



KENYA INSTITUTE OF SUPPLIES MANAGEMENT
“Promoting Professionalism in Supply Chain Management”

27TH JULY, 2023

VACANCY ADVERTISEMENT - LEGAL OFFICER

The Kenya Institute of Supplies Management is a corporate body established through an Act of Parliament, the “Supplies Practitioners Management Act (SPMA), 2007”. KISM is mandated to make provision for the training, registration and licensing of supplies practitioners; to regulate their practice and for connected purposes. The Institute serves as the National body for Procurement and Supply Chain Professionals in the private and public sectors in Kenya.

The KISM Council is seeking to recruit a hands-on, dynamic, and knowledgeable and performance-oriented person to fill the position of **LEGAL OFFICER, JOB GRADE KISM 6. REF CSL/001/2023**

Description of this vacancy and requirements is outlined here below:

Directorate: Corporation Secretary & Legal Services

Reporting to: Corporation Secretary & Director, Legal Services

Job Summary:

The Legal Officer will assist on all legal matters, development of regulations, establishing dispute resolution mechanisms and offering in house legal services for efficient implementation of the Institute’s mandate.

KEY DUTIES AND RESPONSIBILITIES

- i. Preparing and reviewing legal documents/instruments;
- ii. Preparing legal opinions and legal briefs;
- iii. Drafting legal documents, leases and contracts;
- iv. Undertaking research on specific legal areas;
- v. Ensuring compliance with statutory and other legal requirements;
- vi. Representing the Institute in litigations and other legal matters;
- vii. Safeguarding the interest of the Institute in all legal matters;
- viii. Liaising with the office of the attorney general on legal matters; and
- ix. Ensuring safe custody of Institute’s legal documents and records.

PERSONS SPECIFICATIONS

For appointment to this grade, an officer must have: -

- i. Bachelor of Laws (LLB) Degree from a recognized institution;
- ii. Post Graduate Diploma in Law;
- iii. Current legal practicing certificate;
- iv. Proficiency in computer applications; and
- v. In addition to the professional qualifications, successful candidate will be required to meet the expectations of Chapter 6 on Leadership and Integrity

SKILLS AND COMPETENCIES

1. Communication Skills
2. Time and Priority Management
3. Customer service focus
4. Problem solving skills
5. Interpersonal Skills
6. Adaptability and flexibility
7. Innovative and creative thinking
8. Organization skills

HOW TO APPLY

Qualified and interested candidates may apply **online** indicating the job title and the reference number, addressing their application letter to:

**The Chief Executive Officer
Kenya Institute of Supplies Management,
KISM Tower 12th Floor, Ngong Road
P. O Box 30400-00100, Nairobi
vacancies@kism.or.ke**

Candidates must attach scanned copies of their CV with full details of educational background, professional qualifications and copies of all relevant documents/testimonials. Candidates who are subsequently invited to attend formal interviews must produce originals of all the scanned documents during the interview. Applications MUST be submitted online via email to: vacancies@kism.or.ke so as to reach the Institute on or before midnight (12:00) on Friday 11th August, 2023.

All applicants MUST submit a filled KISM job application form. The form can be accessed through the link: <https://forms.gle/FX5co1SSJwjn3bwR8>

KISM is an equal opportunity employer. Canvassing will lead to automatic disqualification. Only shortlisted candidates will be contacted.