



# KENYA LAW REFORM COMMISSION

## VACANCIES

The Kenya Law Reform Commission (KLRC) is a statutory Agency whose primary function is law reform at both levels of government. Established under Kenya Law Reform Commission Act, 2013 (No. 19 of 2013), the Commission's mandate is spread across a number of instruments including section 6 of the KLRC Act, 2013 and section 5 of the County Governments Act, 2012.

Pursuant to the provisions of section 21 of the KLRC Act, 2013, the Commission seeks to recruit competent and result-oriented candidates to fill the following positions:

| V/NO      | POSITION         | JOB GRADE | NO. OF POSITIONS |
|-----------|------------------|-----------|------------------|
| 2/11/2023 | LEGAL OFFICER II | KLRC 7    | Four (4) POSTS   |

This is the entry grade for this cadre and involves discharging of KLRC mandate through legal research, public education, development of legislative proposals and review of law and statutory instruments.

### (a) Terms of Service: Permanent and Pensionable and includes:

- (i) **Basic Salary Scale:** Kshs. 61,105-Kshs.84,284 p.m.
- (ii) **House Allowance:** Kshs. 28,000 p.m.
- (iii) **Commuter Allowance:** Kshs. 6,000 p.m
- (iv) **State Counsel Allowance:** Ksh. 30,000 per month
- (v) **Non Practicing Allowance:** Ksh. 15,000 per month
- (vi) **Leave allowance:** Ksh. 6,000 per annum.
- (vii) **Annual Leave:** 30 working days per leave year
- (viii) **Medical:** As per the current KLRC medical insurance cover

### (b) Duties and Responsibilities: These will entail among others:

- (i) Development of initial drafts of the Commission's policies and guidelines for review;
- (ii) Development of strategies for stakeholder consultations and engagements;
- (iii) Liaising with other departments in the implementation of the Commission's mandate;
- (iv) Undertaking research and collating information for the development of the Commission's reports;
- (v) Participation in capacity building and implementation of performance management of the Commission;
- (vi) Initiating legislative proposals for reforming any branch of the law;
- (vii) Preparing legal opinions and advisories relating to requests from Parliament, county assemblies, MDAs, the Judiciary and other stakeholders;
- (viii) Analyzing input from stakeholders on policy, legislative, regulatory and administrative proposals and take necessary action;
- (ix) Attending meetings for development and clarification of national and county policy, legislative proposals and statutory instruments;
- (x) Preparing drafts of national and county policy, legislative proposals and statutory instruments;
- (xi) Reviewing existing national and county policy or legislation to identify inconsistencies with the Constitution;
- (xii) Conducting research on law reform issues arising from judicial pronouncements, revision of laws or emerging areas of law;
- (xiii) Participating in exchange programmes and collaborative initiatives with other law reform agencies for purposes of sharing information to facilitate law reform in Kenya;
- (xiv) Participating in the Commission's resource mobilization programmes and activities; and
- (xv) Participating in implementation of the Commission's projects and plans.

### (c) 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;
- (iii) Three years post-qualification experience; and
- (iv) Certificate in computer application skills.

| V/NO      | POSITION             | JOB GRADE | NO. OF POSITIONS |
|-----------|----------------------|-----------|------------------|
| 3/11/2023 | OFFICE ASSISTANT II, | KLRC 12   | ONE (1) POST     |

This position within the Commission's establishment is to ensure that the office environment is safe, healthy and maintained to good standards and to provide support services.

### (a) Terms of Service: Permanent and Pensionable and includes:

- (i) **Basic Salary Scale:** Kshs. 27,209 - Kshs. 33,892 per month.
- (ii) **House Allowance:** Kshs. 6,750 per month.
- (iii) **Commuter Allowance:** Kshs. 4,000 per month.
- (iv) **Leave allowance:** Ksh. 4,000 per annum.
- (v) **Annual Leave:** 30 working days per leave year.
- (vi) **Medical:** As per the current KLRC medical insurance cover.

### (b) Duties and Responsibilities: These will entail among others:

- (i) Ensuring cleanliness of Commission's offices;
- (ii) Assisting in arranging for in house events such as meetings/workshops (arranging furniture, boards, charts, stationery and re-arranging after completion.);
- (iii) Moving or carrying office equipment, furniture and ensuring orderly arrangements;
- (iv) Cleaning the kitchen equipment/items and taking care of kitchen items as per inventory while maintaining a hygienic kitchen environment;
- (v) Providing support services, which include distribution of correspondence, dispatching of mail to the post office and other destinations;
- (vi) Preparing and serving tea to staff and other office stakeholders as instructed;
- (vii) Collecting and disposing waste including papers and ensure general disposal of litter;
- (viii) Undertaking day-to-day errands as may be required; and
- (ix) Assisting in photocopying and documentation tasks and participating in basic filing of documents.

### (c) Requirements for Appointment

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

- (i) Scored D Plain in KCSE Exams;
- (ii) Certificate in Customer Care or its equivalent qualifications from a recognized institution; and
- (iii) Certificate in computer application skills.

#### How to Apply

1. Interested and qualified persons are invited to make their applications by completing **ONE** application form **KLRC 1**. The form is downloadable from Kenya Law Reform Commission Website: [www.klrc.go.ke](http://www.klrc.go.ke).

2. Applicants must attach certified **COPIES** of the following documents:

- (i) National Identity Card;
- (ii) Academic and Professional Certificates;
- (iii) Any supporting documents and testimonials; and
- (iv) Detailed Curriculum Vitae.

3. Completed applications should be addressed to:

**The Secretary/Chief Executive Officer  
Kenya Law Reform Commission  
Reinsurance Plaza, 3<sup>rd</sup> Floor, Taifa Road  
P.O Box 34999 – 00100  
NAIROBI**

and delivered to **Kenya Law Reform Commission on 3<sup>rd</sup> Floor Room 321 Reinsurance Plaza** or email: [hr@klrc.go.ke](mailto:hr@klrc.go.ke) on or before **12<sup>th</sup> January, 2024**.

4. **Only shortlisted** candidates will be contacted.

5. Any candidate who canvases for a post will automatically be disqualified from consideration.

6. Candidates should **NOT** attach original documents to the application form.

7. Shortlisted candidates will be required to present originals of:

- (i) National Identification Card, Academic and Professional Certificates, any Supporting Documents and Testimonials;
- (ii) A valid Police Clearance Certificate from the Directorate of Criminal Investigations;
- (iii) A valid Tax Compliance Certificate from the Kenya Revenue Authority;
- (iv) A valid Clearance Certificate by the Ethics & Anti-Corruption Commission;
- (v) A valid Clearance Certificate by an accredited Credit Reference Bureau; and
- (vi) A valid Clearance Certificate by the Higher Education Loans Board, if applicable.

**The Kenya Law Reform Commission is an equal opportunity employer**