

LEGAL ASSISTANT

Gross salary: Consolidated (KDIC Scale 9)

Leave allowance: As per KDIC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the KDIC Medical Scheme

Terms of Service: Permanent and Pensionable

a) **Duties and responsibilities will entail:**

- i. Facilitating the function of Board Affairs through provision of logistical support, updating the board minutes books, maintaining the Board of Directors Bio data and providing period reports.
- ii. Coordinating activities of external court process servers.
- iii. Implement the legal registry and documents management system and facilitate safe custody of records
- iv. Coordinate the litigation function of Liaising with different court registries, maintaining the centralized court diary, maintaining the bring up system for case files.
- v. Attending court to procure counsels to hold the briefs of the as the case may be in order to backstop unnecessary adjournments of court proceedings involving the Corporation.
- vi. Perusing and analysing the daily court cause list and guiding the in-house counsel on listings as appropriate for effective management of the litigation portfolio and court attendance.
- vii. Coordinating the identification of relevant Continuous Professional Development (CPD) courses applications of practicing certificates and act as a principal liaison person with the LSK and ICPSK.
- viii. Conduct searches at the land registry, presenting conveyancing documents involving the corporation for stamping at the Commissioner of Domestic Taxes and other tax agents, where called upon to ensure effective document registration.

b) **Requirements for Appointment;**

- i. At least (4) years of relevant work experience
- ii. Diploma in paralegal studies from Kenya School of Law;
- iii. Registered as a process server

- iv. Valid license as court process server
- v. Proficiency in computer applications;
- vi. Fulfilling the requirements of Chapter Six of the Constitution of Kenya 2010.