



LAW SOCIETY OF KENYA

ADVERTISEMENT: VACANT POSITION

The Law Society of Kenya (LSK) is a Premier Bar Association with membership of all advocates in Kenya. The Society seeks to recruit suitable candidate for the following vacant position to enhance its service delivery:

S/No.	POSITION	DEPARTMENT	JOB GRADE	POST
1.	Assistant Program Officer	Legislation (Parliamentary Affairs & Legislative)	LSK-5	1

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;
- Assist in designing, 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, Legislation on areas of program 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 program reports; and
- Any other 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.

How to apply:

Applications should be submitted through e-mail recruitment@lsk.or.ke quoting the job title on the subject, to reach us not later than **Friday, 14th March, 2026 at 5:00pm**. All documents (Cover Letter, CV and credentials) **MUST** 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
South C, Off Red Cross Road
P.O Box 72219 – 00200
NAIROBI.