



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

DEPUTY CHIEF LEGAL OFFICER – GRADE 14

The Deputy Chief Legal Officer shall report to the Vice Chancellor and shall be responsible for the following: -

1. Job Responsibilities and Roles

The Deputy Chief Legal Officer shall:

- a) Report to the Vice Chancellor
- b) Be the functional head of the Legal Department
- c) In conjunction with the Vice-Chancellor, provide effective corporate Secretarial Services to the Council and advice on good corporate governance practices
- d) Draw and review all contracts, memorandum of understanding and lease agreements concerning the University to ensure the institution is not exposed to any legal risks
- e) Carry out legal audit of the University to ensure that it complies with legal statutes, policies and other relevant legal framework
- f) Review tender documents before award of tenders to ensure compliance with Public Procurement and Disposal Act
- g) To appear in court and defend the University in case where the legal department does not have a conflict of interest
- h) Receive and review all court summons to ensure that the University prepares adequate defense in all cases filed against it
- i) Ensure compliance with ethical standards by all University employees by keeping and monitoring the conflict of interest register and gift register that is kept by various departments
- j) Attend the University disciplinary committee meetings to ensure that students and or employees are allowed the right to defend themselves and also ensure that the University complies with the laid down legal procedures

- k) Formulate and develop legal and corporate secretarial strategy, plan and budget for the department to ensure legal policy guidelines and secretarial services implementation and adherence.
- l) Undertake interpretation of Constitution and the subsidiary legislation for and on behalf of the Council, University Management, staff, students and stakeholders.
- m) To draft memorandum to the Vice Chancellor and other Heads of Departments to advise on legal liabilities, omissions or commissions that they may commit in the course of their duties
- n) To assist in reviewing all University policies, rules and regulations to ensure compliance to the law
- o) To conduct regular training to staff members and students leaders on emerging legal issues that may affect the University
- p) Prepare and institute suits/claims in the subordinate court, High Court, Court of Appeal, Supreme Court and arbitral Tribunals on behalf of the University, Council and Management.
- q) Draft, develop, review and prepare various types of contracts including service level agreements, maintenance and service contracts, project contracts, partnership agreements, dealership agreements, third party agreements, sub-contract agreements, employment contracts and all other agreements while ensuring that they are legally sound and they comply with University's policies and procedures and mitigation of risks
- r) Strengthen the legal, policy and institutional framework for anti-corruption, ethics, and integrity.
- s) Perform any other duties assigned by the Vice-Chancellor from time to time or any other officer authorized by the Vice-Chancellor.

2. Minimum Qualifications and Experience

- (i) Masters in Law (LLM)
- (ii) Postgraduate Diploma in Law from the Kenya School of Law
- (iii) Bachelors of Law (LLB) from a recognized institution
- (iv) Must possess CPS (K) qualification
- (v) Must be an Advocate of the High Court of Kenya
- (vi) Commissioner of Oaths and Notary Public
- (vii) Minimum nine (9) years' experience of which at least three (3) years' experience as Senior Legal Officer Grade 13 or equivalent
- (viii) Must be computer literate
- (ix) Must be registered as member of the Law Society of Kenya and in good standing.

How to apply:

Candidates are advised to visit Jaramogi Oginga Odinga University and Technology website www.jooust.ac.ke