



In Search of Better Health

VACANCY ANNOUNCEMENT

The Kenya Medical Research Institute (KEMRI) is a State Corporation established in Kenya in 1979 through the Science and Technology (Repealed) Act, Cap 250 of the Laws of Kenya, Science Technology and Innovation Act, 2013 and currently under KEMRI Order 2021 as the national body responsible for carrying out research in human health in Kenya. KEMRI's vision is "to be a leading Centre of excellence in human health research" and its mission is "to improve human health and quality of life through research, capacity building and service delivery".

KEMRI seeks to recruit dynamic, innovative and experienced persons to fill the following position;

SENIOR LEGAL OFFICER, JOB GROUP KMR 5; DIRECTORATE OF SCIENTIFIC PROGRAMS, PARTNERSHIPS AND GRANTS MANAGEMENT (DSPPGM) - 1 POSITION.

a) Job Specification

Duties and Responsibilities:-

- i. Contract Management:**
 - Draft, review, and negotiate contracts, agreements, MOUs and other legal documents with external partners;
 - Ensure all contracts comply with legal and organizational standards;
 - Manage the contract lifecycle, from initiation to renewal or termination.
- ii. Compliance:**
 - Monitor and ensure compliance with local, national, and international laws and regulations;
 - Develop and implement compliance policies and procedures;
 - Conduct regular compliance audits and risk assessments.
- iii. Grants Management Support:**
 - Provide legal advice and support for the management of external grants;
 - Ensure all grant agreements meet compliance requirements and organizational goals;
 - Assist in the integration of all functions into the grants management process.

- iv. **Policy Development:**
 - o Contribute to the development and updating of organizational policies related to contracts and compliance;
 - o Provide training and support to staff on legal and compliance issues.
- v. **Collaboration:**
 - o Work closely with Finance, HR, Procurement, Communications, and ICT teams to ensure cohesive support for the DSPPGM office;
 - o Act as a liaison between DSPPGM and external legal counsel when necessary.
- vi. **Liaison with Governmental Bodies:**
 - o Liaise with legal departments in the Ministry of Health, Attorney General's office, National Treasury, Ministry of Foreign Affairs, and other relevant governmental bodies in management of contracts;
 - o Ensure alignment with governmental policies and regulations affecting contracts and compliance.
- vii. **Intellectual Property**
 - o Provide legal advice on intellectual property , including patents, trademarks, copyrights, and trade secrets;
 - o Assist in the protection and management of intellectual property assets;
 - o Develop and implement policies related to IP

b) Person Specifications

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

- i. At least four (4) years relevant work experience;
- ii. Bachelor of Laws degree from a recognized institution;
- iii. Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- iv. Admitted as an advocate of the High Court Kenya;
- v. Membership to the Law Society of Kenya (LSK);
- vi. Supervisory course lasting not less two (2) weeks from a recognized institution;
- vii. Valid practicing license;
- viii. Proficiency in computer applications;
- ix. Demonstrated work performance and results.

c) Key Skills and Competencies

- i. Analytical skills;
- ii. Strong communication and reporting skills;
- iii. Mentoring, coaching and leadership skills;
- iv. Interpersonal and negotiation skills;

v. Team player

Terms of employment: This is a **one (1) year contract, renewable subject to availability of funds**, with a probation period for the first 3 months. Salary is negotiable within the KEMRI scheme of service depending on education, experience and demonstrated competency.

Successful candidates will be required to provide the following: Certificate of good conduct, Higher Education Loans Board compliance certificate, KRA Tax compliance certificate, Ethics and Anti-Corruption Commission clearance.

Kindly attach your CV, cover letter, copies of certified academic and professional certificates, testimonials and other relevant documents.

All the applications to be done through KEMRI Website www.kemri.go.ke/e-recruitment - E-Recruitment Portal on or before **4th September, 2024, 5.00 p.m.**

Please visit the KEMRI web site www.kemri.go.ke for more details on the advertisement.

Only Short listed candidates will be contacted.

KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY; PERSONS WHO ARE ABLED DIFFERENTLY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY. KEMRI DOES NOT CHARGE A FEE AT ANY STAGE OF ITS RECRUITMENT PROCESS INCLUDING APPLICATION, INTERVIEW AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH REQUEST IMMEDIATELY.