
LEGAL OFFICERS – LITIGATION – (KET 6) (2 POSITIONS) REF: KET/5/1C/40/53/VOL V – B (04/24) ON PERMANENT & PENSIONABLE TERMS

Reporting to the **Senior Legal Officer, Litigation and Prosecution**

Job purpose

This Job is responsible for ensuring efficient management of the litigation portfolio by facilitating the effective and expeditious prosecution and/or defence of disputes involving the Company.

Key Responsibilities;

- i). Providing research material necessary for institution of suits in courts/tribunals;
- ii). Undertaking the discovery of evidence for use in cases where the Company is a party;
- iii). Drafting pleadings and other relevant documents for filing in courts/tribunals;
- iv). Aiding communication with the Office of Attorney General and Department of Justice as may be required in litigation management;
- v). Conducting witness preparations for trials/hearings and arranging attendances of witnesses;
- vi). Implementing Alternative Dispute Resolution Mechanisms;
- vii). Initiating settlement proceedings where appropriate in matters pending in courts/tribunals;
- viii). Conducting hearings in matters before courts/tribunals;
- ix). Preparing necessary communication to the Office of the Attorney General and Department of Justice on arbitral proceedings commenced against the Company;
- x). Participating in all preliminary processes regarding arbitral proceedings, collating relevant documentation, drafting pleadings, filling the same before the arbitral tribunals, ensuring attendance of witnesses to the hearings and carrying out all other required processes till conclusion of the arbitral proceedings;
- xi). Participating in handover of project sites and material and ensuring preservation of the evidence for use in any arbitral process thereafter;
- xii). Carrying out research and drafting detailed legal opinions on matters on a need basis;
- xiii). Collaborating with other process owners for operational effectiveness;
- xiv). Updating and monitoring the litigation register;
- xv). Updating the litigation diary;
- xvi). Updating the repository of Rulings/Judgments;

- xvii). Providing support in preparation, continuous review and implementation of internal policy documents;
- xviii). Proposing possible improvements to internal processes and workflows;
- xix). Implementing Presidential Directives, Circulars and Executive Orders;
- xx). Representing the Directorate in committee meetings;
- xxi). Advising on all legal, regulatory and policy matters affecting the Company's operations;
- xxii). Handling ad-hoc legal issues which may arise from time to time.

Qualifications & Skills required

- i). Bachelor's degree in Law from a recognized institution
- ii). Be an Advocate of the High Court of Kenya, member of Law Society of Kenya (LSK) and have a valid practicing certificate.
- iii). Post Graduate Diploma in Law from the Council of Legal Education;
- iv). A minimum of three (3) years relevant work experience

Working condition - Office setting and field visits

MANDATORY REQUIREMENTS FOR ALL POSITIONS

Applicants MUST provide the following documents on application:-

- i). A Signed application letter;
- ii). A detailed Curriculum Vitae indicating current and previous employers, positions held, level of education, current and expected salary, notice period required to take up appointment and names of at least three professional referees;
- iii). Copies of academic and professional certificates; and
- iv). Copy of National Identification Card or Passport.

Important Information to note:

- i). Candidates should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application;
- ii). Only shortlisted and successful candidates will be contacted;
- iii). Canvassing in any form will lead to automatic disqualification;
- iv). Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates during interviews; and
- v). It is a criminal offence to present fake certificates/documents.

Only Successful candidates will be expected to present the following Chapter Six Clearance Certificates : -

- a) Valid Certificate of Good Conduct from the Directorate of Criminal Investigations;
- b) Valid Clearance Certificate from Higher Education Loans Board (HELB);
- c) Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA);
- d) Current Clearance from the Ethics and Anti-Corruption Commission (EACC); and
- e) Current Report from an approved Credit Reference Bureau (CRB).

The Company is an Equal Opportunity Employer and is committed to implementing the provisions of the Constitution – Chapter 232 (1) on fair competition and merit, representation of Kenya’s diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED, THE MINORITIES AND FEMALE CANDIDATES ARE ESPECIALLY ENCOURAGED TO APPLY.** Applications without the relevant qualifications, copies of documents/details as sought for will not be considered. Any form of canvassing and giving false information shall lead to automatic disqualification. *Only shortlisted candidates shall be contacted.*

Interested candidates fulfilling the required qualifications should submit their application clearly indicating the position applied for and vacancy Reference No. as the subject heading via the **joblink** posted on KETRACO website.

NOTE: These positions are open to **KENYAN Citizens ONLY.**

The successful candidates for the positions will be offered competitive remuneration package in accordance with the Company guidelines. Candidates who meet the above requirements should submit their applications by 19th April 2024 at 5.00pm so as to reach:-

The Managing Director,
Kenya Electricity Transmission Company Limited,
KAWI COMPLEX, 4th Floor,
Popo Road, South C, along Red Cross Road,
P.O. Box 34942 – 00100,
NAIROBI.

Please note that applications will **ONLY** be via **joblink**, hard copies shall not be considered. Indicate the position reference number as the subject heading candidates **MUST** fill an online form on our website.