

Job Title: CORPORATION SECRETARY/LEGAL
KIMC GRADE 3 – 1 POST REF NO. KIMC/HR/01/2021

Kenya Institute of Mass Communication (KIMC) is the oldest Middle Level media training Institution in Kenya established in 1961. It is currently a State Corporation established through Legal Notice No.197 of 2011(amended). The Institute offers training at Post Graduate, Diploma and Certificate levels in Communication and Cinematic Arts.

Reporting to the Chief Executive Officer/CEO;

Job Responsibilities

The Corporation Secretary shall be responsible for legal matters pertaining to the Institute, including issues of property management, insurance, criminal proceedings, rendering legal advice to the Council and the Director on any legal actions to be initiated and/ or defending the interests of the institute. Advising managers on day to day legal problems connected with KIMC regulations.

The Detailed Responsibilities of the corporation Secretary shall include but not limited to:-

- i. Provide guidance to the Board on their duties and responsibilities and on matters of governance.
 - ii. Assist the Board in carrying out the following:
 - a) Board induction
 - b) Updating the Board and Committee Charters
 - c) Preparation of Board work plans
 - d) Board Evaluation
 - e) Governance audit
 - f) Implementation of code of Conduct and Ethics
 - iii. Ensuring the timely preparation and circulation of Board and Committee papers.
 - iv. Responsible for legal matters pertaining to the institution, including issues of Property management, Insurance, Criminal and Civil proceedings.
 - v. Rendering professional legal advice to the Director for any Legal action to be initiated and/or defending the interests of the institute.
 - vi. Advising Management on day to day legal matters connected with the institute's operations.
 - vii. Ensure timely circulation of Board Committee Minutes.
 - viii. Be the custodian of the seal of the organization and other Legal Instruments and account to the Board for their use.
 - ix. Updating the Board and Committee Charters.
 - x. Ensure that the Board Members are aware of all relevant laws relating to the Institute.
 - xi. Ensure the Annual Returns are promptly filled with the relevant authorities.
 - xii. Arranging and conducting periodic and special meetings of the Board, preparing Agenda and Board papers and ensuring all Board Members receive Agenda before scheduled meetings and within the stipulated time.
 - xiii. Advising the Board of the Director's on Corporate and Legal Affairs and matters of Corporate Governance.
 - xiv. Perform any other responsibilities as determined and deemed necessary by the Director.
-

Qualifications

For appointment to this grade an officer must have:

- Served in the grade of a Senior Legal officer in the Public Service or Certified Public Secretary in the Private Sector for a minimum period of three (3) years;
- Law degree from a recognized University; or
- Experience with at least 4 Years at Senior Management;
- An advocate of the High court with valid practicing certificate;
- A member of the institute of Certified Public Secretaries;
- Computer literacy of standard office computer applications;
- Demonstrated integrity, managerial, administrative and professional competence in work performance;
- Ability to work under pressure;

Master's degree in Law or Social Sciences will be an added advantage.

In addition, candidates must adhere to the provisions of Chapter VI on Leadership and integrity, as enshrined in the Constitution of Kenya 2010. Interested candidates must submit Certificates of Compliance from Kenya Revenue Authority (KRA), Ethics and Anti-corruption Commission (EACC), Higher Education Loans Board (HELB), and Credit Reference Bureau (CRB); and provide Certificate of Good Conduct from the Criminal Investigations Department (CID).

Terms of Service

The successful candidate will be on Permanent and Pensionable terms of service. The basic Salary for this position will range from **Kshs.114, 000.00 to 167,463.00 per month exclusive of allowances.**

How to Apply

Candidates who meet the requirements are invited to send their applications quoting job reference number accompanied by detailed curriculum vitae; copies of Academic and Professional Certificates, National Identity Card, Transcripts and Testimonials; Daytime Contacts; Full Names and Contacts of Three (3) referees to:

The Director

Kenya Institute Of Mass Communication

Uholo Road, (South B), Nairobi

Off Mombasa Road

P.O.Box 42422 – 00100

Nairobi.

DATELINE FOR THE JOB APPLICATION -5TH MAY 2021

Kenya Institute of Mass Communication is an equal Opportunity Employer and is committed to implementing affirmative action. In this regard, Women, persons with disability and minority groups with requisite qualifications are encouraged to apply. Please note that only shortlisted candidates will be contacted and canvassing will lead to automatic disqualifications.

