal principles and relevance of evidence and the exercise sound judgment</td>
<td>a) Interpersonal skills</td>
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<td>b) Organizational skills</td>
<td>a) Time management</td>
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<td>c) Knowledge of administrative and legal processes as well as the Laws of Kenya</td>
<td>b) Communication skills</td>
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<td>d) Computer proficient</td>
<td>c) Leadership skills</td>
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<td>e) Ability to prepare a variety of materials and high-quality detailed reports</td>
<td>d) Team player</td>
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<td>f) Ability to represent the organization in outreach activities</td>
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<td>g) Knowledge of the parliamentary and legislative processes in Kenya and the role of Ombudsman</td>
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