



KENYA LAW REFORM COMMISSION
"A vibrant agency for responsive law reform"

VACANCIES

Kenya Law Reform Commission is established under Kenya Law Reform Commission Act, 2013 (No. 19 of 2013). The Commission serves both National and County Governments in matters of Law Reform. The Commission is obligated to keep under review all laws of Kenya to ensure that, they conform to the letter and spirit of the Constitution of Kenya 2010.

The Commission seeks to recruit competent and result-oriented candidates to fill the following positions.

LEGAL OFFICER I, JOB GRADE - KLRC 7: ONE (1) POST V/NO. 1/2020

Basic Salary Scale: Kshs. 61,105 - Kshs. 84,284 p.m.

Terms of Service: Permanent

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. Duties and responsibilities will entail: Undertaking legal research; preparing preliminary Bills; participating in stakeholder forums; responding to public enquires on various Laws; and collecting and compiling legal data.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:-

- (i) Bachelor's degree in Laws (LLB) from a recognized institution;
- (ii) Postgraduate diploma in Law from the Kenya School of Law; and
- (iii) Certificate in computer application skills.

(c) Core Skills

In addition to the above requirements, the officer must have the following skills:-

- i. Resource management and mobilizing skills;
- ii. Communication skills;
- iii. Technical competency skills; and
- iv. Inter-personal skills.

PRINCIPAL LIBRARIAN – KLRC 5: ONE (1) POST V/NO. 2/2020

Basic Salary Scale: Kshs. 88,435 - Kshs. 117,146 p.m

Terms of Service: Permanent.

The Principal Librarian will be responsible to the Deputy Director Finance and Administration for all Library services.

(a) Duties and Responsibilities

This is the highest grade for this cadre in the Commission.

Duties and responsibilities will entail:

The officer will head the Library unit at the Commission and be responsible for the initiation, development, interpretation and implementation of library policies, guidelines and procedures; coordination of a unified list of periodicals in the Information Centre; standardization of cataloguing, classification, indexing, managing the e-library and dissemination of information; preparation and submission of budget estimates; deployment and re-deployment of staff in the unit, training and development, supervising, guiding and counselling of staff in the unit.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. served in the grade of Senior Librarian or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;

- ii. a Master's degree in Library Studies or Information Science or equivalent qualification from a recognized institution; and
- iii. Bachelor's degree in any of the following disciplines:- Library Science, Information Communication Studies or any other relevant qualification from a recognized institution;
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Be a registered member of a relevant Professional body;
- vi. Certificate in computer application skills and demonstrate proficiency in computer use and applications; and
- vii. Has demonstrated professional and administrative ability required for efficient performance of duties at this level.

(c) Core Skills

In addition to the above requirements, an officer must have the following skills:-

- i. Supervisory skills;
- ii. Resource management and mobilizing skills;
- iii. Problem solving skills;
- iv. Library Management skills;
- v. Public Relations skills;
- vi. Target setting skills;
- vii. Report writing skills

**PRINCIPAL RECORDS MANAGEMENT OFFICER– KLRC 5: ONE (1)
POST V/NO. 3/2020**

Basic Salary Scale: Kshs. 88,435 - Kshs. 117,146 p.m.

Terms of Service: Permanent.

Principal Records Management Officer will be responsible to the Deputy Director Finance and Administration for all Records Management services.

(a) Duties and Responsibilities

This is the highest grade for this cadre. An officer at this level will head the unit at the Commission. Duties and responsibilities will entail:-

Being responsible for the initiation, development, interpretation and implementation of records management policies, guidelines and procedures; training and development of records management staff and their deployment for utilization; efficient and effective management of the registry services; preparation and submission of budget estimates; initiation and disposal of files, documents and other records in accordance with Government regulations; supervision and guidance of records management staff.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. served in the grade of Senior Records Management officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. a Master's degree in Records Management or Information Science or equivalent qualification from a recognized institution; and
- iii. Bachelor's degree in any of the following disciplines:- Records Management, Information Communication Studies or any other relevant qualification from a recognized institution;
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Be a registered member of a relevant Professional body;
- vi. Certificate in computer application skills and demonstrate proficiency in computer use and applications; and
- vii. Has demonstrated professional and administrative ability required for efficient performance of duties at this level.

(c) Core Skills/Competencies

In addition to the above requirements, an officer must have the following skills:-

- i. Supervisory skills;
- ii. Resource management and mobilizing skills;
- iii. Problem solving skills;
- iv. Records Management skills;
- v. Public Relations skills;
- vi. Target setting skills;
- vii. Report writing skills

SENIOR FINANCE OFFICER – KLRC 6: ONE (1) POST V/NO. 4/2020

Basic Salary Scale: Kshs. 85,021 - Kshs. 112,704 p.m.

Terms of Service: Permanent.

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

Preparing budgets for recurrent and development votes, compiling expenditure proposals, monitoring expenditure of projects and programmes on a periodic basis, preparing fiscal reports and ensuring timely disbursement of funds.

