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| Job Title | Corporate Secretary and Director Legal Services |
| Grade | NSDCC 2 |
| Corporation/Organization | National Syndemic Diseases Control Council |
| Directorate | Corporate Secretary and Legal Services |
| Department | Legal Services |
| Section / Unit | N/A |
| Location / Workstation | Nairobi |
| Reporting Relationships | |
| Reports to | Board – Functionally CEO - Administratively |
| Direct Reports | Deputy Director, Legal Services |
| Indirect Reports | Senior Principal Legal Services Officer |
| Job Purpose | |
| To provide Board Secretarial and Legal advisory services on matters of Corporate Governance and compliance; and to provide leadership in the development of legal strategies and ensure development of a robust legal and regulatory framework for provision of services and development of legal instruments that guides Council. | |
| Key Responsibilities/ Duties / Tasks | |
| Managerial/Supervisory Responsibilities <ol style="list-style-type: none">1. Board Guidance & Governance: Provide comprehensive guidance to the Board on their duties, responsibilities, governance, and legal implications of policies, ensuring alignment with organizational objectives and compliance with applicable laws.2. Technical Support: Offer robust support in Board induction, training, updating charters, preparing work plans, Board evaluations, Governance Audits, and implementing codes of conduct and ethics. | |



3. **Documentation & Communication:** Spearhead the timely preparation and distribution of Board and Committee papers and minutes, while ensuring effective communication between the organization and shareholders.
4. **Legal Compliance & Risk Management:** Oversee legal audits, conflict-of-interest management, safe custody of legal documents, and ensure compliance with all statutory obligations, including intellectual property protection and legal risk assessments.
5. **Leadership & Strategy:** Provide strategic leadership in developing, implementing, and reviewing policies, procedures, and strategies within the Directorate, with a focus on risk management, performance evaluation, and fostering a culture of ethical practices and good governance.
6. **Litigation & Advisory:** Manage all legal risks, contracts, and litigation; provide legal advisory services to ensure the Council complies with constitutional, regulatory, and legal requirements.
7. **Board Representation & Dispute Resolution:** Represent the Board in corporate matters, dispute resolution, and negotiations, safeguarding the Council's interests in various undertakings.
8. **Staff Supervision & Development:** Oversee the appraisal, supervision, coaching, mentoring, and training of all staff within the Directorate. Ensure performance management systems are robust, and staff are efficient, motivated, and aligned with organizational goals.
9. **Compliance & Monitoring:** Ensure ongoing compliance with national policies, corporate governance, and quality management systems. Oversee the development and review of the Directorate's budget, procurement plans, annual reports, and service delivery charters.

II. Operational Responsibilities/Tasks

1. **Legal Representation:** Coordinate the Council's legal representation in claims, suits, and other legal matters, ensuring the Council's interests are effectively protected.
2. **Directorate Management:** Oversee the day-to-day administrative and operational functions of the directorate, including staff performance management and directorate's meetings.
3. **Secretarial Services:** Provide secretarial services to the Board, ensuring prompt preparation and circulation of minutes, and maintain the Board's dockets, calendars, and meeting schedules.



4. **Document Approval & Legal Risk:** Approve contracts, SLAs, MOUs, and other legal documents, advising on legal risks to prevent errors and protect the Council's reputation.
5. **Legal Interpretation & Compliance:** Advise the Board and Management on legal obligations, changes in the law, and interpret legal documents to ensure compliance.
6. **Staff Appraisal:** Conduct regular appraisals of direct reports, providing feedback and guidance to ensure continuous improvement and alignment with the Council's objectives.

Job Dimensions:

1. **Financial Responsibility:** Recommend and manage the directorate's budget and expenditures, ensuring efficient and effective use of resources.
2. **Physical Assets Responsibility:** Safeguard critical assets, including the company seal, title deeds, ICT equipment, and institutional documents.
3. **Decision-Making:** Make strategic, managerial, and operational decisions that significantly impact the Council's operations, legal standing, and overall governance.

Working Conditions: Primarily office-based at the Council's Headquarters but may be liable for deployment to any office in the regions across the country

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

- 1) Master's degree in law or its equivalent from a recognized institution.
- 2) Bachelor of Laws (L.L.B) degree from a recognized institution.

Professional Qualifications / Membership to professional bodies

- 1) An advocate of the High Court of Kenya.
- 2) Hold a valid Practicing Certificate.
- 3) Postgraduate Diploma Kenya School of Law.
- 4) Member of the Law Society of Kenya (LSK).
- 5) Certified Public Secretary (CPSK).
- 6) Membership to the Institute of Certified Secretaries of Kenya in good standing.
- 7) Certificate in Corporate Governance from a recognized institution.



REPUBLIC OF KENYA



**NATIONAL SYNDemic DISEASES
CONTROL COUNCIL**

8) Leadership course from a recognized institution.

Previous relevant work experience required.

A minimum period of twelve (12) years' relevant work experience, four (4) years of which must be in Senior Management position in the public or private sector