



## **VACANCY ADVERTISEMENT**

### **Corporation Secretary**

**Ref: KYEB/HR/CA/01/2017/18**

The Kenya Yearbook Editorial Board established vide Legal Notice No. 187 of 2007 (The Kenya Yearbook order, 2007) is mandated to facilitate Government communication by carrying out the following functions:

1. To periodically compile, edit and publish the Kenya Yearbook annually.
2. To document in detail and publish the work of the Government of Kenya.
3. To publish and convey the immense resources in Kenya and the potential still to be tapped.
4. To co-ordinate and implement Government communications functions in a manner that ensures a qualitative and positive presentation of information that defines Kenya's situation.
5. To provide guidance in Government communication and build a framework of partnerships and co-operation between key government communicators.
6. To inform Kenyans of regional, continental and global integration of opportunities and initiatives.
7. To conduct communication research and disseminate the findings.

The Corporation Secretary will head the Legal Department and will be expected to provide advice to the Board and Management on governance, legal, regulatory and compliance matters and provide corporate secretarial services to the organization.

In this regard, we are looking to fill the above position at our offices in Nairobi headquarters as hereby advertised:

**Duties and Responsibilities:**

1. Provide secretarial and legal services to Kenya Yearbook Editorial Board.
2. Advise the Board on their duties, responsibilities and obligations, relevant laws and governance matters including implementation of Mwongozo: The Code of Governance for State Corporations.
3. Monitor corporate governance policies and their implementation after Board approval.
4. Review and develop legal policies and procedures and recommend areas of improvement.
5. Coordinate preparation of Board papers and line them up for the meetings.
6. Act as custodian of KYEB's legal documents including but not limited to the registers, seal, title deeds, leases and contracts.
7. Prepare, vet and negotiate official legal documents including contracts and leases as per approved policies and procedures.
8. Prepare and coordinate the implementation of intellectual property rights policy and guideline for the products and services of KYEB.
9. Participate in settlement and arbitration of disputes to protect the interests of KYEB.
10. Liaise with the office of the Attorney General and coordinate and monitor external legal matters on behalf of KYEB.
11. Prepare and present legal reports and opinions on matters involving KYEB to the Board of Directors and Senior Management.

- 12.Ensure that the organization's insurance covers are legally adequate and terms and conditions are complied with.
- 13.Ensure that the organization complies with pertinent statutory and regulatory requirements.
- 14.Prepare and implement the legal department's operational and work plan.
- 15.Develop a sound financial budget for the legal department and ensure effective control.
- 16.Plan, monitor and evaluate the performance of legal department's staff against set targets and objectives.
- 17.Implement development action plans aimed at building the capacity of legal department.
- 18.Serve as a member of the Executive Management of the corporation, participating in making decisions on all matters relevant to the running of the corporation.
- 19.Perform any other duty as assigned by the CEO and Board of Directors.

**Requirements for Appointment:**

- Bachelors degree in Law;
- Diploma in Law (from Kenya School of Law);
- Certified Public Secretary (CPS-K);
- Proficiency in computer applications;
- Minimum of 5 years post-qualification experience in legal practice
- Advocate of the High Court of Kenya;
- Current practicing certificate;

**How to apply:**

Interested and qualified candidates should download and fill KYEB application form, and enclose copies of transcripts, academic and professional certificates, national identity card, and testimonials. The applications should be sent by post or hand delivered to the Boards offices so as to reach the undersigned not later than 25<sup>th</sup>, July 2017.

Applicants should attach the following documents with their applications: valid Tax Compliance Certificate from Kenya Revenue Authority, Higher Education Loans Board clearance certificate, Credit Reference Bureau Report, Ethics and Anti-Corruption Commission submission form, and a Certificate of Good Conduct from the Criminal Investigations Department.

**The Chief Executive Officer  
Kenya Yearbook Editorial Board,  
NHIF, Building 4th Floor  
P.O Box 34035 00100  
Nairobi**

Canvassing of any form will lead to automatic disqualification. Only shortlisted candidates will be contacted.

“Kenya Yearbook Editorial Board is an equal opportunity employer. Persons with Disability, Youth, people from minority and marginalized groups and communities who meet the requirements of the advertised jobs are encouraged to apply.”