



Salaries & Remuneration  
Commission  
Rewarding productivity

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# *Jaramogi Oginga Odinga University of Science and Technology*

## Legal Department

April 2017



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# 1. Introduction

## 1.1. Organisation Design

Jaramogi Oginga Odinga University of Science and Technology (JOOUST) is one of the younger universities in the country. Its recent history dates back to 2009, when Bondo University College, with a student population of only 200 students took over the Bondo Teachers' Training College premises. Bondo University College was established as a constituent college of Maseno University through Legal Order No. 56 of May 11, 2009. .

JOOUST was granted a charter on February 13, 2013 by then president Mwai Kibaki making it the 16<sup>th</sup> public university in Kenya. Over time, the student population has grown to 10,265 as at the beginning of 2016.

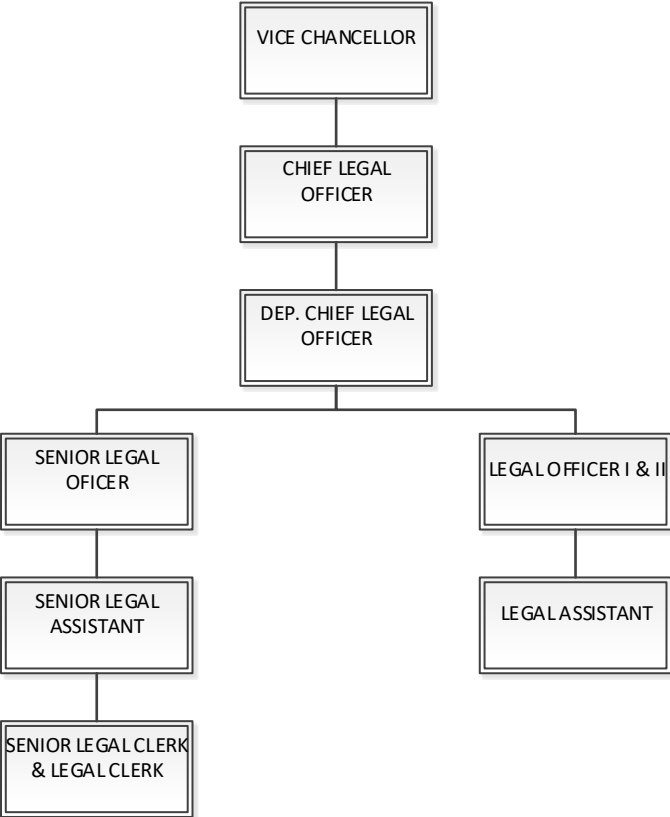
Located 70 kilometres west of Kisumu in Bondo Town of Siaya County is the main campus. The university also has three other campuses / Learning Centres; Nambale, Kisumu and Kisii.

JOOUST's vision is to be '**A beacon of excellence and global leader in University Education for sustainable development**' while its mission is to provide quality education that nurtures creativity and innovation through integrated training, research and community outreach for the advancement of humanity.

This job description manual consists of jobs that were analysed in Jaramogi Oginga Odinga University of Science and Technology. It contains job descriptions which are documented from information provided by job holders and validated by their respective supervisors from the job analysis exercise that was concluded in March 2017.

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# 2. Legal department



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*Legal Department Organisational Structure*

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## 2.1. Legal Officer

1. Background Information			
<b>Job Title:</b> Legal Officer	<b>Job Level:</b> JOOUST/LEG/008	<b>Current Grade:</b> 12	<b>No. of Posts:</b> 1
<b>Institution:</b> Jaramogi Oginga Odinga University of Science and Technology		<b>College/ School / Faculty:</b> N/A	
<b>Directorate/Division:</b> N/A		<b>Department/ Section/Unit:</b> Legal Department	
<b>Reports to:</b> Deputy Chief Legal Officer			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the Job:			
This position is responsible for provision of effective and efficient management of the legal department, provision of legal advisory services and ensure effective management of legal and contractual risks within the University			
3. Main Responsibilities of the Job:			
<b>Research and Scholarship Responsibilities:</b>  N/A			
<b>Learning and Teaching Responsibilities:</b> N/A			
<b>Community Service and Outreach Responsibilities:</b> N/A			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Draw and review all contracts, memorandum of understanding and lease agreements concerning the university to ensure the institution is not exposed to any legal risks.</li> <li>b) Carry out legal audit of the university to ensure that it complies with legal statutes, policies and act of parliament.</li> <li>c) Review tender documents before award of the tender to ensure compliance with Public Procurement and Disposal act.</li> <li>d) Receive and review and all court summons to ensure that the university prepares adequate defence in all cases filed against it.</li> <li>e) Attend the university disciplinary committee meetings to ensure that the students and/or employees are</li> </ul>			

