

KENYA MEDICAL RESEARCH INSTITUTE

VACANCY ANNOUNCEMENT

The Kenya Medical Research Institute (KEMRI) is a State Corporation established in Kenya in 1979 through the Science and Technology (repealed) Act, Cap 250 of the Laws of Kenya and as currently established and duly accredited to continue to operate as such under the Science Technology and Innovation Act, 2013 as the national body responsible for carrying out research in human health in Kenya. KEMRI's vision is *“to be a leading centre of excellence in research for human health”* and its mission is *“to improve human health and quality of life through research, capacity building, innovation and service delivery”*.

KEMRI seeks to recruit dynamic, innovative and experienced persons to fill the following

CORPORATION SECRETARY AND DIRECTOR LEGAL SERVICES

JOB GROUP KMR 2 – (1 POSITION)

Position Description

The Corporation Secretary will be reporting to the Board of Management and to the Director of the Institute.

Terms of Service: Contract term of four (4) years renewable once based on performance.

Duties and Responsibilities:-

- i. Providing guidance to the Board on their duties, responsibilities and powers and how these should be exercised in the best interest of the Institute;
- ii. Facilitate planning of all KEMRI Board of Management activities to ensure that they are aligned to the Institutes' strategies and all relevant Government directives.
- iii. Coordinate evaluations of performance of board members and board development programs;
- iv. Offer guidance to the Director, KEMRI and top Management in preparation of Board papers.
- v. Providing secretarial services to the Board including ensuring that the minutes of the Board and board committees are promptly prepared and circulated;
- vi. Custody of the seal and a record of its usage;

- vii. Offer guidance to the Institute on matters touching on investigations of the Institute by external agencies to ensure that the Institute's image and interest are secure.
- viii. Formulating policy and Providing advice on legal and corporate matters to the Institute through interpretation and writing legal opinions;
- ix. Ensuring that Legal Audit Compliance is carried out to confirm legal compliance with national, regional and international legal requirements;
- x. Developing and reviewing relevant regulatory Legal framework for the better implementation of the Institute's mandate;
- xi. Drafting and reviewing contracts, Service Level Agreements, Memorandum of Understanding, leases and other legal documents to ensure compliance to statutory requirements and the Institute's policies;
- xii. Coordinating and ensuring representation of the Institute in courts or other judicial authorities;
- xiii. Reviewing and providing advice on legal risk at the Institute;
- xiv. Managing litigation and review progress of outstanding litigation;
- xv. Liaising and managing external lawyers for the Institute;
- xvi. Management of intellectual property rights aspects of the institution.
- xvii. Contract negotiation with external parties
- xviii. Initiation of legal action and defence on behalf of the Board of Management;
- xix. Performing any other duties as may be assigned from time to time by the Director and the Board.

b) Person Specifications

For appointment to this grade, an officer must have:-

- i. An Advocate of the High Court of Kenya with at least twelve (12) years' work experience including litigation;
- ii. Bachelor of Laws degree from a recognized institution;
- iii. Master's Degree in any of the following disciplines: Law, Business Administration, Public Administration, or equivalent qualifications from a recognized institution;
- iv. Certified Public Secretary (K) or equivalent qualifications from a recognized institution;
- v. Membership to the Law Society of Kenya (LSK) and Institute of Certified Public Secretaries of Kenya (ICPS (K));
- vi. Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- vii. Valid practicing license;

- viii. Leadership Course lasting not less than six (6) weeks will be an added advantage.
- ix. Proficiency in computer applications;
- x. Demonstrated professional competence and administrative capability as reflected in work performance and results; and
- xi. Fulfill the requirements of Chapter Six (6) of the Constitution.

The following will be required during the interviews :- Certificate of good conduct, Higher Education Loans Board compliance certificate, KRA Tax compliance certificate, Credit Reference Bureau clearance certificate, Ethics and Anti-Corruption Commission clearance.

Interested candidates should submit their applications enclosing a detailed CV, copies of academic and professional certificates, email address, a day time telephone contact and the details and contact information for three referees to the following address, not later than **12th March 2019 to:-**

**The Director General,
Kenya Medical Research Institute,
P.O. Box 54840-00200, NAIROBI,
(Attn: Deputy Director (Human Resource))**

KEMRI is an equal opportunity employer committed to diversity. Persons with disability, women, youth and those from marginalized areas are encouraged to apply.

Please visit the KEMRI web site www.kemri.org for more details on the advertisement.

Please write the Position applied for on the envelope and in the subject Line of the Application letter.

NB: Only shortlisted candidates will be contacted.