

## JOB DESCRIPTION FOR CHIEF MANAGER, LEGAL SERVICES

<b>Job Title</b>	Chief Manager, Legal services
<b>Grade</b>	KS 3
<b>Corporation/Organization</b>	Kenya Bureau of Standards
<b>Directorate</b>	Corporation Secretary/Legal Services
<b>Department</b>	Legal Services
<b>Division</b>	N/A
<b>Section / Unit</b>	N/A
<b>Location / Work Station</b>	KEBS Headquarters – Nairobi

Reporting Relationships	
<b>Reports to</b>	Director, Corporation Secretary/Directory Legal Services
<b>Direct Reports</b>	a) Manager, Legal Services
<b>Indirect Reports</b>	a) Assistant Manager, Legal Services (4)

Job Purpose
<p>Provides leadership in provision of legal services, guidance on good corporate governance and supports management on legal matters to ensure compliance with legal and regulatory requirements to protect KEBS interests for realization of KEBS mandate as per the Standards Act CAP 496 of the laws of Kenya. This is to facilitate local, regional and international trade and ease of doing business while safeguarding consumer health and safety, protection of environment in line with Articles 42, 43(a, b, c &amp; d), 46 (a, b &amp; c) of the Constitution of Kenya and the Standards Act (Cap 496 Laws of Kenya); and entrenchment of a culture of quality for the realization of Kenya’s vision 2030, African Union Agenda 2063 and United Nations Sustainable Development Goals.</p> <p>Articulates Kenya’s position in all legal matters with regard to Standardization, Metrology and Conformity Assessment (SMCA) and negotiates on behalf of Kenya at regional and international level to enhance access to regional and international markets by Kenyan products.</p>

Key Responsibilities/ Duties / Tasks
<p><b>I. Managerial / Supervisory Responsibilities</b></p> <p>a. Provides leadership and is responsible for provision of legal services, guidance on good corporate governance, administration of legal instruments, litigation handling and supports management on legal matters to ensure compliance with legal and regulatory requirements to protect KEBS interests for realization of KEBS mandate as per the Standards Act CAP 496 of the laws of Kenya;</p> <p>b. Provides leadership and is responsible for formulation and implementation of KEBS Legal policies,</p>

strategies and procedures;

- c. Provides leadership in the drafting and interpretation of the National Quality Infrastructure framework on Standardization, Metrology and Conformity Assessment (SMCA) to enable KEBS fulfil her mandate on trade facilitation, while safeguarding consumer health and safety, protection of the environment, reduction of technical barriers to trade and enhance competitiveness of Kenyan products and services;
- d. Provides leadership in assessment and responds to the impact of changes in the operating environment on relevant legislation, legal policies and regulatory frameworks to safeguard KEBS interest, ensure high level of integration while within the broader context of the government; to facilitate national, regional and international trade;
- e. Provides leadership in the gazettelement of standards by the NSC and, legal notices for mandatory standards and gazettelement of quality and levy inspectors;
- f. Provides leadership in drafting and gazettelement of statutory instruments that guides KEBS operations;
- g. Provides leadership in the management of contracts, memoranda of understanding (MoUs) and legal instruments of collaboration between KEBS and partners at the national, regional and international level for effective implementation;
- h. Provides leadership in handling of litigations and arbitral matters for and against KEBS to ensure appropriate defence in the courts of law, tribunals or other bodies exercising quasi-judicial functions to safeguard KEBS interests;
- i. Provides leadership in the development and implementation of business continuity strategies on legal matters to ensure sustainability of KEBS operations;
- j. Provides leadership in the establishment, implementation, monitoring, evaluation and improvement of the Management Systems adopted by KEBS for the purpose of ensuring efficiency, effectiveness and sustained customer satisfaction;
- k. Leads in performance management and productivity improvement in the department and is responsible and accountable for the department's performance;
- l. Leads in implementation of the Risk Management Framework in the department to ensure mitigation against the negative effects of risks and take advantage of opportunities;
- m. Leads in the identification and provision of departmental resources both human and physical needs for effective implementation and achievement of strategic objectives;
- n. Provides leadership in the development of staff competencies in the department through formal training programmes, mentorship, coaching and on-the-job learning to be able to deliver on the department's objectives.