<p>allowed the right to defend themselves and also ensure that the university complies with the laid down legal procedures.</p> <p>f) To draft memorandum to the Vice Chancellor and other head of departments to advise them on legal liabilities, omissions or commissions that they may commit in the course of their duties.</p> <p>g) To review all university policies, rules and regulations to ensure compliance to the law</p> <p>h) To conduct regular training to staff members and student leaders on emerging legal issues that may affect the university</p> <p>i) To appear in court and defend the university in case where the legal department does not have a conflict of interest.</p> <p>j) Ensure compliance with ethical standards by all university employees by keeping and monitoring the conflict of interest register and gift register that is kept by various departments</p> <p>k) Assist the University in adopting and propagating appropriate and effective legal strategies to limit the University's legal liability</p>
<b>4. Job Dimensions:</b>
<b><i>Financial Responsibilities</i></b>
Prepare and manage budget for the legal department
<b><i>Responsibility for physical assets</i></b>
<p>a) Office furniture</p> <p>b) Computer</p> <p>c) Printer</p> <p>d) Cabinet</p>
<b><i>Nature of decision making</i></b>
<p>a) Strategic decisions</p> <p>b) Legal decisions</p> <p>c) Analytical decisions</p> <p>d) Operational decisions</p>
<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Bachelor of Law from a recognised institution
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
<p>a) Advocate of the High Court</p> <p>b) Current practicing Certificate</p> <p>c) Registered member of Law society of Kenya</p> <p>d) At least 5CPD points per year</p> <p>e) CPS (K)</p>
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
<p>a) In-depth professional/discipline specific knowledge and experience in a specialised field or broad knowledge of a number of fields</p> <p>b) Computer literacy</p> <p>c) Knowledge of relevant legislations affecting daily operations of a university</p>
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>

- a) Arbitration skills
- b) Independent minded
- c) Communication skills
- d) Interpersonal skills
- e) Organisational skills
- f) Ability to work under pressure
- g) Negotiation skills
- h) Team building
- i) Problem solving,

**Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role**

Meets the requirements of Chapter six of the constitution of Kenya 2010

#### **6. Relevant Experience Required:**

**Minimum number of months or years of experience the jobholder is required to have to be appointed to the position**

At least 6 years of post admission experience

#### **7. Problem Solving:**

Problems are strategic, affecting more than one area of the institution. Solutions will involve significant financial risk, and be decided as part of a board or senior management team.

#### **8. Communication:**

**Communication/information the job holder needs to understand in order to perform the job:**

- a) Basic verbal instructions or requests
- b) Detailed verbal instructions or requests
- c) Simple written instructions or requests
- d) Detailed written procedures
- e) Detailed technical and/or functional instructions or queries
- f) Basic e-mail, fax or mail correspondence
- g) Detailed e-mail, fax or mail correspondence
- h) Written Government policy documents affecting the job holder's area of responsibility
- i) Current legislation affecting the job holder's area of responsibility
- j) Factual reports on aspects of the institution such as policy guidelines
- k) In depth technical reports, proposals or project briefs affecting one or more departments
- l) Complex commissioned reports, proposals or project briefs affecting more than one departments

**Communication/information the job holder needs to carry out in order to perform the job:**

- a) Routine communication in connection with instructions, requests or normal work tasks
- b) Routine communication with employees of the institution or clients
- c) Communication around escalated or difficult queries with internal or external customers or clients
- d) Basic explanation of services to employees of the institution or clients
- e) Detailed technical explanation of services or concepts to employees of the institution or clients
- f) Simple verbal instructions to other employees within the institution
- g) Detailed verbal or written instructions or requests to employees of the institution or contractors
- h) Basic e-mail, fax or mail correspondence
- i) Detailed e-mail, fax or mail correspondence
- j) Drafting of factual reports, presentations, procedure or policy documents or training material
- k) Drawing up and amending contracts/drafting of legal documents

- l) Negotiation with customers/clients or suppliers over price, contracts or services
- m) Negotiations with senior management of large external institutions, which will have a significant financial impact on the institution
- n) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
- o) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution

**9. Sapiential Authority**

***Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).***

N/A

**10. Influence:**

***Job holder's influence over practices, policies or strategy:***

Has a strong influence on the strategic direction of more than one departments

***Job holders' influence over subordinates and colleagues:***

Coordinate project members

***Job holders' influence over people outside the directorate but within the institution and people outside the institution***

- a) Convey information inside the institution
- b) Convey information outside the institution
- c) Convey information at Senior Management level
- d) Persuasion inside the institution
- e) Persuasion outside the institution
- f) Persuasion at senior management level
- g) Negotiations inside the institution
- h) Negotiation outside the institution
- i) Negotiate at Senior Management level

**11. Other responsibilities assigned outside of the core responsibilities of the job:**

N/A

**12. Working Conditions:**

***Working Environment***

Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

***Job Hazards***

Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.



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# *Final Signoff*

	<b>Name</b>	<b>Designation</b>	<b>Sign</b>	<b>Date</b>
<b>Head of Department</b>				
<b>Human Resource</b>				

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# ***Fair pay for fair play***