



KENYA MEDICAL TRAINING COLLEGE

VACANCIES

1. LEGAL SERVICES MANAGER, SCALE M15 (1POST)

Ref. No. KMTC/QP- 12/ EAF/1/2018

(a) Job Summary

The Legal Services Manager will be responsible to the Corporation Secretary and shall advise on legal and regulatory matters including advising on negotiations and taking part in corporate agreements; advising on principles of corporate governance; prosecution and representing the College in law courts and *quasi judicial* tribunals.

(b) Requirements for Appointments

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Legal Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of eight (8) years with three (3) years in a management capacity;
- (ii) Been an Advocate of the High Court of Kenya;
- (iii) Masters degree in Law from a recognized institution;
- (iv) Certificate in Management course lasting not less than four weeks from a recognized institution;
- (v) Proficiency in Computer Applications;
- (vi) Fulfilled the requirements of Chapter Six of the Constitution; and
- (vii) Demonstrated merit and ability as reflected in work performance and results.

2. COMMUNICATION MANAGER SCALE M15 (1 POST)

Ref. No. KMTC/QP- 12/ EAF/2/2018

(a) Job Summary

The Communications Manager will report to Corporation Secretary and the Duties will include: advising the college on appropriate Corporate Communications policies

