



BUKURA AGRICULTURAL COLLEGE

P. O. Box 23 – 50105, BUKURA

TEL: 020-3505479 or 020-2349265

E-mail: principal@bukuracollege.ac.ke Website: www.bukuracollege.ac.ke

Sigalagala – Butere Road

JOB OPPORTUNITY

Bukura Agricultural College offers middle level training in agriculture and related fields. The College seeks to recruit self-motivated, dynamic and results oriented persons to fill the following vacancy.

Director Legal Services – Job Grade BAC 2 - One (1) Post – Job Ref: BAC/DLS/01/2024/01 - Re-advertised

Job Specifications

- (i) Liaising with the Chairman and the CEO in preparation of agenda for board meetings;
- (ii) Coordinating Board matters by preparing and dispatching Board Agendas, Board Papers, Board Minutes and Board action reports;
- (iii) Preparing and managing the Board Annual Work Plans;
- (iv) Preparing of Board Minutes, ensuring that they are confirmed and filed;
- (v) Communicating decisions of the Board to the CEO for appropriate action;
- (vi) Monitoring implementation of Board decisions and preparing reports to the Board;
- (vii) Leading & Providing legal advisory services to the College to ensure compliance with existing law and regulatory requirements;
- (viii) Leading legal negotiations on concession related matters and interpreting concession documents to safeguard College interests;
- (ix) Leading and coordinating preparation and reviewing contractual agreements in which the College is a party;
- (x) Advising on new legislation, both locally and from other regimes doing business with the College, with an impact on the operations of the College;
- (xi) Advising on management of contracts to safeguard College assets, interests & reputation;
- (xii) Custodian of ownership documents of the College assets;
- (xiii) Leading, advising & managing on litigation and dispute resolution between various stakeholders and the College to protect the College assets & reputation;
- (xiv) Approving the appointment of external lawyers to represent the College on legal matters;
- (xv) Leading the strategy & implementation of Corporate affairs agenda;
- (xvi) Lead, motivate and develop the departmental staff to ensure an effective and motivated team to achieve business and people objectives;
- (xvii) Preparing, managing and monitoring the departments budgets;
- (xviii) Leading, motivating and developing the departmental staff to achieve business and people objectives;

- (xix) Managing the department's communication;
- (xx) Leading, Identifying, implementing and benchmarking best practices in management and legal regime;
- (xxi) Managing and implementing change initiatives to achieve desired business plans and culture.

Personal Qualifications

For appointment to the post of Registrar a candidate must have at least: -

- (i) Masters degree in a relevant field from a reputable institution
- (ii) Bachelor's degree in Law or equivalent degree from a reputable institution
- (iii) Post graduate diploma in Law from the Kenya School of Law or such similar qualification from a reputable institution
- (iv) Be Certified Public Secretaries CPS (K) or its equivalent
- (v) Working experience of not less than twelve (12) years, five (5) of which must have been in a senior management position from a reputable organization.
- (vi) An advocate of the High Court of Kenya and a member of the Law Society of Kenya
- (vii) Be a member of a professional body (eg. ICPSK, LSK) in good standing
- (viii) Attended a leadership course lasting not less than four (4) weeks
- (ix) Certificate in Computer proficiency;
- (x) Meets the requirements of Chapter Six of the Constitution of Kenya 2010
- (xi) Demonstrated competence in work performance.

Terms of Service

The post will be offered on a Three (3) year contract basis renewable upon satisfactory performance.

Salary/Remunerations: Ksh. 123,930 x 6,210 – 130,140 x 6,510 – 136,650 x 6,810 – 143,460 x 7,110 – 150,570 x 7,410 – 157,980 x 7,770 – 165,750 pm

Interested and qualified candidates are invited to submit written applications accompanied with detailed CV and copies of the relevant certificates/testimonial by **Monday, 29th January, 2024** to:

The Principal/CEO
Bukura Agricultural College
P.O. Box 23-50105, **BUKURA**
Or email to: principal@bukuracollege.ac.ke

Bukura Agricultural College is an Equal Opportunity Employer Committed to Diversity, Disability and Gender Equality. Any form of canvassing shall lead to automatic disqualification. Only shortlisted candidates shall be contacted. **Persons Living with Disability are encouraged to apply.**