



Salaries & Remuneration
Commission
Rewarding productivity

JOB DESCRIPTION FOR THE PRINCIPAL OFFICER, LEGAL SERVICES

Job Title	Principal Officer, Legal Services
Grade	RL4
Corporation/Organization	Salaries and Remuneration Commission
Directorate	N/A
Department	Legal Department
Division	N/A
Section / Unit	N/A
Location / Work Station	Nairobi (Head-office)
Reporting Relationships	
Reports to	Head of Legal Services
Direct Reports	Legal Clerk
Indirect Reports	N/A
Job Purpose	
The position is responsible for the provision of efficient legal services and legal advice, handling and managing litigation and preparing legal instruments to ensure the Commission's mandate and interests are safeguarded.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none">i. Provide input in the development, implementation and review of legal policies and procedures to ensure that they are in tandem with the existing legislation;ii. Advise the Department of Legal Services on all legal matters that may arise in the Commission's operations;iii. Monitor the performance of external Advocates engaged by the Commission to ensure instructions, documents, witnesses and statements are availed on time;iv. Coordinate service providers in legal matters involving the Commission;	

- v. Initiate legal action on behalf of the Commission on compliance measures;
- vi. Provide input into the departmental work plan and compile budget estimates to inform the departmental planning process;
- vii. Lead the development and performance management of staff that report to the position for the achievement of both individual and departmental goals;
- viii. Carry out training needs assessment and propose training programs for the departmental staff;
- ix. Mentor and coach staff that report to the position; and
- x. Identify and evaluate risks and implications of the departmental activities.

II. Operational Responsibilities / Tasks

- (i) Draft and interpret contracts and other legal documents;
- (ii) Represent the Commission in proceedings before courts, arbitral or quasi-judicial bodies, including preparation and filing of necessary legal documents;
- (iii) Liaise with external lawyers and relevant actors on matters before court;
- (iv) Undertake legal research, prepare legal opinions and provide legal advice;
- (v) Disseminate relevant laws, regulations and guidelines to relevant stakeholders;
- (vi) Undertake review of the legal framework for remuneration and benefits for the public sector, including conducting comparative analysis and make recommendations to strengthen the legal framework;
- (vii) Analyse judgements made by courts and other quasi-judicial bodies to ensure that emerging issues are identified and make appropriate recommendations;
- (viii) Keep the legal department informed of developments in laws and regulations that potentially affect the Commission;
- (ix) Present reports to the relevant Commission's Technical Committee;
- (x) Prepare and submit monthly, quarterly and annual reports to the Head of Legal Services;
- (xi) Contribute to the development of the work plan, policies and procedures of the Department;
- (xii) Supervise and evaluate performance of legal clerk;
- (xiii) Provide secretarial services to the Commission's Legal Committee as may be assigned by the Head of Legal Services; and
- (xiv) Develop individual work plans, monitor own performance and seek requisite support to ensure delivery of agreed targets.

Job Dimensions:

I. Financial Responsibility

Provide input to the departmental budget and plan.

II. Responsibility for Physical Assets

- (i) Computer.
- (ii) Office furniture and equipment.

III. Decision Making / Job Influence

- (i) Managerial.
- (ii) Operational.
- (iii) Analytical.

IV. Working Conditions

Office, Court and field setting with occasional travel out of office.

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

Academic qualifications

- (i) A Bachelor's degree in law from a recognized university.
- (ii) A Master's degree from a recognized university is an added advantage.

Professional Qualifications / Membership to professional bodies

- (i) Must possess a Postgraduate Diploma in law from the Kenya School of Law.
- (ii) Must be admitted as an Advocate of the High Court of Kenya.
- (iii) Must possess a current and valid practicing certificate.
- (iv) Must be a member of the Law Society of Kenya in good standing.
- (v) Must possess a certificate in leadership/strategic management from a recognized institution.

Previous relevant work experience required.

- (i) At least Eight (8) years of post-admission work experience four (4) of which must be in a comparable position in a reputable organisation.
- (ii) Experience in litigation, legal drafting and legal research.

Functional Skills, Behavioral Competencies/Attributes:

- i. Meet the requirements of Chapter Six of the Constitution.
- ii. Demonstrate understanding of the national goals and policies and ability to relate them to the mandate of the Commission;
- iii. Ability to identify customer needs, develop service standards and deliver service excellence;
- iv. Capacity to demonstrate strategic mind-set and innovation;
- v. Ability to deliver results in a complex and dynamic environment;
- vi. Demonstrate ability to manage and lead high performing teams;
- vii. Demonstrate knowledge of relevant legislation and applicable standards;
- viii. Must demonstrate excellent interpersonal skills;
- ix. Ability to work with minimum supervision and under strict timelines;
- x. High level of attention to detail;
- xi. Possess problem solving skills;
- xii. Ability to work with teams; and
- xiii. Excellent analytical and communication skills.

APPLICATION PROCESS

1. Interested and qualified persons are requested to register and apply to [the SRC E-recruitment Portal](#).
2. All applications should be uploaded together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents. Hard copies and email applications shall not be considered.
3. Those who might have applied for the re-advertised positions are encouraged to re-apply.
4. Successful candidates MUST submit all clearances in relation to Chapter six before on boarding.

The application letter should be addressed to:

**THE COMMISSION SECRETARY/CEO,
Salaries & Remuneration Commission,
Williamson House,
6th Floor 4th Ngong Avenue,
P.O Box 43126-00100,
NAIROBI.**

To be received on or before 26th February, 2025

The Commission is an equal opportunity employer and the Marginalized and Persons with disabilities are encouraged to apply. Only Shortlisted candidates will be contacted