## **II. Operational Responsibilities / Tasks**

- a) Leads in the development and implementation of work plans, budget, Medium Expenditure Framework and procurement plans in the Department;
- b) Provides leadership in responding to correspondence which have legal bearing and advise staff on legal action resulting from KEBS operation while on official duty;
- c) Provides leadership in the development, maintenance and updating of KEBS databases on all cases in which KEBS is an interested party;
- d) Provides leadership in conducting legal clinics to staff to inform operations;
- e) Provides leadership on legal guidance and advises Management and staff on legal instruments, contracts and corporate governance to ensure statutory and regulatory compliance;

<ul style="list-style-type: none"> <li>f) Provide leadership in the development of technical regulations relating to KEBS operations and in the conduct of their legal impact analysis;</li> <li>g) Manages collaborations between KEBS and external stakeholders to ensure compliance with statutory, regulatory requirements and international obligations;</li> <li>h) Leads in the preparation of the directorate's board papers and submits to the Director, Legal Services for consideration;</li> <li>i) Provides leadership in monitoring the efficiency and effectiveness of the legal department's service delivery to ensure, legal and regulatory compliance and that risks are identified and managed;</li> <li>j) Provides leadership in investigations on litigation matters, advises the Director - Legal Services on KEBS' defense and provides guidance on alternative dispute resolution mechanisms to safeguard KEBS interests;</li> <li>k) Provides leadership in setting of targets, reviews and approves department performance targets, monitors implementation and submits performance reports to the Director, Legal Services;</li> <li>l) Provides leadership in implementation of National Standards Council resolutions in legal matters;</li> <li>m) Approves departmental expenditures; and</li> <li>n) Assigns duties and approve leave to the direct reports.</li> </ul>
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<b>Job Dimensions:</b>
<b>I. Financial Responsibility</b>
<ul style="list-style-type: none"> <li>a) Controls department's budget of approximately KES 105 Million.</li> <li>b) Approve the expenditure of the department.</li> </ul>
<b>II. Responsibility for Physical Assets</b>
Responsible for department's physical and Intangible assets.
<b>III. Decision Making / Job Influence</b>
Makes <ul style="list-style-type: none"> <li>a) Strategic decisions;</li> <li>b) Operational decisions;</li> <li>c) Financial decisions.</li> </ul>
<b>IV. Working Conditions</b>
Works predominantly within the office with expected travels within and outside the country.

<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
Bachelor of Laws degree
<b>Professional Qualifications / Membership to professional bodies</b>
<ul style="list-style-type: none"> <li>a) Post Graduate Diploma in Law</li> <li>b) Admission as an Advocate of the High Court of Kenya</li> <li>c) Certified Secretary's course-CS(K)</li> <li>d) Member of the Law Society of Kenya and in good standing</li> <li>e) Current Practicing Certificate from Law society of Kenya</li> </ul>

**Previous relevant work experience required.**

At least ten (10) years post admission experience and five (5) years in managerial position.

**Functional Skills, Behavioural Competencies/Attributes:**

**Functional**

- a) Minute writing
- b) Report writing
- c) Interpersonal skills
- d) Financial management skills
- e) Auditing Skill
- f) Strategic management skills
- g) Critical thinking skills
- h) Prosecution and Investigation skills
- i) Negotiation skills
- j) Project management skills
- k) Information, communication, and technology skills
- l) Leadership skills
- m) Presentation skills

**Behavioural**

- a) Counselling skills.
- b) Problem solving skills
- c) Time management skills
- d) Communication skills