



LAW SOCIETY OF KENYA- PUPILLAGE VACANCIES FOR THE YEAR 2024

The Law Society of Kenya is the Premier Bar Association with membership of all Advocates in Kenya. The Society invites qualified individuals to complete a six-month pupillage program, undertaking practical training at the LSK Secretariat.

The 6 months' pupillage program will offer interested applicants an opportunity to gain valuable experience & exposure, mentorship, an opportunity to interact with advocates, as well as assist in the development of suitable skills that will provide one with an advantage in the job market.

DIRECTORATE	DUTIES & RESPONSIBILITIES	QUALIFICATIONS
Compliance & Ethics Directorate	<ul style="list-style-type: none"> • Assist in handling complaints and attending to complainants • Assist with inquiries and follow ups • Assist walk-in clients • Assist with drafting Letters of Good Standing • Assist in conducting legal research • Assist with writing of reports • Any other duties as may be assigned by the Secretary/CEO 	<ul style="list-style-type: none"> • At the time of applying, have been admitted to the Advocates Training Programme at the Kenya School of Law (KSL) in its current academic year. • Hold an LLB degree from a recognized university. • Candidates afforded pupillage in the past by Law Society are not eligible to apply.
Practice Standards Directorate	<ul style="list-style-type: none"> • Assist with correspondence • Assist in minute taking on the Committee of Practice Standard and Ethics • Assist in drafting Letters of No Objection • Assist in following up with inquiries on Practicing Certificate • Assist in handling complaints and attending to complainants • Assist in conducting research on practice matters • Any other duties as may be assigned by the Secretary/CEO 	<ul style="list-style-type: none"> • At the time of applying, have been admitted to the Advocates Training Programme at the Kenya School of Law (KSL) in its current academic year. • Hold an LLB degree from a recognized university. • Candidates afforded pupillage in the past by Law Society are not eligible to apply.
Public Interest Litigation Directorate	<ul style="list-style-type: none"> • Assist in supporting and initiating programs for the Public Interest and Advocacy Directorate • Assist in managing and assisting clients at the legal aid desk. • Assist in engaging relevant stakeholders in policy and legal reform • Assist to manage and update the pro bono database and Public interest • Assist in case management of matters LSK is involved in and liaison with advocates on record • Assist in coordinating and implementing activities and meetings of LSK committees • Assisting in initiating and implement partnership initiatives • Assist in developing position papers and policy briefs on emergent issues • Any other duties as may be assigned by the Secretary/CEO 	<ul style="list-style-type: none"> • At the time of applying, have been admitted to the Advocates Training Programme at the Kenya School of Law (KSL) in its current academic year. • Hold an LLB degree from a recognized university. • Candidates afforded pupillage in the past by Law Society are not eligible to apply.
Parliamentary Affairs & Legislation Directorate	<ul style="list-style-type: none"> • Assist in developing position papers for consideration by the head of the department • Assist in preparation of draft report/researches and concept note for approval by the head of department 	<ul style="list-style-type: none"> • At the time of applying, have been admitted to the Advocates Training Programme at the Kenya School of Law (KSL) in its current academic year. • Hold an LLB degree from a recognized university. Candidates afforded pupillage in the past by Law Society are not eligible to apply.

	<ul style="list-style-type: none"> • Assist to review Parliamentary Hansard to appraise the department of any developments in Parliament in relation to Bills. • Assist in writing relevant and periodic reports from information acquired in various workshops • Be available to assist support members and the council committee as need arises • Any other duties as may be assigned by the Secretary/CEO 	
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Personal Attributes

1. Demonstrate good verbal and written communication skills in both English and Kiswahili.
2. Demonstrate a proactive attitude and willingness to learn and to be part of a team handling challenging tasks within specific timelines.

Other Conditions for Application

1. Law Society of Kenya does not provide medical insurance cover for pupils.
2. Those selected for pupillage will be required to submit proof of medical insurance while at the Law Society.
3. Documentation that will be required should you be selected for pupillage are:
 - Letter from Kenya School of Law to show that you are admitted at the school.
 - Insurance Cover

When applying for pupillage, please make sure your application includes the following:

- A cover letter
- Your current CV highlighting any relevant work experience and extracurricular activities, daytime telephone contact, e-mail address, names and addresses of three referees.
- Copies of all academic certificates.
- Only applicants who fulfill the above requirements will be contacted.
- All applications should be forwarded to the undersigned on email at recruitment@lsk.or.ke so as to reach us not later than **Thursday 7th December, 2023 at 5pm.**

The Secretary/CEO
Law Society of Kenya
Lavington, Opp. Valley Arcade, Gitanga Road
P.O. Box 72219-00200
Nairobi