



LAW SOCIETY OF KENYA

JOB DESCRIPTIONS

	JOB TITLE	JOB DESCRIPTION	QUALIFICATION
1.	Assistant Program Officer - Internal Audit	<ul style="list-style-type: none">• Assist in development of audit programs and testing procedures relevant to risk and audit objectives.• Assist in monitoring and evaluating key processes as appropriately identified in the risk assessment during assignment planning.• Assist in identifying internal controls issues for key risk processes in a timely manner to proactively avert losses.• Assist in ensuring successful completion of assigned/planned audit engagements, from start to finish, inclusive of preplanning, fieldwork and wrap up activities.• Assist in performing audit procedures to verify the implementation and effectiveness of controls through testing and interacting with the relevant Society staff.• Assist in preparation and submission of timely, quality audit reports.• Assist in constantly monitoring if the audit recommendations have been implemented by the management by way of follow- up audits and report on any gaps observed.• Assist in managing of audit files and ensure proper filing of working papers;• Perform detailed checks on key transactions to reassure that key	<ul style="list-style-type: none">• Degree in Accounting, Finance, Business Administration or other related field.• Professional: CPA III or equivalent required.• Minimum two (2) years relevant experience at equivalent position.• Excellent interpersonal, communication and presentation skills with the ability to interact effectively with all levels of management and staff.• Knowledge of computerized audit techniques and experience in systems audit will be an added.

		<p>performance measurement and reporting are robust and reliable.</p> <ul style="list-style-type: none"> • Assist the case investigation related to fraud, breach cases and other Code of Business Principles. • Perform ad-hoc audits if requested by Manager Audit & Risk and other functions. • Undertake any other tasks as assigned by the Secretary/CEO from time to time. 	
2.	Assistant Program Officer-Practice Standards	<p>Coordination</p> <ul style="list-style-type: none"> • Assist the directorate in duties related to advancing Professional Standards, policy development, and implementation. • Engage periodically in sensitization and awareness of the relevant practice rules/guidelines through CPD programs. • Help in identifying and addressing the malpractices being experienced in courts by stakeholders and consumers of justice. <p>Advancing practice standards</p> <ul style="list-style-type: none"> • Assist in coordinating the activities of the Compliance Monitoring Unit. • Undertaking monitoring and inspection visits of members' legal practices to weed out masqueraders/quacks Complaint Management (investigations, intelligence gathering, progressing complaints formally according to legislative requirements and in accordance with internal policies and procedures. Ensuring procedural fairness provisions are maintained at all times) • Assist in developing guidelines for the public, and members, stakeholders and others about LSK regulations complaints and disciplinary procedures. To include guidance on ethics, the regulatory aspects of professional practice and the Code of Conduct. <p>Operations</p>	<ul style="list-style-type: none"> • Bachelor of Law degree from a recognized institution; • Postgraduate Diploma in Law from the Kenya School of Law; • Admitted as an Advocate of the High Court with a minimum of 2 years post-admission experience. • Hold a valid practicing certificate; • Member of the Law Society of Kenya; • Proficiency in computer skills; and Communication skills • Interpersonal skills • Having experience in investigations and litigation will be an added advantage

		<ul style="list-style-type: none"> • Handling correspondences on practice matters • Assist in the activities implementation of the Committee of Practice Standard and Ethics • Prepare files and other documentation for the Practice Standards Committee and sub-committee meetings • Prepare minutes of the Practice Standards committee and sub-committee meetings • Developing legal drafts, tracking and record-keeping Letters of No Objection • Maintaining the register of law firms • Conducting research on practice matters • Process requests and maintain an inventory of requests for the establishment of law firms <ul style="list-style-type: none"> • Assist in fundraising for the Directorates' Activities. • Any other duties as may be assigned by the Secretary/CEO 	
3.	Assistant Program Officer-Member Services	<ul style="list-style-type: none"> • Serve as the first point of contact for members seeking technical assistance over the phone or email; • Handles and resolves membership concerns and informs ICT Program Officer of unusual situations or unresolved issues; • Responds to member inquiries and service requests, and perform active follow-up to ensure member satisfaction and increased member engagement; • Improves customer satisfaction by identifying patterns of problems and barriers to solutions and providing insight to resolve them; • Assisting members in various online services like PC applications, Events Booking and paying, getting PCs, COG's and related services; • Identifying and documenting systemic issues and forwarding them to the Program Officer, ICT; 	<ul style="list-style-type: none"> • Relevant degree. • Minimum two (2) years relevant experience at equivalent position.

