



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 - Research	Parliamentary Affairs & Legislative	LSK-5	1

ASSISTANT PROGRAM OFFICER - RESEARCH

Key Responsibilities:

- i. Register and process legislative instructions and Bills;
- ii. Conducting legal research, reviewing legislative instruments and policy papers to support compliance and identify key regulatory implications;
- iii. Assist in preparing draft memoranda, notices and briefs;
- iv. Coordinate member input and stakeholder submissions;
- v. Maintain legislative tracker and Directorate records;
- vi. Assist in committee and stakeholder engagements;
- vii. Prepare minutes, reports and legislative documentation;
- viii. Provide technical and logistical support to Directorate operations;
- ix. Any other duties as may be assigned from time to time.

Qualifications & Skills

- x. A Bachelor of Laws Degree (LLB.) from a recognized university and a post-graduate diploma from the Kenya School of Law;
- xi. An Advocate of the High Court of Kenya with a minimum of three (3) years post-admission experience and hold a current Practicing Certificate;
- xii. Excellent knowledge of legislative drafting and parliamentary processes;
- xiii. Dynamic, self-motivated with excellent interpersonal skills knowledge of current legislative trends;
- xiv. Experience in planning, administration, management and monitoring of programs;
- xv. Demonstrate ability to initiate donor funding proposals, administer and manage donor funds and grants;
- xvi. High degree of professional ethics and personal integrity; and
- xvii. Excellent analytical writing, oral presentation, organizational and computer skills

Important Notice:

Any form of canvassing will lead to automatic disqualification from the recruitment process.

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 **Monday, 14th September, 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.