

## JOB DESCRIPTION

### **Position: Corporation Secretary**

### **Job Grade: BRS 3,**

An officer at this level will be administratively responsible to the Director General for day to day operations and directly to the Board.

### **Duties and responsibilities**

The Corporation Secretary's duties will entail: -

- 1) Oversee the preparation of the Board Papers and implementation of the Board Resolutions in compliance with the Mwongozo Code of Governance for State Corporations;
- 2) Advise the Board and management on development and implementation of a governance framework that fosters achievement of Service's objectives and compliance with corporate governance, applicable laws and policies;
- 3) Coordinate induction, evaluations of performance of board members and ensure board development programs;
- 4) Ensure that Board and Committee papers are circulated in advance of any meeting;
- 5) Facilitate effective communication between the board, management and State Corporation Advisory Committee (SCAC)
- 6) Provide guidance to the Board on their duties, responsibilities and powers on matters of governance, and how these should be exercised in the best interest of the Service;
- 7) Maintain, recording and updating of the Board register of conflict of interest and Code of Conduct;
- 8) Co-ordinate and conduct legal research for the Board;
- 9) liaise with the Office of the Attorney General and Department of Justice on Legal matters.

## **Requirements for appointment**

A person shall qualify for appointment of the Corporation Secretary if that person:

1. Is a Citizen of Kenya;
2. Has seven (7) years relevant working experience;
3. Has served in the grade of a Corporation Secretary or Senior Legal Officer or any similar managerial position for a minimum period of three (3) years with proven experience;
4. Holds a Bachelor of Laws degree from a recognized institution;
5. A master's degree from a recognized institution will be an added advantage;
6. Is an Advocate of the High Court of Kenya;
7. Is a member, in good standing, the Certified Public Secretaries of Kenya (CPS K);
8. Demonstrates administrative and professional competence;
9. Demonstrates computer literacy;
10. Meets the requirements of Chapter Six of the Constitution