



Kenya Leather Development Council

VACANCY RE-ADVERTISEMENT (REPLACEMENT)

OPENING DATE: 14TH JULY, 2026

CLOSING DATE: 3RD AUGUST, 2026

DEPUTY DIRECTOR, LEGAL SERVICES

GROSS SALARY: Kshs. 246,030

TERMS OF EMPLOYMENT: FIVE (5) YEARS RENEWABLE CONTRACT

Job Title	Deputy Director, Legal Services
Grade	KLDC 3
Directorate	Corporation Secretary and Legal Services
Department	Legal Services
Location / Work Station	Headquarters – Nairobi
Reporting Relationships	
Reports to	CEO
Job Purpose	
To provide strategic leadership in Legal services, Corporate Governance and Board affairs by overseeing all legal, regulatory and compliance matters; Management, and the Council; managing contracts, litigation and dispute resolution; providing legal counsel to the Board, and ensuring the development and implementation of a robust legal and regulatory framework, policies, and Governance instruments that support effective delivery of the Council's mandate and compliance with applicable laws and regulations.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
1. Coordinate formulation, implementation and review of the Council's legal strategies, guidelines and the development of relevant legislations, regulations and policies to safeguard the interest of the Council;	
2. Reviewing the Board's legal framework and advising on levels of compliance;	
3. Oversee the development of the Council's legal and regulatory framework that ensures achievement of the Council's mandate;	
4. Coordinate representation of the Council in courts or other judicial authorities;	
5. Provide technical input on development and implementation of governance framework that fosters achievement of Council's objectives and compliance with corporate governance, applicable laws and policies;	

6. Coordinate litigation and review progress of outstanding litigation and provide guidance to ensure the Council's interests are protected;
7. Coordinate development of strategies for dispute management, oversees disputes resolution and litigation management;
8. Oversee formulation and reviewing of the Council's policies to ensure that they are in line with relevant laws and Government Circulars;
9. Oversee litigation management by liaising with the office of the Attorney General to ensure adequate representation of the Council;
10. Oversee legal audits to measure the Council's level of compliance with various legal requirements;
11. Oversee drafting and reviewing leases, contracts, licensing frameworks, service level agreements, memoranda of understanding and other legal documents to ensure compliance to statutory requirements and the Council's policies;
12. Oversee legal audit in the Council for compliance with national, regional and international legal requirements;
13. Oversee the formulation, vetting, reviewing, negotiating contracts, leases, agreements and memorandums of understanding;
14. Provide leadership in ensuring Council's compliance with statutes, regulations and procedures;
15. Coordinate formulation, drafting and facilitation Gazettement of legal notices for the Council.
16. Coordinate the functional areas in relation to various legal requirements which must be complied with and the legal obstacles which must be overcome in order to obtain the Council's targeted results;
17. Oversee execution of risk management policy and strategies that ensure the department has a robust system and processes of accountability, risk management, internal controls, business continuity and succession management;
18. Oversee formulation, implementation and review of the department's annual work plans, budgets and procurement and asset disposal plans in line with the Council's performance targets and strategic plan;
19. Oversee nurturing of competencies and promote a working environment that optimizes individual and team potential in the department;
20. Oversee development and implementation of corruption prevention and mitigation strategies in the department;
21. Oversee implementation of a robust performance management system within the department through providing oversight of the delivery of the annual performance contract and the strategic plan; and
22. Provide leadership, supervision, coaching, mentoring, training and development of the department staff to ensure an effective and motivated team;

II. Operational Responsibilities / Tasks
1. Coordinate the day-to-day administrative and operational activities of the department;
2. Arranging business of the Board in consultation with the Chief Executive Officer and keeping records of the proceedings;
3. Assisting the Chief Executive Officer in providing secretarial services to the Board, and performing the Corporation Secretaries' functions as stipulated under Mwongozo, the Code of Governance for State Corporations;
4. Provide advice on legal and corporate matters to the Council through interpretation and writing legal opinions;
5. Provide technical input on legal risks at the Council to avert errors of omission and commission while maintaining the Council's reputation;
6. Develop the Council's proactive and preventive legal policies and strategies aimed at forestalling disputes, controversies and litigation;
7. Identify legal risks and advice on mitigation measures;
8. Representing the Council in legal fora.
9. Negotiate disputes with a view to settling them out of court;
10. Monitor governance and statutory compliance for the operation of the Council;
11. Interpret legal documents on behalf of the Council; and
12. Setting of performance targets, work-plans, managing, supervising and developing staff for the legal services unit.
Job Competencies (Knowledge, Experience, and Attributes / Skills).
Academic qualifications
(i) Master of Laws Degree or equivalent qualifications from a recognized institution;
(ii) Bachelor of Laws Degree or equivalent qualifications from a recognized institution;
Professional Qualifications / Membership in professional bodies
1. Post graduate Diploma in Law (Advocates Training Programme) from the Kenya School of Law;
2. Certified Public Secretary;
3. Admission as an Advocate of the High Court of Kenya;
4. A valid Advocate's practicing certificate;
5. Membership to the Law Society of Kenya (LSK)
6. Membership the Institute of Certified Secretaries of Kenya (ICS (K)) and in good standing;
7. Certificate in Management course lasting not less than Four (4) weeks from a recognized institution.
Previous relevant work experience required.
Minimum of ten (10) years of relevant work experience with at least four (4) years in management role.

Functional Skills, Behavioral Competencies/Attributes:
i. Interpersonal, Communication and Presentation Skills ii. Legal Drafting Skills iii. Contract negotiation Skills iv. Planning and Organizational Skills v. Thorough understanding of Corporate Governance and Management in Public Sector; vi. Analytical and problem-solving skills vii. People Management Skills