



Senior Legal Officer
REF: NSDCC/11

Job Title	Senior Legal Services Officer
Grade	NSDCC 6
Contract Term	3 Years renewable, subject to satisfactory performance
Corporation/Organization	National Syndemic Diseases Control Council
Directorate	Corporation Secretary and Legal Services
Department	Legal Services
Location / Workstation	Headquarters, Nairobi
Reporting Relationships	
Reports to	Principal Legal Services officer
Direct Reports	Legal Officer
Job Purpose	
To carry out the functions of Legal Services, including collecting, verifying and compiling legal information and documents to enable the department to achieve its objectives.	
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none">1. Preparing legal opinions;2. Providing and interpreting legal information;3. Conducting training and disseminating appropriate legal information to staff;4. Reviewing and drafting contracts, agreements internal policies and ensuring that they comply with all statutory or legal requirements;5. Monitoring and reporting non-compliance issues; handling pre-litigation legal disputes and inquiries;	

6. Participating in policy development and advising on legal policy issues;
7. Developing legal documents/instruments;
8. Ensuring compliance with principles and values of good governance;
9. Implementing strategic plans and objectives in respect to the legal function;
10. Providing legal risk reviews and providing legal advice;
11. Reviewing ongoing cases and advising management accordingly;
12. Providing and interpreting legal information;
13. Conducting training and disseminating appropriate legal information to staff;
14. Reviewing and drafting contracts, agreements internal policies; ensuring they comply with all statutory or legal requirements;
15. Handling litigation legal disputes and inquiries;
16. Keeping track and updates of the amendments and changes of the Kenyan laws that affect the Council; and
17. Drafting contracts and Memorandums of Understanding (MOUs) and other legal documents on behalf of the Board.

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

Academic qualifications

1. Bachelor of Laws (L.L.B) degree from a recognized institution.
2. Postgraduate Diploma in Law from the Kenya School of Law.

Professional Qualifications / Membership to professional bodies

1. Post graduate Diploma in Law from the Kenya School of Law;
2. Admission as an Advocate of the High Court;
3. Membership to the Law Society of Kenya (LSK);
4. Supervisory course from a recognized institution; and
5. Proficiency in computer applications.

Previous relevant work experience required.

A minimum period of four (4) years' relevant work experience.

Functional Skills, Behavioural Competencies/Attributes:

1. Strong analytical skills;
2. Communication skills;
3. Strategic and innovative thinking;
4. Strong interpersonal skills;
5. Ability to mobilize resources; and
6. Negotiation skills

Applicants who meet the above requirements should submit their applications, including an application letter accompanied by a detailed curriculum vitae that lists three (3) professional referees, current position/grade, daytime telephone contacts, email address, copies of certified academic and professional certificates, testimonials and a copy of the National Identity Card or Passport. All applications should **quote the title and reference number** of the position on the cover letter and envelope and be submitted not later than **Wednesday, March 4, 2026, 5.00 pm EAT** to the address below or electronically to recruitment@nsdcc.go.ke

**The Chairperson
National Syndemic Diseases Control Council
Maktaba Kuu Building 2nd Floor
P.O. Box 61307 – 00200
Nairobi
KENYA**

Only shortlisted candidates will be contacted. Canvassing will result in automatic disqualification.

Successful candidates will be required to obtain the following clearance documents:

1. Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI)
2. Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
3. Clearance Certificate from the Higher Education Loans Board (HELB)
4. Clearance from the Ethics and Anti-Corruption Commission (EACC)
5. Clearance Certificate from a Credit Reference Bureau (CRB)

NSDCC is an equal opportunity employer and is committed to inclusivity and diversity. Persons with disabilities and individuals from marginalized and minority communities who meet the qualifications are strongly encouraged to apply.