



# THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A.

Office of the Deputy Vice-Chancellor  
ADMINISTRATION, FINANCE AND PLANNING

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26<sup>th</sup> September 2017

## JOB RE-ADVERTISEMENT

### CORPORATE SECRETARY

The Catholic University of Eastern Africa is seeking to recruit a hands-on, dynamic, knowledgeable and performance-oriented person to fill the position of **Corporate Secretary**.

#### JOB SUMMARY:

To provide technical leadership and strategic direction in the development, implementation and evaluation of professional legal services including overseeing, scheduling and coordinating the provision of corporate services as necessary.

#### REPORTING:

The job holder reports to the Vice Chancellor.

#### DUTIES AND RESPONSIBILITIES:

- Provide CUEA staff, management and committees as applicable with high quality legal and related advice/analyses tailored to University needs, on matters pertaining to all aspects of CUEA's statutory mandate and related matters;
- Attend Board meetings, take minutes of proceedings and direct the affairs of the institution by disseminating the decisions of the Management Board to relevant Managers for implementation;
- Provide legal interpretation of statutory and regulatory provisions.
- Prepare and review contracts, leases and other legal documents;
- Prepare legal reports, advice and opinions;
- Represent CUEA in Court matters as need arises;
- Review formulated legal policies and procedures and verify adherence to internal and external regulations;
- Sensitize other CUEA departments on legal matters pertaining to the organization;
- Prepare standard contracts with third parties and advise the CUEA administration on legal contract best practice;
- Manage and coordinate CUEA's approach towards litigation/other proceedings to which CUEA is party or potentially party;
- Contribute to the development of CUEA policies, regulations and related material pertaining to CUEA's statutory functions/powers;

- Undertake legal research as required and keep abreast on legal and policy developments;
- Participate in Committees and other fora of relevance as required;
- Manage the sourcing of external legal services;
- Manage CUEA's relationships with external providers of legal services on an ongoing basis;
- Perform any other tasks as assigned by the Supervisor from time to time.

#### KEY PERFORMANCE MEASURES

Knowledge of:

- ❖ The Constitution of Kenya 2010.
- ❖ Contracts law.
- ❖ Procurement Legislation.

#### KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

- ❖ Advocate of the High Court of Kenya with a valid practicing certificate.
- ❖ Masters' degree in law or any other relevant and equivalent qualifications from recognized institution.
- ❖ Be a Certified Public Secretary - CPS (K).
- ❖ Seven years' post-admission experience, 3 of which should be in a similar position.
- ❖ Membership to the Law society of Kenya (LSK) and the Institute of Certified Public Secretaries of Kenya (CPS-K).
- ❖ Certificate in computer application skills from a recognized institution.
- ❖ Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- ❖ Demonstrated professional competence as reflected in work performance and results.

#### VALUES AND COMPETENCIES

- ❖ Integrity, honesty and ethics
- ❖ Logical reasoning.
- ❖ Attention to detail.
- ❖ Good negotiations skills.
- ❖ Strong analytical skills.
- ❖ Ability to work under pressure and meet deadlines.
- ❖ A confident and assertive manner.
- ❖ Good public relations, communication and interpersonal skills.

Applications should reach the Registrar Administration and Human Resources on or before **11<sup>th</sup> October 2017**.

Applicants should enclose a C.V., copies of relevant certificates and three reference letters from recognized persons/institutions.

**NB: ONLY SHORTLISTED CANDIDATES SHALL BE CONTACTED.**



**Rev. Dr. Pius Male Ssentumbwe**

Deputy Vice-Chancellor/Administration, Finance and Planning

