



## LAW SOCIETY OF KENYA

### **ASSISTANT PROGRAM OFFICER – COMPLIANCE AND ETHICS DIRECTORATE (TWO POSITIONS)**

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

The Program Assistant will undertake the following responsibilities;

#### **Key Responsibilities:**

- Assist the Deputy Secretary and Program Officer in charge of all aspects of compliance by members of the Society, including the handling of complaints against advocates and the enforcement of ethical and statutory requirements of advocates;
- Assist in management of the Disciplinary Database;
- Liaising with the stakeholders, including Advocates Complaints Commission and the Practice Standards and Ethics of the Society;
- Assist in facilitating committee meetings of the Society as assigned by the Secretary/ CEO;
- Assist in screening and issuance of certificates of good standing/ letters of recommendation;
- Assist in responding to inquiries made to the Secretariat about members;
- Implementation and operationalization of the Society's strategic Plan;
- Preparation and production of timely program reports;
- High quality and objective legal and policy research and analysis;
- Preparation of fund-raising proposals;
- Conceptualization and development of programme ideas in tandem with the Society's mandate, objectives and the Strategic Plan;
- Management, coordination and implementation of programme activities;
- Any other related task as may be assigned, from time to time, 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 relevant experience and hold a current Practising Certificate;
- Excellent knowledge of compliance and ethics 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 **17<sup>th</sup> September, 2024**.

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

THE SECRETARY/CEO  
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