		<ul style="list-style-type: none"> • Perform remote troubleshooting through diagnostic techniques and pertinent questions; • Determine the best solution based on the issue and details provided by members • Record events and problems and their resolution in logs; • Follow-up and update member status and information; • Managing positive relationships with our technical support providers and vendors; • Convey any feedback or suggestions by members to the appropriate internal team; • Identify and suggest possible improvements in procedures; • Assist in hardware and software installation, configuration and maintenance; • Monitors membership information on the ERP System and Portal; and • Any other related tasks as may be assigned, from time to time, by the Secretary/CEO. 	
4.	Program Officer – Human Resource	<ul style="list-style-type: none"> • Monitor all HR activities and practices to ensure compliance with statutory requirements and institution policies. • Develop and implement HR strategies, systems, programs and procedures for the institution. • Collaborate with managers to identify staffing needs and create job descriptions. Subsequently, oversee the full employee lifecycle, including recruitment, onboarding, and performance management and off boarding. • Implementation of a comprehensive induction and orientation programmes for all new employees. • Assess training needs within the institution and assist in designing appropriate training programs and initiatives, to enhance employee skills and performance. 	<ul style="list-style-type: none"> • Degree in Business Administration, Human Resource or other related field. • Professional: Member of IHRM. • Minimum five (5) years relevant experience at equivalent position.

		<ul style="list-style-type: none"> • Maintain payroll information by collecting, calculating and capturing data while ensuring the timely preparation of payroll. This shall include ensuring that the organization is compliant with all payroll laws. • Act as the primary point of contact for employees by addressing inquiries, demands, grievances and ensuring that all pertinent issues are addressed in a fair, confidential and transparent manner and facilitate conflict resolution, when necessary. • Oversee and manage performance management systems, to drive employee engagement, productivity and continuous improvement. • Communicate staff work-related incidents and notifications to employees. • Develop and implement systems for managing staff records, including personal data, ensuring that these are kept up to date: maintaining confidentiality, accuracy, data security and adhering to relevant statutory and regulatory requirements. • Foster a positive work culture and employee engagement, through effective communication, recognition programs, and employee relations initiatives. • Oversee all the administrative aspects of the office operations and offer support. • Any other HR and Administration role as may be assigned. 	
5.	Program Officer (PA)- Office of the Secretary/CEO	<ul style="list-style-type: none"> • Coordinate and manage the activities of the office of the Secretary/CEO. • Manage the calendar, diary and correspondence for the Secretary/CEO. • Assist the Secretary/CEO with the implementation of Council resolutions. • Organizing, coordinate and attend meetings with the Secretary/CEO. • Prepare reports after meetings. • Draft statements, speeches and reports as will be directed by the 	<ul style="list-style-type: none"> • Bachelor of Law degree from a recognized institution; • Postgraduate Diploma in Law from the Kenya School of Law; • Admitted as an Advocate of the High Court with a minimum of 5 years post-admission experience. • Hold a valid practicing

		<p>Secretary/CEO.</p> <ul style="list-style-type: none"> • Initiate action points and make follow ups from meetings and/or forums with partners and stakeholders. • Act as the point of contact among executives, management, employees, advocates and other external partners and stakeholders. • Handle requests and queries in consultation with the Secretary/CEO • Assist in fundraising for LSK projects • Any other duty as may be assigned by the Secretary/CEO. 	<p>certificate;</p> <ul style="list-style-type: none"> • Member of the Law Society of Kenya; • Proficiency in computer skills; and Communication skills • Interpersonal skills
6	Program Officer-Parliamentary Affairs & Legislation – One Position	<ul style="list-style-type: none"> • Undertaking objective legal and policy research and analysis • Liaising with the respective departmental Committee in Parliament • Initiate and sustain effective interaction with local and international collaborators on legislative reforms • Monitor trends of emerging contemporary issues nationally, regionally and internationally and legislative responses. • Initiate and develop programmatic areas on legislative reforms • Initiate Donor funding proposals towards supporting legislative reforms • Preparation and production of timely programme report; 	<ul style="list-style-type: none"> • A Bachelor of Laws Degree (LLB.) from a recognized university and a post-graduate diploma from the Kenya School of Law. • An advocate of the High Court of Kenya of 5 years working experience • Skills in legislative drafting, policy review and formulation • An excellent understanding of the legislative process