



THE NATIONAL LAND COMMISSION
ARDHI HOUSE 1ST NGONG AVENUE, OFF NGONG ROAD
P.O. BOX: 44417-00100, NAIROBI. Telephone: 2718050

ADVERTISEMENT

Pursuant to Article 252 1(C) of the Constitution of Kenya 2010 and National Land Commission Act of 2012, and the recruitment policy, the Commission invites applications from suitable candidates for the following positions:

A) LEGAL AFFAIRS AND ENFORCEMENT DIRECTORATE

1. DIRECTOR LEGAL AFFAIRS AND ENFORCEMENT – (GRADE NLC 2) – NO. OF POSITION – ONE (1)

Gross Salary for the post of Director Legal Affairs and Enforcement (Min Kshs 340,000 – Max Kshs – 490,000 per month)

This position is responsible for the provision of leadership in the implementation of the commission's legal strategy, offers leadership in litigation, arbitrations, and Enforcement affairs. The position is also responsible for the provision of legal advisory services and the interpretation of legal matters, to ensure effective management of legal and contractual risks.

DUTIES AND RESPONSIBILITIES

- Formulate, implement and monitor policies, procedures and regulations on legal affairs and enforcement
- Develop a legal training manual
- Develop and review legal instruments for the Commission to ensure set standards are being observed
- Oversee enforcement of legal decisions and court orders for the Commission to ensure compliance is being maintained
- Develop and implement procedures for safeguarding National Land Commission's interests
- Provide guidelines on drafting Gazette Notices and give input in development of legislation as appropriate
- Coordinate and/or represent the Commission on litigation and court cases for the Commission
- Oversee the articulating of modalities for holding inquiries in line with relevant legislation to ensure government regulations are being followed
- Recommend ways to address multiplicity of legislation (Acts) touching on land management and land use

- Advise on ways to address conflicts in the land use and tenure security to maintain order with the land use
- Implement programmes aimed at resolving deep rooted land injustices
- Advise on Constitutionalism and ethical values in the reform process
- Promote the use of Traditional Dispute Resolution in resolving disputes on a daily basis
- Prepare legal documents such as leases and contracts to ensure policies and procedures are followed
- Oversees the drafts of legal opinions and other relevant legal documents for the Commission before they are submitted to the management for action
- Oversees the process of legal transactions including recovery, conveyance, agreements, leases and partnerships to maintain set guidelines through the whole process
- Advise and review existing laws and regulations relevant for the execution of the mandate of the Commission
- Manages the Review of Grants and Dispositions on public land to ensure no misuse of land
- Advice and liaise with County Coordinators on legal and related matters
- Implement legal and institutional frameworks for efficient and effective provision of legal services at the Commission
- Facilitate relevant Legal research for the Commission
- Review and supervise an up to date and reliable records on legal matters affecting the National Land Commission

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

For appointment to this grade, the candidate must have:-

- Bachelor degree in law or equivalent qualification from a recognized institution
- Master's degree in Law or equivalent qualification to be appointed as High Court Judge
- Postgraduate Diploma in Legal Education from the Kenya School of Law
- 15 years of service, three (3) of which should be in a comparable position from a reputable organization
- An advocate of the High Court of Kenya with a current practicing certificate
- Computer literate
- Budget planning skills
- Knowledge of relevant legislation
- Knowledge of professional standard
- Ability to work under pressure
- Negotiation skills
- Ability to build and lead cohesive teams
- Problem solving skills
- Meet the requirements of Chapter Six of the Constitution of Kenya

MODE OF APPLICATION:

Please Note:-

- a) Candidates should attach all documents to the application form.
- b) Details of academic and professional certificates not obtained by closure of the advert should not be included,
- c) Only shortlisted and successful candidates will be contacted.
- d) Canvassing in any form will lead to automatic disqualification
- e) Shortlisted candidates shall be required to produce originals of their National Identity card, academic & professional certificates and transcripts during interviews.
- f) Candidates shall be required to present Certificate of good conduct, clearance from HELP, EACC, and Credit reference Bureau (CRB) and KRA Tax compliance Certificate during the interview.

If you possess or meet the above qualifications.

- 1) Send your application letter together with detailed curriculum Vitae including names of three referees and their full contacts (Name, post office box number, email address, and telephone/mobile phone contact
- 2) Copies of academic certificates and testimonials:

The applications should reach the office of the Secretary/ CEO, National Land Commission by **26th January 2018 on or before 5.00 P.M.**

NOTE:

The National Land Commission is an equal opportunity employer; women, people from marginalized areas and Person living with disabilities are encouraged to apply.

All Applications should be submitted to:

The Secretary/CEO National Land Commission

1st Ngong Road, Ardhi House

12th Floor, Room 1205

P.O Box 44417-00100, Nairobi