



*Film Kenya...Capture Africa!*

**LEGAL SERVICES MANAGER/CORPORATE SECRETARY - Job Ref: KFC/LSM-CS/2018**

Reporting to the Chief Executive Officer, the job holder will ensure delivery of the KFC's legal services framework, contract administration, and compliance with legal, regulatory legislation and provides advice to management, staff and Board of Directors on legal issues affecting the Commission.

**DUTIES AND RESPONSIBILITIES:**

- Formulate and implement strategies on risk management, litigation, records and assets management.
- Provide legal services to the Board of Directors of the Commission and Board Committees and other management Committees.
- Ensure compliance by the Commission of relevant statutory and regulatory requirements relevant to its business.
- Ensure the development of the Film Bill for the film industry and any other relevant legislation, policies and regulations.
- Safeguard Commission's interests and ensure that they are adequately defended before the Courts either through internal legal resource or use of appointed external Commission lawyers.
- Provide advice to the management of the Commission on all legal, regulatory and contractual matters affecting the operations, business interest or assets of the Commission, including industrial matters.
- Draft and review of contracts and agreements and Commission statutes and rules to ensure that they adequately protect the Commission's interests.
- Auditing the quality of court presentation from external advocates and providing liaison with external advocates and advisers.
- To maintain highest level of confidentiality concerning the sensitive ,strategic and integral legal & other information, decisions and developments taking place at the commission.
- Formulation and implementation of a Corporate Legal Policy to ensure that the Commission complies with all applicable statutory requirements and related codes of regulations
- Advising the Commission on all legal matters and facilitate review of the existing film laws for the growth of the film industry.
- Guide the stakeholders on the application of the film laws
- Developing legal agreements and advising on film co-production treaties, bi-lateral agreements and other legal issues
- Review and approval of Commission contracts and agreements and identifying opportunities for efficiencies and improvements.
- Draw, peruse, complete and interpret legal documents on behalf of the Commission and its subsidiaries / affiliates.
- Performing any other duties that may be assigned from time to time.

## REQUIRED QUALIFICATIONS:

- A Law degree from a recognized university.
- Postgraduate Diploma in Law (KSL).
- A Master's degree in Law will be an added advantage.
- Current advocate's Practicing Certificate.
- At least seven (7) years' experience in a similar position, preferably in the public sector.
- Member of Law Society of Kenya.
- Self-motivation and ability to take initiative and work with minimum supervision.
- Possess strong interpersonal, communication and analytical skills.
- Key strategic and negotiation skills with a strong background of managing teams are essential.

## INTEGRITY CLEARANCE

In addition to the qualifications set above, applicants 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. Chief Executive Officer, Higher Education Loans Board (HELB).
6. Credit Bureau Reference.
7. Professional bodies (where applicable)

## TERMS OF SERVICE AND REMUNERATION

The appointment to this position is on a three (3) year term contract renewable subject to satisfactory performance.

**Basic Salary Scale: Kshs. 149,500 p.m – 206,400 p.m      Job Group KFC 3**

## HOW TO APPLY

Please submit nine (9) hard copies of your application (which should include the application letter, CV, relevant Certificates, Testimonials and copy of National ID/Passport) to a sealed recruitment box at the reception of the **Kenya Film Commission, 2nd Floor, Jumuia Place, Lenana Road, Kilimani, Nairobi** and send a soft copy to [lsmrecruitment2018@filmingkenya.com](mailto:lsmrecruitment2018@filmingkenya.com) and should be received no later than **5.00pm on 2<sup>nd</sup> May, 2018**. The application should be addressed to:

**The Chairman of the Board,  
Kenya Film Commission,  
Jumuia Place II, 2<sup>nd</sup> 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.