



Assistant Manager, Legal Services – Ref No. 5/01/2022

Job Title:	Assistant Manager, Legal Services
Current Grade:	EPZA 4
Ministry /Institution:	Export Processing Zones Authority
Directorate:	N/A
Department:	Corporate & Legal Services
Division:	N/A
Section / Unit:	N/A
Location / Work station:	EPZA Head Office
Reporting Relationships	
Reports to:	Corporate Secretary and Manager Legal Services
Direct reports:	Principal Legal Officer
Indirect reports:	Senior Legal Officer Legal Officer Principal Legal Assistant Senior Legal Assistant Legal Assistants
Remuneration	The basic pay attached to the position ranges from Kshs. 75,731.00 to Kshs. 270,000.00. Total for other allowances is Kshs. 77,400.00
Employment Terms	Four (4) years contract renewable subject to satisfactory performance.
Job Purpose	
The job holder is responsible for ensuring the Authority functions effectively and operates within its mandate by providing advice on legal matters	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Provide legal advice to the management on all legal matters; b) Advice EPZ Investors in line with the EPZ Act/ Company law; c) Coordinate preparation of the Authority’s legal documentations (leases, agreements, contracts, legal notices) etc. and ensure proper execution and registration of leases. d) Participate in development of the Department’s Work plan and budget e) Prepare monthly, quarterly and annual sectional reports f) Mentor and coach staff g) Participate in the implementation of the performance management system in the department h) Coordinate legal audits to confirm compliance by the Authority with all applicable laws 	

<ul style="list-style-type: none"> i) Coordinate research on various legal aspects and processes related to the mandate of the Authority. j) Develop, review and implement legal policies and procedures k) Participate in departmental meetings l) Participate in committee meetings as appropriate
<p>. Operational Responsibilities / Tasks</p> <ul style="list-style-type: none"> a) Represent the Authority in all issues requiring legal address claims and legal suits b) Negotiate, draft and review contracts agreement and other legal instruments; c) Draft legal opinions d) Undertake the licencing of EPZ Enterprises including drafting licence conditions, updating the Licence register and issuing reminders to EPZ Enterprises to renew licences e) Prepare legal notices and liaising with the Attorney General's Office for gazettment of new export processing zones regulations f) Liaise with external lawyers on litigation matters and prepare company witnesses by conducting pre-trial briefings g) Research and prepare Authority's cases appropriately h) Prepare monthly reports on legal matters affecting the Authority to the management i) Prepare monthly reports on licences to the management j) Participate in development of Authority's policies on legal matters k) Ensure compliance with statutory and regulatory requirements l) Facilitate the holding of Board Committee meetings including collecting, organizing and distributing information, documents or board papers required for such meetings m) Act as counsel in legal proceedings and liaise with Attorney General /external lawyers n) Vetting and recommend legal fees for payment
<p>Job Dimensions:</p>
<p>I. Financial Responsibility:</p> <ul style="list-style-type: none"> a) Participate in budget development and implementation b) Participate in procurement for the department c) Vet and recommend legal fees for payment
<p>II. Responsibility for Physical Assets</p> <p>Responsible for physical assets assigned by the Authority</p>
<p>III. Decision Making:</p> <ul style="list-style-type: none"> a) Plans the work of subordinates b) Appraise/evaluate subordinates' performance
<p>IV. Working conditions:</p> <ul style="list-style-type: none"> a) Work predominantly within the office

Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
<ul style="list-style-type: none"> a) Masters degree in Law, Business Administration or Social Sciences or equivalent from a recognized Institution b) Bachelor of Laws or equivalent from a recognized Institution
Professional Qualifications / Membership to professional bodies
<ul style="list-style-type: none"> a) Postgraduate Diploma in Laws from Kenya School of Law or equivalent b) Member of Law Society of Kenya in good standing c) Advocate of High Court of Kenya d) Registered Certified Public Secretary by ICPSK e) Attended Management course not less than four (4) weeks from recognized Institution f) Certificate in computer proficiency from a recognized institution; and g) Meets the provision of chapter six of the Constitution.
Previous relevant work experience required.
<ul style="list-style-type: none"> a) Have nine (9) years relevant experience with three (3) years served in the position of Principal Legal Officer or similar position in the public service or reputable organization