



Film Kenya...Capture Africa!

CAREER OPPORTUNITY IN THE FILM INDUSTRY

The Kenya Film Commission (KFC) is a State Corporation mandated under Legal Notice No. 147 of 2015 to develop, promote and market the film Industry locally and internationally. KFC has an exciting career opportunity and now seeks to recruit a dynamic, visionary and innovative person to fill the following position;-

MANAGER LEGAL SERVICES (JOB GRADE KFC 3) – JOB REF NO: KFC/HRA/MLS/2021-1 POST

The officer will report to the Chief Executive Officer and will be responsible for , contract administration, legislative drafting and ensure compliance with legal and regulatory legislation including provision of legal advice to members of management and Board. The officer will also be responsible for:

- (i) Overseeing formulation and implementation of strategies on all legal matters;
- (ii) Providing legal opinion or advice on governance matters within the Commission;
- (iii) Initiating required legislation amendments for the promotion of the Commission's activities;
- (iv) Developing legal strategies aimed at forestalling disputes, controversies and litigation;
- (v) Attending court on behalf of the Commission;
- (vi) Liaising with the Attorney General on all litigations matters;
- (vii) Developing concept papers, legal briefs and opinions as well as effective defence strategies, arguments and testimony in preparation for legal proceedings of cases in liaison with external lawyers;
- (viii) Ensuring that the Commission complies with statutory and other regulatory requirements by undertaking periodic legal audit compliance;
- (ix) Authenticating documents issued to the commission as collateral, securities or support documents for loans and undertake conveyance;
- (x) Facilitating compliance with all statutory requirements; and
- (xi) Maintaining an up to date record of gazetted matters which relate to the Commission.

Person Specifications

- (i) Have a minimum of ten (10) years' relevant work experience, five (5) of which should have been in a management position;
- (ii) Have Bachelor of Laws degree from a recognized institution;
- (iii) Have Master's degree in Law (LLB) from a recognized institution;
- (iv) Have Postgraduate Diploma in Law from the Council for Legal Education;
- (v) Be admitted as an Advocate of the High Court of Kenya;
- (vi) Have current Advocates Practicing Certificate;
- (vii) Be a Member of the Law Society of Kenya (LSK);
- (viii) Have Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (ix) Be proficient in computer applications;
- (x) Have demonstrated professional competence and merit as reflected in work performance and results; and
- (xi) Meet the requirements of Chapter Six of the Constitution.

INTEGRITY CLEARANCE:

In addition to the qualifications set above, shortlisted candidates will be required to provide copies of clearance certificates/letters of good standing from the following;

1. Ethics and Anti-Corruption Commission (EACC).
2. Criminal Investigation Department (CID).
3. Kenya Revenue Authority (KRA).
4. Director of Public Prosecutions (DPP).
5. Higher Education Loans Board (HELB).
6. Credit Bureau Reference.

TERMS OF SERVICE

An attractive remunerative package, commensurate to qualifications, experience and responsibilities and in line with government guidelines will be offered to the successful applicant. The appointment is on a **Four (4) year contract** renewable subject to satisfactory performance.

HOW TO APPLY:

Please submit your application to mksrecruit2021@filmingkenya.com for Manager Legal Services so as to be received not later than 20th September 2021.

Applications **MUST** consist of application cover letter, detailed CV with **three (3) referees contacts**; Indicate your **current position, current remuneration, expected remuneration, e-mail and day-time telephone contact**, relevant Certificates and Testimonials; and copy of National ID/Passport to be addressed to:

**The Chief Executive Officer
Kenya Film Commission,**

**Jumuia Place, Second Floor, Lenana Road,
P. O. Box 76417,
00508 Nairobi.**

KFC is an Equal Opportunity Employer committed to diversity and gender equality. Women, youth and persons with disability are encouraged to apply. Applications without the relevant qualifications, copies of required documents will not be considered.

Any form of canvassing shall lead to automatic disqualification. Only shortlisted candidates shall be contacted.