

THE KENYATTA INTERNATIONAL CONVENTION CENTRE

CAREER OPPORTUNITIES

The Kenyatta International Convention Centre (KICC) is established under the Tourism Act, No. 28 of 2011 (the Act). KICC's mandate is to promote business of meetings, conferences and exhibitions. This entails: -

1. Organizing and hosting meetings and providing incentives for conferences and exhibitions at the Convention Centre;
2. Developing and implementing the national meetings, incentives for conferences and exhibitions strategy, in collaboration with the Tourism Board upon consultation with the relevant stakeholders;
3. Marketing the Convention Centre, in collaboration with the Tourism Board; and;
4. Perform any other functions that are ancillary to the object and purpose for which the Convention Centre is established.

KICC is in the process of recruiting suitable persons and invites applications for the following posts: -

No	Reference	Vacancy/ position	Job Grade	No of posts
1	KICC/CS/2024	Corporation Secretary-Director Legal Services	KICC 2	1

Corporation Secretary/Director Legal Services - Job Grade KICC 2

a) Job Purpose

To ensure Governance Structures are complied with, by providing Legal Counsel on matters Corporate Governance, Legal and Regulatory issues and providing Board Secretariate Services.

Provide the Corporation with legal advice, Manage Court cases and ensure compliance with legal and statutory requirements.

b) Job Description

Duties and responsibilities at this level will entail:

- (i) Manage Directorate administrative duties e.g performance reports, staff matters, developing and improving the Directorates systems, processes and internal controls.
- (ii) Provide guidance to the Board on their duties and responsibilities and on matters of Governance.

- (iii) Assist the Board in carrying out Board induction and training, updating of board and committee charters, preparation of Board work plans, Board evaluation, Governance Audit, implementation of code of conduct and ethics.
- (iv) Preparation and review of Corporations board charter and board instruments.
- (v) Ensure timely preparation and circulation of Board and Committee papers and minutes.
- (vi) Be the custodian of the seal of the Corporation and account to the Board for its use.
- (vii) Ensure Board members are aware of the relevant laws affecting the organization.
- (viii) Facilitate effective communication between the Corporation, and shareholders/stakeholders.
- (ix) Ensure annual returns are promptly filed with the relevant authorities.
- (x) Maintain and update a register of conflict of interests.
- (xi) Ensure safe custody of the Corporation's legal instruments, Legal documents, performance bonds, collaterals and all other Corporations properties/Assets.
- (xii) Review and advise Management and Board on legal implications of internal policies and procedures.
- (xiii) Represent the Board in corporate undertakings and dispute resolution.
- (xiv) Oversee the Corporations leasing and Litigation functions.
- (xv) Carry out Legal risk assessment procedures with a view to identifying potential risks and provide relevant mitigation measures.
- (xvi) Ensure the corporation's Intellectual property, (IP), is safeguarded and protected.
- (xvii) Provide supervisory role to the Legal and Regulatory services through periodic review and assessment of the department's functions, review of all major contracts, court cases any other related issues.

c) Job Specifications

For appointment to this grade, an officer must possess: -

- (i) Bachelor's Degree in Law.
- (ii) Master Degree in Law or in any other relevant field.
- (iii) Member of the Law Society of Kenya (LSK) in good standing and holding a current practicing certificate.
- (iv) Member of the Institute of Certified Public Secretaries of Kenya (ICPSK) in good standing.
- (v) Notary Public and Commissioner for Oaths.
- (vi) A minimum of 10 years relevant work experience 5 of which must be in a managerial position.
- (vii) Be conversant with all relevant laws affecting the organization, relevant governance codes to include Tourism Act 2011.
- (viii) Sound knowledge on Board procedures and practices, Corporate Governance and other related issues.
- (ix) Must have practised as an advocate for a minimum period of 7 years.
- (x) Certificate in Management course lasting not less than four (4) weeks.
- (xi) Proficiency in Computer applications.

Applications:

Applicants must comply with Chapter 6 of the constitution and avail clearance certificates from: -

- Directorate of Criminal investigation (Certificate of good conduct)

- Kenya Revenue Authority (KRA) Tax compliance
- Higher Education Loans Board (HELB)
- Ethics and Anti-Corruption Commission (EACC)
- Credit Reference Bureau (CRB)

Interested and qualified persons are requested to submit their application which should include: -

1. One page statement on how you meet the requirements for the position
2. Curriculum Vitae
3. Indication of current salary
4. Professional certificates and testimonials
5. Three professional referees

Terms of offer

The successful candidate's appointment will be as follows:-

- i. Job Grade KICC 2 shall be appointed on contract of five (5) years renewable subject to performance.**

Applicants can access advertisement and application details on KICC's website www.kicc.co.ke.

Applicants should email their applications and detailed Curriculum Vitae with copies of certificates, indicating current position, qualifications, working experience, current remuneration, names of at least three (3) professional referees and day time telephone number to **chair@kicc.co.ke**. Applications should be clearly stated as per your application Reference "**Ref:KICC/CS/2024**" and should reach us not later than **5pm (East African Time) on 27th February 2024.** -

KICC is an equal opportunity employer committed to diversity and gender equality. Persons with disabilities are encouraged to apply. Canvassing will lead to automatic disqualification.

**CHAIRPERSON
THE KENYATTA INTERNATIONAL CONVENTION CENTRE
P. O BOX 30746-00100
NAIROBI**