



## BANDARI MARITIME ACADEMY

### Job opportunity at Bandari Maritime Academy

Bandari Maritime Academy was established through a Legal Notice No. 233 of 28<sup>th</sup> November, 2018, with the mandate to develop academic and vocational skills and provide competent Maritime Human Resource for a Sustainable Blue Economy.

Applications are invited from interested qualified persons for the vacant position below:

<b>BMA/23/CS&amp;L/12</b>	<b>LEGAL SERVICES OFFICER</b>
Job Grade:	BMA 6
Basic Salary Scale:	Kshs. 71,500 ~ Kshs. 140,500 p.m.
House allowance:	Kshs. 20,000
Commuter allowance:	Kshs. 14,000
Leave allowance:	Kshs. 4,000
Terms of service:	Permanent and Pensionable
Reporting to:	Senior Legal Services Officer
Direct Report	Administrative assistants

#### Job Specification:

Reporting to the Senior Legal Services Officer, the job holder is responsible for assisting in monitoring compliance with the legislation and regulatory framework including providing advice to the Academy in adherence to the provisions of the Legal notice 233 of 28<sup>th</sup> November 2018.

#### Duties and Responsibilities:

The Legal Services Officer will be **assisting in** -

- i. Preparing legal briefs for the initiation of legal action
- ii. Issuance of licensee or certificates in terms of ship registration/licensing
- iii. Preparing and interpreting legal opinions and offering guidance on legal requirements
- iv. Prosecuting for and represent the Academy in law courts and quasi-judicial tribunals
- v. Preparing and filing of pleadings for and on behalf of the Academy
- vi. Drafting and reviewing of legal instruments and policy documents on behalf of the Academy
- vii. Advising on negotiations and taking part in commercial transactions;
- viii. Drafting of contracts and MOUs
- ix. Maintaining and ensuring proper management of the record

## **Person Specification:**

For appointment to this grade a Candidate must have the following:

- i. Bachelor's degree in law from a University recognized in Kenya
- ii. Postgraduate diploma in law from Kenya School of law
- iii. Admitted as an advocate of the High Court
- iv. Valid practicing certificate
- v. Member of the Law Society of Kenya in good standing
- vi. Proficiency in computer applications
- vii. Fulfill the requirements of Chapter Six of the Constitution.

Successful candidates will be required to submit valid compliance certificates from Kenya Revenue Authority, Ethics and Anti- Corruption, a registered Credit Reference Bureau, Higher Education Loans Board and a certificate of good conduct from the Directorate of Criminal Investigations before commencement of the employment contract.

Bandari Maritime Academy is an equal opportunity Employer promoting gender, equity and diversity. Qualified persons with Disabilities are encouraged to apply. Canvassing will lead to automatic disqualification.

Only shortlisted candidates will be contacted.

## **HOW TO APPLY**

Prospective candidates **MUST** fill out the online application form that is available on the Academy website at: <https://bma.ac.ke/job-vacancies>. After filling the online application form, applicants **MUST** submit a detailed CV (with at least three referees), a copy of their national identification, accompanied with copies of academic certificates including Secondary Education certificate and professional certificates, in pdf format as one document, to be emailed to [recruitment@bma.ac.ke](mailto:recruitment@bma.ac.ke) so as to reach the Academy not later than **Monday 4<sup>th</sup> September, 2023, 5pm Kenyan time**.

**Applicants must fill out the online application form and submit documents via email to be considered for the position.**

**Physical applications will not be accepted.**

**Applications received after the specified time will not be considered.**