



Ministry of Roads and Transport
State of Department of Transport

KENYA CIVIL AVIATION AUTHORITY

JOB OPPORTUNITY

Kenya Civil Aviation Authority is responsible for providing regulatory oversight, air navigation services and aviation training in Kenya. The Authority is seeking to recruit qualified Kenyan citizens to fill the following vacant position in its establishment:

JOB TITLE	MANAGER LEGAL SERVICES – KCAA SCALE 3 (REF: CS/02/24) – 1 POST
DEPARTMENT	LEGAL SERVICES
REPORTS TO	CORPORATION SECRETARY

a) Job Description

Duties and Responsibilities will entail:

- i. Coordinating the development and review of policies, strategies, procedures and standards for Legal department.
- ii. Managing, Reviewing and monitoring commercial transactions, contracts, agreements memorandums of understanding, agreement and cooperation.
- iii. Reviewing and monitoring contracts, MOUs, bilateral agreements, legal instruments and policy documents on behalf of the Authority.
- iv. Coordinating with external lawyers on all cases filed for and against the Authority to ensure expeditious resolution, cost effectiveness and favourable outcome.
- v. Ensuring compliance with the constitution and all relevant laws in force through the provision of legal advice.
- vi. Establishing and managing a repository of relevant Laws, Regulations, Policies, Circulars, for the Authority.
- vii. Establishing and managing the Authority's Alternative Dispute Resolution Mechanism.
- viii. Ensuring periodical Legal Compliance and governance Audits and their recommendations implemented.
- ix. Establishing and managing the Leases and licenses Register.

- x. Rendering professional legal advice to the Authority on the ratification and domestication of international conventions related to Aviation matters.
- xi. Coordinating the review and drafting of national laws to enhance implementation of international conventions related to the Aviation sector.
- xii. Articulating key legal and regulatory issues of the Authority in international, regional and national for a.
- xiii. Coordinating timely replies by the Authority to Parliamentary questions that touch on the Legal mandate and operations of the Authority.
- xiv. Undertaking legal research and preparing opinions on matters affecting the Authority.
- xv. Coordinating the enactment of the legislations proposed by the Authority through the Attorney General's chambers and the line Ministry.
- xvi. Preparing the department's annual budget, procurement and training plans.
- xvii. Coordinating the implementation of quality and risk management systems in the Department.
- xviii. Allocating work, developing, supervising and appraising staff in the Department.

b) Person Specifications

For appointment to this grade, an officer must have at least:

- i. A minimum of twelve (12) years' work experience as a legal officer in a Law firm or related field four (4) of which must be at a management role.
- ii. Bachelor of Laws degree from a recognised Institution.
- iii. Master's Degree in any of the following disciplines; International Aviation Law, Public International Law, Environment Law, Employment/Labour Law, or equivalent qualification from a recognized institution.
- iv. Post graduate Diploma in Law from the Kenya School of Law.
- v. Certified Public Secretary (CPSK) or its equivalent qualification from a recognised Institution.
- vi. Training Certificates in Air law or Aviation Law Related Diploma.
- vii. Admitted as an Advocate of the High Court of Kenya.
- viii. Hold a valid practicing certificate.
- ix. Member of the Law Society of Kenya in good standing.
- x. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- xi. Shown merit and ability as reflected in work performance and results.
- xii. Proficiency in computer applications.
- xiii. Fulfilled the provisions of the Chapter Six (6) of the Constitution.

c) Personal Qualities

- i. Communication skills.
- ii. Interpersonal skills.
- iii. Organizational skills.
- iv. Analytical skills.

- v. Problem solving skills.
- vi. Leadership skills.

JOB TITLE	MANAGER AIRWORTHINESS
	ADVERTISEMENT FOR THE POSITION OF MANAGER AIRWORTHINESS HAS BEEN WITHDRAWN

Interested candidates are required to submit their application letters quoting the job reference number on the envelope & application letter and attaching copies of certificates, testimonials and a detailed CV with full contact details of three professional referees to the address below. The applications should be received not later than 21st October 2024.

Kenya Civil Aviation Authority is an equal opportunity employer. Female candidates and persons with disabilities (PWDs) are encouraged to apply. Note that persons with disabilities are required to attach a copy of a valid NCPWD membership card.

**The Director General
Kenya Civil Aviation Authority
Aviation House - JKIA
P. O. Box 30163 – 00100
NAIROBI**

Only shortlisted candidates will be contacted.