



BANDARI MARITIME ACADEMY

Job opportunities at Bandari Maritime Academy

Bandari Maritime Academy was established through a Legal Notice No. 233 of 28th 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:

BMA/26/CEO/PLO/11	Principal Legal Officer Job Grade 5 (1 vacancy)
Job Grade:	BMA 5
Basic Salary Scale:	Kshs. 89,000 - Ksh 206,400 p.m.
House allowance:	Kshs. 25,000
Commuter allowance:	Kshs. 16,000
Leave allowance:	Kshs. 6,000
Terms of service:	Permanent and Pensionable
Reporting to:	Corporation Secretary and Head of Legal Services

Duties and Responsibilities:

i. Duties and Responsibilities entail

- Preparing legal briefs and opinions;
- Interpreting legal issues;
- Following up on matters compliance to statutory requirements;
- Drafting contracts, leases, memorandums of understanding (MOUS) and other legal documents;
- Representing the academy in litigations and other legal matters;
- Opening and updating case registers and files pertaining to the academy;
- Preparing case files for hearing;
- Following up on legal status of the academy's assets, liabilities and claims;
- Identifying issues and areas for legal review;
- Reviewing legal documents/instruments;



- k. Safeguarding the interest of the academy in all legal matters;
- l. Liaising with the office of the attorney general on legal matters;
- m. Undertaking research on specific legal areas; and
- n. Preparation reports.

ii. Required Qualification

For appointment to this grade, a staff must have: -

- a. Cumulative Service Period of six (6) years' relevant work experience three (3) of which must have been at the grade of Senior Legal Officer or comparable position;
- b. Bachelor's degree in Laws (LLB) from a recognized institution;
- c. Post Graduate Diploma in Law from the Kenya School of Law;
- d. Be an Advocate of the High Court of Kenya;
- e. Be a member of the Law Society of Kenya;
- f. Management Course lasting not less than four (4) weeks from a recognized institution; and
- g. Proficiency in computer application skills.

