



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

3RD DECEMBER, 2024

VACANCY ADVERTISEMENT – DEPUTY DIRECTOR LEGAL SERVICES

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 **DEPUTY DIRECTOR, LEGAL SERVICES, JOB GRADE KISM 3. REF LS/001/2024**

Description of this vacancy and requirements is outlined here below:

Directorate: Legal Service

Reporting to: Chief Executive Officer

Job Summary:

The cadre is responsible for advising the Council and Management on all legal matters, development of regulations, establishing dispute resolution mechanisms and offering institutes legal services for efficient implementation of the Institute’s mandate.

Duties and Responsibilities

- i. Providing secretariat services and technical support to the Council and its Committees to enable them meet their obligations;
- ii. Advising the Council on the best corporate governance practices and on legal matters;
- iii. Coordinating Council evaluation and governance audits;
- iv. Overseeing the management of Council’s minutes, institute’s legal documents, seal and legal instruments;
- v. Interpreting Laws governing the Institute’s operations and giving appropriate and timely legal advice on matters affecting the Institute;
- vi. Overseeing formulation, vetting, review, negotiations of contracts, leases, agreements and Memorandums of Understanding;
- vii. Spearheading policy formulation and review in line with relevant laws and Government Circulars;
- viii. Overseeing litigation management by liaising with external lawyers to ensure adequate representation of the Institute;
- ix. Ensuring that the Institute is represented in court and all legal fora;
- x. Providing overall supervision of legal audits;
- xi. Spearheading the development and implementation of the department’s strategic plans, budgets, performance contracts and staff performance appraisal;

- xii. Ensuring compliance with principles of good governance, transparency, accountability, ethics and integrity; and
- xiii. Managing and developing staff in the department.

Person Specifications

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

- i. Minimum of ten (10) years relevant work experience, four (4) of which should be at management level in a comparable organization
- ii. Bachelor of Laws degree from a recognized institution;
- iii. Master of Laws degree from a recognized institution;
- iv. Post Graduate Diploma in Law from Kenya School of Law;
- v. Been admitted as an Advocate of the High Court of Kenya with a valid Practicing Certificate;
- vi. Management course lasting not less than four (4) weeks from a recognized institution;
- vii. Been registered as a member of the Law Society of Kenya in good standing;
- viii. Membership to the Institute of Certified Public Secretaries;
- ix. Proficiency in computer applications;
- x. Met the requirements of Chapter Six (6) of the Constitution; and
- xi. Demonstrated merit and ability as reflected in work performance and results.

Skills and Competencies

- 1. Strategic thinking
- 2. Management skills.
- 3. Financial and Budgeting Skills
- 4. Communication Skills
- 5. Customer service focus
- 6. Change and transformation capabilities
- 7. Analytical and decision making
- 8. Adaptability and flexibility
- 9. Innovative and creative thinking

HOW TO APPLY

Qualified and interested candidates are invited to read detailed job profile on our website www.kism.or.ke and 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**

Candidates must attach **PDF** copies of their CV with full details of educational background, professional qualifications, work experience and copies Academic and Professional certificates (Merged to one Pdf). 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 <http://careers.kism.or.ke/> so as to reach the Institute on or before **MIDNIGHT on FRIDAY 10TH JANUARY, 2025.**

KISM is an equal opportunity employer. People living with disability, women and youth are encouraged to apply. Only shortlisted candidates will be contacted.