REPUBLIC OF KENYA

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Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_048	**Financial Year**	
Document Date	5/13/2026	**Recruitment Plan ID**	
Requestor No.	0204	**Approval Status**	
Requestor Name	Margaret W Kamoni		

Vacancy Details

Position ID	JD-008	**Establishment**	
Salary Scale	CUE 2	**No. of Openings**	
Seniority Level	Executive	**Target Candidate Source**	
Terms of Service		**Sourcing Method**	

Recruitment Details

Recruitment Reason	PD	**Planned Employment Start Date**	
Justification		**Planned Employment End Date**	
Planned Start Date	4/28/2026	**Applications Closing Date**	
Planned End Date	2/6/2026	**Applications Closing Time**	

Requirements

Category	Description	Requirement Type

Responsibilities

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2024/2025

CUE:RECRUIT-016

Released

1

1

Open

2

6/2/2026

6/2/2026

5:00 PM

Substitute Qualification Exist Req	Requirement

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Description

Arranging the business of the Board's and keeping records of the proceedings

Providing advice on legal and corporate matters to the CUE through interpretation and writing legal opinions

Providing secretariat services to the Board

Ensuring compliance with statutes, regulations and procedures

Formulating legal opinions and reports on various issues affecting the Board

Formulating, vetting, reviewing, negotiating contracts, leases, agreements and memorandums of understanding

Reviewing the Board's legal framework and advising on levels of compliance by sector players

Coordinating formulation and reviewing of the Board's policies to ensure that they are in line with relevant laws and Government Circulars

Coordinating litigation management by liaising with the office of the Attorney General to ensure adequate representation of the Board

Ensuring that requisite information and evidence on legal matters involving on the Board is compiled and proper instructions issued to the office of Attorney General

Negotiating disputes with a view to settling them out of court

Coordinating legal audits to measure the Board's level of compliance with various legal requirements

Identify legal risks and advice on mitigation measures

Setting of performance targets, work plans, managing, supervising and developing staff for the legal services unit

Representing the Board in legal fora

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Work Conditions

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Category

Description