



## **LAW SOCIETY OF KENYA**

### **ASSISTANT PROGRAM OFFICER – PARLIAMENTARY AFFAIRS AND LEGISLATION DIRECTORATE**

The Law Society of Kenya is a Premier Bar Association with membership of all advocates in Kenya. The Society seeks to recruit a suitable candidate for the position of Program Assistant, Parliamentary Affairs and Legislation, to enhance its service delivery.

The Program Assistant will undertake the following responsibilities;

#### **Key Responsibilities:**

- Assist in undertaking objective legal and policy research and analysis;
- Assist in analyzing Bills of Parliament;
- Liaise with the respective Departmental Committees in Parliament
- Design, develop and co-ordinate the implementation of projects and activities on legislative reform;
- Initiate and sustain effective interaction with local and international collaborators on legislative reforms;
- Assist in coordinating implementation and activities of projects on the legislative reforms;
- Liaise and advise the Deputy Secretary (Parliamentary Affairs & Legislation Directorate) on areas of programme mandate;
- Assist in initiating and developing programmatic areas on legislative reforms;
- Monitor trends of emerging contemporary issues nationally, regionally and internationally and legislative responses;
- Initiate donor funding proposals towards supporting legislative reforms;
- Preparation and production of timely programme reports; and
- Any other related tasks as may be assigned by the Secretary/CEO.

#### **Qualifications & Skills**

- 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 with a minimum of three (3) years post-admission experience and hold a current Practicing Certificate;
- Excellent knowledge of legislative drafting and parliamentary processes;
- Dynamic, self-motivated with excellent interpersonal skills knowledge of current legislative trends;
- Experience in planning, administration, management and monitoring of programs;
- Demonstrate ability to initiate donor funding proposals, administer and manage donor funds and grants;
- High degree of professional ethics and personal integrity; and
- Excellent analytical writing, oral presentation, organizational and computer skills.

Interested persons are requested to fill the form [here](#) and then submit their applications, including a detailed CV and a cover letter outlining their qualifications and experience relevant to this position. All applications should be forwarded to the undersigned on email at [recruitment@lsk.or.ke](mailto:recruitment@lsk.or.ke) so as to reach us not later than **24<sup>th</sup> May, 2024**.

*N/B: Only shortlisted candidates will be contacted.*

THE SECRETARY/CEO  
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