(b) Requirements for Appointment

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

- i. Served in the grade of Finance Officer I or in a comparable position for a minimum period of three (3) years with proven experience;
 - ii. Bachelor's degree in any of the following disciplines:- Commerce (Finance option), Economics, Business Administration, Business Management, Finance or its equivalent qualification from a recognized institution;
- OR**
- iii. Any other Bachelor's degree with Certified Public Accountant (CPA K);
 - iv. Certificate in Senior Management Course lasting not less

- than four (4) weeks from a recognized institution;
- v. Be a registered member of a relevant Professional body;
 - vi. Certificate in computer application skills; and
 - vii. Demonstrated integrity, professional competence and management capabilities as reflected in work performance and results.

(c) Core Skills

In addition to the above requirements, an officer must have the following skills:-

- i. Supervisory skills;
- ii. Policy implementation skills;
- iii. Oral and written Communication skills;
- iv. Administration skills;
- v. Analytical skills; and
- vi. Report writing skills.

SENIOR PLANNING OFFICER – KLRC 6: ONE (1) POST V/NO. 5/2020

Basic Salary Scale: Kshs. 85,021 - Kshs. 112,704 p.m.

Terms of Service: Permanent.

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

Formulating and developing annual strategic plans for the Commission, preparing plans and realigning it to the budget, coordinating the development of the Commission's plans and performance contract, monitoring and evaluating the implementation of the Commission's plans, programmes and projects, monitoring and evaluating quantity and quality of on-going and completed programmes within the Commission and facilitating all units to have their work plans in place.

(b) Requirements for Appointment

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

- (i) Served in the grade of Planning Officer I or in a

- comparable position for a minimum period of three (3) years with proven experience;
- (ii) Bachelor's degree in any of the following disciplines:- Economics, Statistics, Economics and Mathematics, Economics and Statistics or its equivalent qualification from a recognized institution;
 - (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
 - (iv) Be a registered member of a relevant Professional body;
 - (v) Certificate in computer application skills; and
 - (vi) Demonstrated integrity, professional competence and management capabilities as reflected in work performance and results.

(c) Core Skills

In addition to the above requirements, an officer must have the following skills:-

- i. Supervisory skills;
- ii. Policy implementation skills;
- iii. Oral and written Communication skills;
- iv. Administration and Planning skills;
- v. Performance Contracting / Target setting skills
- vi. Analytical skills; and
- vii. Report writing skills.

PLANNING OFFICER II – KLRC 8: ONE (1) POST V/NO. 5B/2020

Basic Salary Scale: Kshs. 53,198 - Kshs. 75,399 p.m.

Terms of Service: Permanent.

(a) Duties and Responsibilities

This is the entry grade for the Planning Officer cadre. Duties and responsibilities will entail: -

Providing economic planning data; carrying out economic analysis, conducting pre-feasibility and feasibility studies, collecting and collating statistical data on the planned

programmes and projects, writing and submitting reports on specific assignments.

(b) Requirements for Appointment

For appointment to this grade a candidate must have:-

- (i) Bachelor's degree in any of the following disciplines:-
Economics, Statistics, Economics and Mathematics, Economics and Statistics or its equivalent from a recognized institution or its equivalent qualification from a recognized institution;
- (ii) Certificate in computer applications skills; and
- (iii) Demonstrated integrity and professional competence.

(c) Core Skills

In addition to the above requirements, an officer must have the following skills:-

- i. Policy implementation skills;
- ii. Oral and written Communication skills;
- iii. Administration and Planning skills;
- iv. Performance Contracting/ Target setting skills
- v. Analytical skills; and
- vi. Report writing skills

SENIOR SUPPLY CHAIN MANAGEMENT – KLRC 6: ONE (1) POST V/NO. 6/2020

Basic Salary Scale: Kshs. 85,021 - Kshs. 112,704 p.m.

Terms of Service: Permanent.

The Senior Supply Chain Management Officer will be responsible to the Principal Supply Chain Management Officer.

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

Coordinating the collection, collation and analysis of data from the Commission and making appropriate recommendations, monitoring the implementation of existing supply chain management policies, guidelines and procedures; planning supply chain management activities in procurement, warehousing, distribution, fleet management, disposal of stores and assets, market survey and research, procurement plans, inventory and control; preparing tender documents; and implementing policy decisions.

(b) Requirements for Appointment

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

- (i) Served in the grade of Supply Chain Management Officer I or in a comparable position for a minimum period of three (3) years with proven experience;
- (ii) Bachelor's degree in any of the following disciplines:- Supply Chain Management, Commerce (Supplies Management option), Procurement or its equivalent qualification from a recognized institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Be a registered member of a relevant Professional body;
- (v) Certificate in computer application skills; and
- (vi) Demonstrated integrity, professional competence and management capabilities as reflected in work performance and results.

