



THE NATIONAL LAND COMMISSION

ADVERTISEMENT

National Land Commission (NLC) is an Independent Constitutional Commission established under Article 67 of the Constitution of Kenya, 2010 and operationalized by the National Land Commission (NLC) Act, 2012, the Land Act, 2012 and the Land Registration Act, 2012. The broad mandates of the Commission are inter-alia; to manage public land on behalf of the National and County Governments, recommend a National Land Policy to the National Government, advise the National Government on a Comprehensive program for the registration of Land throughout Kenya, to conduct research related to land and the use of natural resources and make recommendations to appropriate authorities and initiate investigations on its own initiative or on a complaint into present or historical land injustices and recommend appropriate redress. Pursuant to Article 252 1(C) of the Constitution of Kenya 2010 and National Land Commission Act of 2012, the Commission invites applications from suitable candidates for the following one (1) position:

LEGAL AFFAIRS AND REGULATORY SERVICES DIRECTORATE

DIRECTOR LEGAL AFFAIRS AND REGULATORY SERVICES – (GRADE NLC 2) – ONE (1) POST

Terms of Appointment

The appointment will be on a Five (5) years contract renewable subject to satisfactory performance

Personal Emolument for the position of Director Legal Affairs & Regulatory Services;

Basic Salary Scale	:	Kshs Min 200,000 – Max 350,000 Per month
House Allowance	:	Kshs. 80,000 Per month
Commuter Allowance	:	Kshs. 20,000 Per month
Entertainment Allowance	:	Kshs. 40,000 Per month
Leave Allowance	:	Kshs. 30,000 Per annum
Medical Cover	:	As provided by the Commission
Gratuity Rate	:	31% of annual basic pay for every year served.

Job purpose

This position is responsible for the provision of leadership in the implementation of the Commission's legal strategy, offers leadership in litigation, arbitrations, and regulatory services.

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

- i. Formulate, implement and monitor policies, procedures and regulations on legal affairs and enforcement.
- ii. Develop and review legal instruments for the Commission to ensure set standards are being observed.
- iii. Oversee enforcement of legal decisions and court orders for the Commission to ensure compliance.
- iv. Develop and implement procedures for safeguarding National Land Commission's interests.
- v. Provide guidelines on drafting Gazette Notices and give input in development of legislation as appropriate.
- vi. Coordinate and/or represent the Commission on litigation matters in court and any other quasi-judicial forums.
- vii. Oversee the articulating of modalities for holding inquiries in line with relevant legislations to ensure effective dispute resolution and compliance with relevant Government.
- viii. Recommend ways to address multiplicity of legislation (Acts) touching on land management and land use.
- ix. Advise on ways to address conflicts on land use and security of tenure in order to maintain order in land management and sustainable land use.
- x. Implement programmes aimed at resolving Historical Land Injustices.
- xi. Advise on Constitutionalism and ethical values in the land reform process.
- xii. Promote the use of Alternative Justice System e.g. Traditional Dispute Resolution, Conciliations, Mediation and Negotiation in resolving disputes on a daily basis.
- xiii. Prepare legal documents such as leases and contracts to ensure policies and procedures are followed.
- xiv. Supervise the drafts of legal opinions, Commission advisories and other relevant legal instruments for the Commission.
- xv. Oversee the process of legal transactions including recovery, conveyance, agreements, leases and partnerships and to maintain set guidelines throughout the whole process.
- xvi. Advise and review existing laws and regulations relevant for the execution of the mandate of the Commission.
- xvii. Advice and liaise with County Coordinators on legal and related matters.
- xviii. Implement legal and institutional frameworks for efficient and effective provision of legal

services at the Commission.

- xix. Facilitate relevant Legal research for the Commission.
- xx. Review and supervise up to date and reliable records on legal matters.
- xxi. Supervise all the Departments under the legal Directorate for efficient and effective delivery of Directorate mandate.
- xxii. Offer secretarial services to the Legal Committee

Academic and Professional Qualifications

For appointment to this position, the candidate must meet the following requirements:

- i. Master's degree in Law or equivalent qualification from a recognized institution
- ii. Bachelor degree in law or equivalent qualification from a recognized institution
- iii. Postgraduate Diploma in Legal Education from the Kenya School of Law
- iv. 15 years of service, three (5) of which should be in a comparable position from a reputable organization
- v. Should be an advocate of the High Court of Kenya with a current practicing certificate from Law Society of Kenya (LSK)
- vi. Should be Computer literate
- vii. Possession of certificate in Certified Secretaries (CS) will be added advantage.

Applicants must possess level of knowledge and skills in the following areas;

- i. Budget planning skills
- ii. Knowledge of relevant legislation
- iii. Knowledge of professional standard
- iv. Ability to work under pressure
- v. Negotiation skills
- vi. Ability to build and lead cohesive teams
- vii. Problem solving skills
- viii. Meet the requirements of Chapter Six of the Constitution of Kenya

MODE OF APPLICATION:

- i. Candidates should attach all documents to the application form.
- ii. Details of academic and professional certificates not obtained by closure of the advert should not be included,

- iii. Shortlisted candidates shall be required to produce originals of their National Identity card, academic and professional certificates, and transcripts during interviews, it is a criminal offence to present fake certificates.

If you possess or meet the above qualifications, please send;

- i. 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
- ii. Copies of academic certificates and testimonials:
- iii. Certificate of good conduct, clearance from certificates from HELB, EACC, Credit Reference Bureau (CRB) and KRA Tax Compliance Certificate.

Applicants are advised to visit our [website www.landcommission.go.ke](http://www.landcommission.go.ke) for instructions on how to apply. Applicants **MUST apply both online and submit hard copies** of their application.

In case you do not hear from us, please consider your application as unsuccessful.

Please note that canvassing for this position will lead to automatic disqualification.

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

The applications should reach the office of the Secretary/ CEO, National Land Commission by **20th April, 2021 on/or before 5.00pm.**

All hardcopy application should be submitted to:

**The Secretary/CEO
National Land Commission
1st Ngong Road Avenue,
ACK Garden Annex, 7th Floor,
P.O Box 44417-00100, Nairobi.**