THE NATIONAL COUNCIL FOR LAW REPORTING

CAREER OPPORTUNITY

JOB DESCRIPTIONS, QUALIFICATIONS, TERMS OF SERVICE AND APPLICATION PROCEDURE
SENIOR LAW REPORTER I

Job Grade : KLR 4  
Job Ref. No. : NCLR/ HR/ 2020/045  
Department : Law Reporting  
Reporting to : Assistant Editor  

Basic monthly salary (excluding allowances and benefits):  
KES. 89,748 -120,270 pm

The job holder is responsible for preparing case edits of judicial decisions from the Superior Courts of record of Kenya into brief and concise summaries that will be published in Kenya Law publications including the Law Reports, the Bench Bulletin and other specialized print products.

The key duties and responsibilities tasks for this position will include:

i. Read through the cases of the superior courts of record to and identify reportable cases as per the KLR Editorial Policy.

ii. Prepare edits and case summaries for publication online and in other publications of all relevant judicial opinions of the superior courts of record, as per the KLR Guidelines.

iii. Conduct a comparative analysis of judgments of the courts of record of other jurisdictions.

iv. Monitor and collate all law reform issues raised in judicial opinions from the superior courts of records for onward transmission to the Judiciary, the Kenya Law Reform Commission and other relevant bodies.

v. Compile and proof read articles for the Kenya Law Reports.

vi. Develop curriculum for the training and sharing of knowledge with other partners.

vii. Develop curriculum for the training of judicial legal researchers on aspects of legal research and analysis.

viii. Carry out CLE training sessions on emerging jurisprudence from the superior courts of records.

ix. Research on viable solutions that may improve efficiency within the legal sector.

Job Description, Qualifications, Terms of Service and Application Procedure.
x. Prepare proposals for donor funded activities relating to law reporting and oversee the implementation of those activities.

xi. Supervise junior/subordinate members of the department.

Professional Qualifications, Skills and Personal Attributes

The ideal candidate will be a citizen of Kenya with strong organizational and interpersonal skills as well as the ability to prioritize, multi-task and work under pressure amidst competing demands. The candidate should possess the following minimum qualifications:

i. Bachelor’s degree in Law from a recognized institution;

ii. Diploma in Law

iii. At least 7 years' experience with a minimum of 4 years in a managerial or supervisory position.

Personal Attributes

The ideal candidate will possess the following personal qualities:

i. Good Leadership Skills

ii. Creativity, innovation and a passion for continuous learning and development.

iii. Good interpersonal, team-building and communication skills.

iv. Highly motivated.

v. Excellent analytical skills.

vi. Good command of written and spoken English
SENIOR LAW REPORTER I

Job Grade : KLR 4
Job Ref. No. : NCLR/ HR/ 2020/046
Department : Research and Development
Reporting to : Assistant Editor

Basic monthly salary (excluding allowances and benefits):
KES. 89,748 -120,270 pm

The job holder is responsible for reporting on the development of Kenya's jurisprudence through the monitoring of judgments from the superior courts of record, and the courts of record of other jurisdictions.

Key Duties and Responsibilities:

i. Supervise the monitoring, tracking and reporting of frontier and emerging legal issues in Kenya and monitor the preparation of all related publications.
ii. Liaise with judicial officers and judicial researchers on matters pertaining to legal research, precedent and emerging jurisprudence.
iii. Conduct initial selection of precedent setting cases for publication.
iv. Prepare edits and case summaries for publication online and in other publications of all relevant judicial opinions of the superior courts of record, as per the KLR Guidelines.
v. Monitor and collate all law reform issues raised in judicial opinions from the superior courts of records for onward transmission to the Judiciary, the Kenya Law Reform Commission and other relevant bodies.
vi. Monitor and collate precedent setting authorities from other jurisdictions.
vii. Carry out comparative analysis of judgments from courts of record in other jurisdictions.
viii. Carry out legal Research and analysis on various issues of the law and preparing legal briefs.
ix. Write analytical summaries of written argument or evidence and assess the argument in light of academic legal literature and case law.
x. Conduct first and second reads of relevant publications for print.
xi. Conduct trainings to stakeholders such as judges, magistrates and the legal fraternity.


xiii. Supervise junior/subordinate members of the department.

**Professional Qualifications, Skills and Personal Attributes**

The ideal candidate will be a citizen of Kenya with strong organizational and interpersonal skills as well as the ability to prioritize, multi-task and work under pressure amidst competing demands. The candidate should possess the following minimum qualifications:

i. Bachelor’s degree in Law from a recognized institution;

ii. Diploma in Law

iii. At least 7 years’ experience with a minimum of 4 years in a managerial or supervisory position.

**Personal Attributes**

The ideal candidate will possess the following personal qualities:

i. Good Leadership Skills

ii. Creativity, innovation and a passion for continuous learning and development.

iii. Good interpersonal, team-building and communication skills.

iv. Highly motivated.

v. Excellent analytical skills.

vi. Good command of written and spoken English
COMPLIANCE WITH CHAPTER 6

All shortlisted candidates are required to demonstrate their compliance with Chapter 6 of the Constitution of Kenya by providing clearance certificates from the following institutions: Higher Education Loans Board, Kenya Revenue Authority, Ethics and Anti- Corruption Commission and a Credit Reference Bureau.

THE REMUNERATION AND TERMS OF SERVICE

The position is a job in the public service within the meaning of that term in the Constitution of Kenya, 2010 and is based in Nairobi. Successful candidates will be engaged on permanent and pensionable terms of employment.

APPLICATION PROCEDURE:

All applications are to be sent by email with the subject line being ‘Senior Law Reporter Ref NCLR/ HR/ 2020/045’ or ‘Senior Law Reporter Ref NCLR/ HR/ 2020/046’ and addressed to The Editor/CEO on vacancies@kenyalaw.org

The application email should be sent in two parts/documents and it must comply with the following requirements:

The first document will contain the following information in one continuous document in portable document format (pdf), with information arranged in the following order:

1) A cover letter
2) A recent coloured passport - size photograph of oneself
3) A copy of one's national identity card
4) A curriculum vitae setting out the following information about oneself

Job Description, Qualifications, Terms of Service and Application Procedure.
i. Name, gender, date of birth and contact  
ii. Academic and professional qualifications  
iii. A list of academic and professional certificates  
iv. Previous work experience and/or professional engagements  
v. Membership of any professional associations  
vi. Titles, dates and forum of any publications, research academic papers, lectures, presentations etc. by the candidate  
vii. The range of languages spoken, including one's mother tongue  
viii. Any community service and social welfare activities engaged in  
ix. Names and contacts of three persons who can attest to the candidate's academic, professional and moral standing  

The second document will be one continuous document in PDF format containing the scanned images of the most relevant academic and professional transcripts and certificates. The document size should not exceed 10 MB.