



**Kenya Bureau of
Standards**
Standards for quality life

JOB DESCRIPTION FOR MANAGER, LEGAL SERVICES.

Job Reference: KEBS/HR/EXT/DEC-25/04

Job Title	Manager, Legal Services
Grade	KS 4
Corporation/Organization	Kenya Bureau of Standards
Directorate	Corporation Secretary/Legal Services
Department	Legal Services
Division	Legal Services
Section / Unit	Legal Services
Location / Work Station	KEBS Headquarters – Nairobi

Reporting Relationships	
Reports to	Chief Manager, Legal services
Direct Reports	Assistant Manager, Legal Services
Indirect Reports	Principal Officers

Job Purpose
<p>Coordinates 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 & d), 46 (a, b & 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 KEBS position in all legal matters with regard to Standardization, Metrology and Conformity Assessment (SMCA) and negotiates on behalf of KEBS nationally to safeguard KEBS interests.</p>

Key Responsibilities/ Duties / Tasks
I. Managerial / Supervisory Responsibilities

- a) Coordinates provision of legal services, 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;
- b) Coordinates formulation and implementation of KEBS Legal policies, strategies and procedures;
- c) Coordinates assessment and responds to the impact of changes in the operating environment on relevant legislation, legal policies and regulatory frameworks to safeguard KEBS interest to facilitate national, regional and international trade;
- d) Coordinates 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;
- e) Leads 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;
- f) Coordinates the development and implementation of business continuity strategies on legal matters to ensure sustainability of KEBS operations;
- g) Leads in the establishment, implementation, monitoring, evaluation and improvement of the Management Systems adopted by KEBS in the division for the purpose of ensuring efficiency, effectiveness and sustained customer satisfaction;
- h) Leads in performance management and productivity improvement in the division and is responsible and accountable for the division's performance;
- i) Leads in implementation of the Risk Management Framework in the division to ensure mitigation against the negative effects of risks and take advantage of opportunities;
- j) Leads in the identification and provision of divisional resources both human and physical needs for effective implementation and achievement of strategic objectives; and
- k) Provides leadership in the development of staff competencies in the division 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) Coordinates the development and implementation of work plans, budget, Medium Expenditure Framework and procurement plans in the Division;
- b) Leads in responding to correspondence which have legal bearing and advise staff on legal action resulting from KEBS operation while on official duty;
- c) Coordinates the development, maintenance and updating of KEBS databases on all cases in which KEBS is an interested party;
- d) Leads in conducting legal clinics to staff to inform operations;
- e) Coordinates provision of legal guidance and advises Management and staff on legal instruments, contracts and corporate governance to ensure statutory and regulatory compliance;
- f) Coordinates the development of technical regulations relating to KEBS operations and in the conduct of their legal impact analysis;
- g) Coordinates collaborations between KEBS and external stakeholders to ensure compliance with statutory, regulatory requirements and international obligations;

h) Supervises the preparation of the directorate's board papers and submits to the Chief Manager, Legal Services for consideration;
i) Coordinates 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;
j) Coordinates investigations on litigation matters, advises the Chief Manager - Legal Services on KEBS' defense and provides guidance on alternative dispute resolution mechanisms to safeguard KEBS interests;
k) Provides leadership in setting of targets, reviews and approves division performance targets, monitors implementation and submits performance reports to the Chief Manager, Legal Services;
l) Coordinates the implementation of National Standards Council resolutions in legal matters;
m) Approves divisional expenditures; and
n) Assigns duties and approve leave to the direct reports.

Job Dimensions:
I. Financial Responsibility
a) Develops divisional budget and estimates; and b) Manage expenditures within the division.
II. Responsibility for Physical Assets
Responsible for physical/intangible assets in the departments.
III. Decision Making / Job Influence
Makes a) Operational decisions; and b) Financial decisions.
IV. Working Conditions
Works predominantly within the office with expected travels within and outside the country.

Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
a) Bachelor of Laws degree b) Certificate in Supervisory Course lasting not less than two (2) week from a recognized institution. c) Management Course lasting not less than four (4) weeks from a recognized institution.
Professional Qualifications / Membership to professional bodies
a) Post Graduate Diploma in Law b) Admission as an Advocate of the High Court of Kenya c) Certified Secretary's course-CS(K) d) Member of the Law Society of Kenya and in good standing e) Current Practicing Certificate from Law society of Kenya
Previous relevant work experience required.
At least Eight (8) years post admission experience out of which a minimum of three (3) years must have been in a supervisory position.

Functional Skills, Behavioural Competencies/Attributes:
<p>Functional</p> <ul style="list-style-type: none">a) Minute writingb) Report writingc) Interpersonal skillsd) Financial management skillse) Auditing Skillf) Strategic management skillsg) Critical thinking skillsh) Prosecution and Investigation skillsi) Negotiation skillsj) Project management skillsk) Information, communication, and technology skillsl) Leadership skillsm) Presentation skills <p>Behavioural</p> <ul style="list-style-type: none">a) Counselling skills.b) Problem solving skillsc) Time management skillsd) Communication skills