



VACANCY – SECRETARY/CHIEF EXECUTIVE OFFICER

The Kenya Law Reform Commission (KLRC) is a Statutory Agency whose primary function is law reform. Established under the Kenya Law Reform Commission Act, No. 19 of 2013, the KLRC's mandate is spread across a number of instruments including Section 6 of the KLRC Act, 2013 and Section 5 of the County Governments Act, 2012.

In accordance with the provisions of Section 19 of the KLRC Act, KLRC invites applications from qualified candidates to fill the position of Secretary/Chief Executive Officer.

Minimum Qualifications and Experience

A person shall be qualified for appointment as the Secretary to the Commission if the person-

- (a) is a citizen of Kenya;
- (b) holds a postgraduate degree from a university recognized in Kenya;
- (c) has at least five years proven experience at management level;
- (d) has experience in any of the following fields-
 - (i) ethics and governance
 - (ii) law
 - (iii) economics
 - (iv) social studies
 - (v) research; or
 - (vi) corporate management; and
- (e) meets the requirements of Chapter Six of the Constitution

Duties and Terms of Service

1. The Secretary shall serve on such terms and conditions as the Commission may determine.
2. The Secretary shall hold office for a term of five years but may be eligible for re-appointment.
3. The Secretary shall, in the performance of the functions and duties of the office, be responsible to the Commission.
4. The Secretary shall-
 - (a) be the Chief Executive Officer of the Commission
 - (b) be an accounting officer of the Commission
 - (c) be responsible for-
 - (i) carrying into effect the decisions of the Commission;
 - (ii) day-to-day administration and management of the affairs of the Commission;
 - (iii) supervision of the staff of the Commission; and
 - (d) perform such other duties as may be assigned by the Commission.

How to Apply

1. Interested persons who meet the requirements are advised to send their application through address provided below.
2. All applications should be submitted together with a cover letter, detailed curriculum vitae, a copy of the National Identity Card, certified copies of academic and professional certificates and testimonials.
3. Email applications to be submitted with the subject "Application for CEO" to ceorecruitment@klrc.go.ke. Hard Copy applications should be submitted in a sealed envelope clearly marked: "Application for the position of Secretary/CEO and delivered to:

The Chairperson

Kenya Law Reform Commission

Reinsurance Plaza, 4th Floor

P.O Box 34999 – 00100

NAIROBI.

4. Please note that the shortlisted candidates shall be required to submit the following documents:
 - (a) Letters of Recommendations from two referees.
 - (b) A valid Tax Compliance Certificate from Kenya Revenue Authority.
 - (c) A valid Police Clearance Certificate from Directorate of Criminal Investigations.
 - (d) A valid clearance certificate for Higher Education Loans Board.
 - (e) A valid clearance certificate from an accredited Credit Reference Bureau.
 - (f) A valid clearance certificate from the Ethics and Anti-Corruption Commission.

All applications should reach the undersigned on or before **Thursday 28th December 2023** latest by 5.00 p. m (East African Time).

Only shortlisted candidates will be contacted.

For any information about the Commission, visit KLRC website:-
www.klrc.go.ke

THE CHAIRPERSON

KENYA LAW REFORM COMMISSION

Kenya Law Reform Commission is an equal opportunity employer and encourages all qualified persons to apply.