



**Kenya Bureau of
Standards**

Standards for quality life

**JOB DESCRIPTION FOR DIRECTOR LEGAL SERVICES/ CORPORATION SECRETARY.
(RE-ADVERTISEMENT)**

Job Reference: KEBS/HR/EXT/MAY-26/01

Job Title	Corporation Secretary/Director Legal Services
Grade	KS 2
Corporation/Organization	Kenya Bureau of Standards
Directorate	Corporation Secretary/Legal Services
Department	N/A
Division	N/A
Section / Unit	N/A
Location / Workstation	KEBS Headquarters – Nairobi

Reporting Relationships	
Reports to:	Managing Director
Direct Reports:	Chief Manager Legal Services
Indirect Reports:	a) Manager, Legal Services b) Assistant Manager Board activities, compliance and regulatory affairs.

Job Purpose
<p>Provides strategic leadership in provision of legal services, guidance on good corporate governance and provide safe custody of legal documents 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 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

I. Managerial / Supervisory Responsibilities

- a) Provides strategic leadership and is accountable for provision of legal services and safe custody of legal documents, 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;
- b) Provides strategic leadership and is accountable for formulation and implementation of KEBS Legal policies, strategies and procedures;
- c) Provides strategic 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 strategic leadership in the gazettment of standards by the NSC and, legal notices for mandatory standards, gazettment inspector;
- f) Provides strategic leadership in drafting and gazettment of statutory instruments that guides KEBS operations;
- g) Provides strategic 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 strategic leadership in the development and implementation of business continuity strategies on legal matters to ensure sustainability of KEBS operations;
- j) Provides strategic 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) Oversees performance management and productivity improvement in the directorate and is responsible and accountable for the directorate's performance;
- l) Oversees implementation of the Risk Management Framework in the Directorate to ensure mitigation against the negative effects of risks and take advantage of opportunities;
- m) Oversees identification and provision of directorate resources both human and physical needs for effective implementation and achievement of strategic objectives;
- n) Oversees the development of staff competencies in the directorate through formal training programmes, mentorship, coaching and on-the-job learning to be able to deliver on the directorate's objectives.

II. Operational Responsibilities / Tasks

- a) Oversees the development and implementation of work plans, budget, Medium Expenditure Framework and procurement plans in the Directorate and the National Standards Council;
- b) Provides strategic 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 strategic leadership in the development, maintenance and updating of kebs databases on all cases in which KEBS is an interested party;
- d) Provides strategic leadership in conducting legal clinics to staff to inform operations;
- e) Oversees legal guidance and advises the National Standards Council, Management and staff on legal instruments, contracts and corporate governance to ensure statutory and regulatory compliance;
- f) Leads and coordinates collaboration between KEBS and external stakeholders to ensure compliance with statutory, regulatory requirements and international obligations;
- g) Oversees the preparation of KEBS and directorate's board papers and ensures uploading of the same to the E-Board for consideration and approval by NSC;
- h) Oversees board's induction, training and organizes board evaluation to ensure good corporate governance;
- i) Provides leadership in monitoring the efficiency and effectiveness of the legal function's service delivery to ensure, legal and regulatory compliance and that risks are identified and managed;
- j) Provides leadership in litigation matters, advices on KEBS defense and provides guidance on alternative dispute resolution mechanisms to safeguard KEBS interests;
- k) Oversees preparation and submission of timely replies to Parliamentary questions that touch on the Legal mandate and operations of KEBS;
- l) Oversees the development and review of National Standards Council's charter and other governance instruments;
- m) Communicates National Standards Council resolutions to directorates for implementation to ensure efficiency in organization's operations;
- n) Provides custodial services for KEBS legal instruments and the corporation seal and is accountable for its use;
- o) Oversees setting of targets, reviews and approves directorate performance targets, monitors implementation and submits performance reports to the Managing Director;
- p) Provides leadership in implementation of National Standards Council resolutions in legal matters;
- q) Approves directorate expenditures;
- r) Assigns duties and approve leave to the direct report.

Job Dimensions:

I. Financial Responsibility

- a) Controls directorate's budget of approximately KES 135 Million.
- b) Approve the expenditure of the Directorate.

II. Responsibility for Physical Assets

Responsible for physical/intangible assets in the directorate;

III. Decision Making / Job Influence

Makes

- a) Strategic decisions;
- b) Operational decisions;
- c) 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

- i. Master's degree in law from a recognized Institution
- ii. Bachelor of Laws degree from a recognized Institution
- iii. Supervisory course lasting not less than two (2) weeks from a recognized institution.
- iv. Management Course lasting not less than four (4) weeks from a recognized institution.
- v. Leadership 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.

A minimum of twelve (12) years 'relevant work experience out of which five (5) years must have been in a senior management 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