(c) Core Skills

In addition to the above requirements, an officer must have the following skills:-

- i. Supervisory skills;
- ii. Policy implementation skills;
- iii. Oral and written Communication skills;

- viii. Planning skills
- iv. Report writing skills
- v. Administration skills; and
- vi. Problem solving skills.

**ASSISTANT OFFICE ADMINISTRATOR II, JOB GRADE KLRC 10
: TWO (2) POSTS V/NO. 7/2020**

Basic Salary Scale: Kshs. 29,966 - Kshs. 37,456 p.m.

Terms of Service: Permanent.

(a) Duties and Responsibilities

This is the basic entry level for this cadre. Duties and responsibilities will entail:- recording dictation in shorthand and transcribing in typewritten form; processing data and managing e-office; operating office equipment; ensuring security of office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointments; and managing office petty cash.

(a) Requirements for Appointment

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

- (i) Passed the following examinations from the Kenya National Examinations Council (KNEC);
 - Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III;
 - Business English III/Communications II;
 - Office Practice II
 - Secretarial Duties II;
 - Commerce II;
 - Office Management III/Office Administration and Management III

OR

- Diploma in Secretarial Studies from the Kenya National Examinations Council;
- (ii) Certificate in computer application skills; and

- (iii) Demonstrated integrity and professional competence.

(c) Core Skills

In addition to the above requirements, an officer must have the following skills:-

- i. Oral and written communication skills;
- ii. Problem solving skills;
- iii. Etiquette and protocol skills;
- iv. Customer care skills;

TELEPHONE OPERATOR I – KLRC 9: ONE (1) POSTS V/NO. 8/2020

Basic Salary Scale: Kshs. 53,198 - Kshs. 75,399 p.m.

Terms of Service: Permanent.

(b) Duties and Responsibilities

Duties and responsibilities will entail:- screening calls and routing them to their proper recipient; routine testing of exchange lines and switchboard facilities; liaising with telephone technicians and engineers on maintenance of telephone equipment and facilities; and analyzing telephone traffic data for determining adequacy of telephone facilities.

(a) Requirements for Appointment

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

- (i) Served in the grade of Telephone Operator II or in a comparable position for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines:- Telecommunications Operations Management, Customer Service, Public Relations, Hospitality Management, International Relations and Communication Management, Front Office or its equivalent qualification from a recognized institution;
- (iii) Certificate in computer applications; and

- (iv) Demonstrated integrity and professional competence as reflected in work performance and results.

(c) Core Skills

In addition to the above requirements, an officer must have the following skills:-

- i. Oral and written communication skills;
- ii. Problem solving skills;
- iii. Etiquette and protocol skills;
- iv. Customer care skills;

DRIVER II – KLRC 11: TWO (2) POSTS V/NO. 9/2020

Basic Salary Scale: Kshs. 28,314 - Kshs. 35,309 p.m.

Terms of Service: Permanent.

(a) Duties and Responsibilities

This is the entry and training level for this cadre. Duties and responsibilities will entail:- Driving vehicles, detecting and reporting common mechanical faults, carrying out minor repairs, maintaining work tickets for vehicles assigned, ensuring safety of the vehicle on and off the road, ensuring safety of the passengers and/or goods, maintaining cleanliness of the assigned vehicle and ensuring adherence to traffic laws.

(b) Requirement for Appointment

For appointment to this grade, a candidate must have:-

- (i) Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized institution;
- (ii) Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- (iii) Passed the Suitability Test for Drivers Grade II from the Ministry of Roads and Public Works;
- (iv) First-Aid Certificate Course lasting not less than one (1)

- week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- (v) Valid Certificate of Good Conduct from the Kenya police;
 - (vi) Minimum period of three (3) years active driving experience; and
 - (vii) Adequate knowledge of the Highway Code.

(c) Core Skills

In addition to the above requirements, an officer must have the following skills:-

- i. Team player skills;
- ii. Protocol, etiquette skills; and
- iii. Interpersonal skills.

Interested and qualified candidates are invited to make their applications by completing **ONE (KLRC 1)** application form. The form may be downloaded from our Website <https://klrc.go.ke>

The Candidates should attach **COPIES** of the following documents to their application form:

- **National Identity Card**
- **Academic and Professional Certificates and Transcripts**
- **Any supporting documents and testimonials**
- **Detailed Curriculum Vitae**

In addition to the above requirements, candidates are required to comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010

N.B.

- **Only shortlisted** candidates will be contacted.
- Any candidate who **canvasses** for a post will automatically be disqualified
- Women, Persons living with disability and those from Marginalized Communities are encouraged to apply.

Applications should be submitted through the undersigned and delivered at the Kenya Law Reform Commission offices on **3rd floor, Room 321** or through info@klrc.go.ke for online applications on or before 24th August, 2020.

**THE COMMISSION SECRETARY,
KENYA LAW REFORM COMMISSION,
RE- INSURANCE PLAZA 3RD FLOOR,
TAIFA ROAD.
P.O. BOX 34999 - 00100
NAIROBI**

The Kenya Law Reform Commission is an equal opportunity employer.