



## **KENYA VETERINARY VACCINES PRODUCTION INSTITUTE**

**P. O. Box 53260 - 00200, TEL: 020-3540071/020-2174418**

Email: [vaccines@keevapi.or.ke](mailto:vaccines@keevapi.or.ke)

Website: [www.keevapi.or.ke](http://www.keevapi.or.ke)

**NAIROBI**

### **CAREER OPPORTUNITIES**

The Kenya Veterinary Vaccines Production Institute (KEVEVAPI) is a state corporation established under the State Corporations Act, (CAP 446) through Legal Notice No. 223 of 4<sup>th</sup> June 1990 and operating under the Ministry of Agriculture, Livestock, Fisheries and Cooperatives in the State Department of Livestock. KEVEVAPI is mandated with the production, manufacturing, research and marketing of veterinary vaccines.

The Board of Directors is inviting dynamic, innovative and self motivated candidates to submit their applications for the following positions.

#### **POSITION OF LEGAL OFFICER II, JOB GRADE VPI.9 – Job Ref: KVVPI/LO/003/09/2022**

##### **Job Purpose:**

Responsible for the coordination and management of the legal function.

##### **Job Specification**

##### **Key Duties and Responsibilities:**

- (i) Conducting legal research and preparing legal opinions and memoranda on matters relevant to the Institute;
- (ii) Providing and interpreting legal information;
- (iii) Participating in policy development and advising on legal and policy issues;
- (iv) Providing legal risk reviews and advising on risk mitigation;
- (v) Drafting contracts, pleadings, legal instruments and internal policies;

- (vi) Vetting and negotiating contracts, formal agreements and other legal instruments to meet the laid down requirements for execution; and
- (vii) Handling pre-litigation legal disputes and inquiries;

### **Person Specifications**

- (i) Bachelors of Laws (LL. B) degree from a recognized institution;
- (ii) Post graduate Diploma in Law (Advocates Training Programme) from the Kenya School of Law;
- (iii) Membership to the Law Society of Kenya (LSK) and in good standing;
- (iv) Admission to the roll of Advocates of the High Court of Kenya;
- (v) Current Advocates Practicing Certificate;
- (vi) Proficiency in computer application; and
- (vii) Fulfilled the provisions of Chapter Six of the Constitution.

### **Key Competencies and Skills**

- (i) Strong research skills;
- (ii) Effective communication skills;
- (iii) Strong drafting skills of basic contracts;
- (iv) Strong organisational skills;
- (v) Integrity and Professionalism
- (vi) Ability to work independently with minimal supervision;
- (vii) Knowledge on international contracts and associated documentation;
- (viii) Clear understanding of the structure and functions of the public sector
- (ix) Team player; and
- (x) Excellent interpersonal skills.
- (xi) Computer Literate

### **MODE OF APPLICATION:**

1. Each application shall be accompanied by Copies of Relevant Academic and Professional certificates, Testimonials, National Identity Card or Passport and other relevant supporting documents; a detailed Curriculum Vitae stating current position, remuneration, email and other contact details as well as names and contacts (telephone and email address) of three referees familiar with your qualifications and work experience.
2. Shortlisted candidates will be required to satisfy the requirements of **Chapter Six** of the Constitution of Kenya 2010 and should submit among other documents the following:

- a. Certificate of Good Conduct from the Directorate of Criminal Investigation;
  - b. Clearance Certificate from the Higher Education Loans Board;
  - c. Tax Compliance Certificate from the Kenya Revenue Authority;
  - d. Clearance from the Ethics and Anti-Corruption Commission;
  - e. Report from the Approved Credit Reference Bureau.
3. Interested applicants should submit **twelve (12) hard copies** of their applications which should clearly be marked '**Application for the position of Legal Officer II JG VPL9 - Job Ref: KVVPI/LO/002/09/2022.**
  4. Applications must be received on or before the **Tuesday, 11th October ,2022 at 4.00 pm.**
  5. Only shortlisted candidates will be contacted.
  6. Applications should be addressed to:

**The Chief Executive Officer,  
Kenya Veterinary Vaccines Production Institute,  
P. O. Box 53260 – 00200, Nairobi**

***KEVEVAPI is an equal opportunity employer committed to diversity and gender equity within the organization.***

***KEVEVAPI is ISO 9001:2015 Certified***