



## LAW SOCIETY OF KENYA

### **ADVERTISEMENT: LEGAL RESEARCH ASSISTANTS (2)**

The Law Society of Kenya is a Premier Bar Association with membership of all Advocates in Kenya. The Society seeks to recruit two (2) Legal Research Assistants, to aid with research work for the Advocates Disciplinary Tribunal, for a contract period of two (2) years.

#### **Key Duties and Responsibilities:**

- ❖ Analysing pleadings and submissions, undertaking in-depth research, identifying appropriate laws relating to cases;
- ❖ Developing well-researched opinions, position papers and policy briefs on emerging legal issues in respect of the Tribunal cases;
- ❖ Writing analytical summaries of written arguments or evidence and assessing the arguments in light of academic legal literature and case law;
- ❖ Conducting legal research on a broad range of emerging legal issues;
- ❖ Preparing and drafting well researched legal briefs on a variety of legal issues;
- ❖ Writing reports, notes and maintaining a database of all the research carried out, including relevant authorities and statutes;
- ❖ Providing up-to-date reports on matters in court i.e. Judicial Review cases and Appeals;
- ❖ Preparing case status reports; and
- ❖ Any other duties as may be assigned, from time to time, by the CEO/Secretary.

#### **Job Requirements: Academic and Professional Qualifications:**

- ❖ Bachelor of Law (LLB) degree from a recognized University;
- ❖ Post-graduate Diploma in Law from the Kenya School of Law;
- ❖ Be an Advocate of the High Court with a current practicing certificate; and
- ❖ Proficiency in computer applications.

#### **Experience:**

- ❖ Be an advocate of High Court of Kenya of at least one (1) year standing.
- ❖ Have a background in legal research & drafting.

#### **Job Core Competencies:**

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| <ul style="list-style-type: none"><li>❖ Oral &amp; Written Communication Skills</li><li>❖ Excellent Conceptual &amp; Analytical Skills</li><li>❖ Interpersonal Skills</li></ul> | <ul style="list-style-type: none"><li>❖ Research and Report Writing Skills</li><li>❖ Attention to detail</li><li>❖ Sound independent judgement</li></ul> |
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#### **How to apply:**

If you possess the necessary qualifications and experience, please apply not later than Wednesday 7<sup>th</sup> January 2026.

Applications should be submitted through e-mail [recruitment@lsk.or.ke](mailto:recruitment@lsk.or.ke) quoting the job title on the subject. All the documents (Cover Letter, CV and credentials) should be in a single PDF file.

LSK is an equal opportunity employer, women and persons who are abled differently are encouraged to apply.

Only shortlisted candidates will be contacted.

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