



THE KENYA SCHOOL OF LAW

JOB RE-ADVERTISEMENT

The Kenya School of Law is a public legal education provider responsible for the provision of professional legal training as an agent of the Government. The core functions of the School are set out in section 4 of the Kenya School of Law Act, Cap 16C.

To continue discharging its statutory mandate effectively and to enhance efficiency and effectiveness in service delivery, the School wishes to recruit a committed, dynamic and result-oriented person who will lead the existing strong team of staff to help it realise its vision of being “A centre of excellence in professional legal training, research and consultancy”.

We are looking for an independent, visionary and strategic thinker who is customer-oriented and would effectively participate in initiating the desired organisational transformation. Specifically, we seek to recruit:

DIRECTOR/ CHIEF EXECUTIVE OFFICER (RE-ADVERTISEMENT)

GRADE: KSL1

REF: KSL/ HR8/2026

Overall purpose of the job

This position is established under section 14 of the Kenya School of Law Act, Chapter 16C of the Laws of Kenya, which provides that:

“There shall be a Director of the School who shall be appointed by the Board, through a competitive recruitment process, on such terms and conditions of employment as the Board may determine, who shall be the Chief Executive Officer of the School and the Secretary to the Board.”

The job holder is responsible for the implementation of the Board’s decisions in a result-oriented and timely manner to achieve the School’s goals, objectives and agreed performance targets as a public legal education provider responsible for the provision of professional legal training as an agent of the Government. The holder of the position is the head of the organisation and is administratively and functionally responsible to the Board in matters of strategy, policy compliance and operations in line with KSL Strategic mission, vision and corporate values.

(a) Job Description

The specific duties and responsibilities for this position will entail, but are not limited to:

- (i) Providing strategic leadership in accordance with the statutory mandate of the Kenya School of Law.
- (ii) Advising the Board on the School’s strategy to ensure the achievement of its mandate under the Kenya School of Law Act, Chapter 16C.
- (iii) Implementing policies, regulations and strategies for the achievement of the objectives of the School.
- (iv) Serving as the secretary to the Board.
- (v) Serving as the link between the Board and Management.

- (vi) Implementing Board decisions.
- (vii) Ensuring that all Board Papers are properly written and sent to Board Members in good time.
- (viii) Overseeing the implementation of corporate programmes.
- (ix) Ensuring compliance with approved annual budgets.
- (x) Establishing and implementing proper internal controls.
- (xi) Recruiting and retaining qualified staff.
- (xii) Fostering a culture that promotes ethical practices and good governance.
- (xiii) Implementing effective risk management and business continuity plans.
- (xiv) Enhancing efficiency in service delivery and discipline by staff of the School.
- (xv) Conducting all examinations that are within the mandate of the School.
- (xvi) Keeping safe custody of the seal and other relevant documents.
- (xvii) Ensuring the safety and proper use of all movable and immovable assets of the School.
- (xviii) Ensuring compliance with all relevant statutory obligations.
- (xix) Determining requirements and manage effectively utilization and administration of human, financial, information and physical resources to meet the School's mission, goals, strategic direction and plans.
- (xx) Ensuring that the School complies with legal and regulatory requirements, including discharging the responsibilities under the Public Finance Management Act and the Public Procurement and Asset Disposal Act

(b) Person Specification

For appointment to this grade, one must have:

- (i) At least fifteen (15) years' of relevant work experience, ten (10) of which must have been in Senior Management level;
- (ii) Bachelor of Laws (LL.B) from an institution prescribed or recognised by the Council of Legal Education.
- (iii) Master of Laws (LL.M) from an institution prescribed or recognised by the Council of Legal Education.
- (iv) Doctorate degree (PhD) in Law from an institution prescribed or recognised by the Council of Legal Education.
- (v) Post-graduate Diploma in Law from the Kenya School of Law.
- (vi) Advocate of the High Court of Kenya with a current practising certificate.
- (vii) Leadership course lasting not less than four (4) weeks from a recognised institution will be an added advantage.
- (viii) Must have at least two publications in peer-reviewed journals.
- (ix) Proficiency in computer applications.

(c) Key Competencies and Skills

- (i) Excellent organisational skills.
- (ii) Excellent analytical skills.
- (iii) Knowledge of the legislation and trends relevant to the legal education sector.
- (iv) Excellent communication, reporting and presentation skills.

- (v) Excellent leadership, management and supervisory skills.
- (vi) Excellent strategic leadership, teamwork and interpersonal skills.
- (vii) Customer-centric with excellent negotiation, problem-solving and conflict management skills.
- (viii) Results-oriented and capable of meeting strict deadlines.
- (ix) Demonstrate ability to establish and maintain effective relationships with varied stakeholders.

The Kenya School of Law is an equal opportunity employer and implements Constitutional principles of inclusivity, ethnic and regional balance and other considerations specified under Articles 10 and 232 of the Constitution of Kenya 2010.

All applications should include the job reference number, a reliable email address and telephone contact and must be accompanied by a detailed curriculum vitae, copies of relevant certificates and National Identity Card or Passport.

Successful applicant will be expected to fulfil the requirements of Chapter Six (6) of the Constitution of Kenya 2010 and the Leadership and Integrity Act, and MUST obtain and submit VALID clearance certificates from the following organisations upon offer of appointment:

- (a) Individual Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
- (b) Higher Education Loans Board (HELB)
- (c) Clearance from DCI (Police Clearance Certificate)
- (d) Clearance from an Approved Credit Reference Bureau

Application Procedure

Visit the School website at www.ksl.ac.ke and select Careers. Create an account and log in to submit your application to:

**The Chairperson
Kenya School of Law Board
P.O. Box 30369 – 00100
Karen, Nairobi**

Any form of application, other than through the School recruitment portal will **NOT** be considered. Those who have applied for the same position before may reapply.

The application should reach this office on or before **20th October, 2026**