



# Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)

## Job Descriptions and Person Specifications for Advertised Positions

# KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL (KUTRRH)

## ADVERTISEMENT FOR VACANT POST

Kenyatta University Teaching, Referral and Research Hospital (KUTRRH) is a State Corporation under the Ministry of Health, registered under Legal Notice Number 4 of the State Corporations Act Cap 446. The Hospital seeks to engage qualified staff for the position listed below. Applicants must demonstrate diligence, commitment and a positive attitude.

### Legal Officer – Job Grade KUTRRH 8, Ref. V/FT/32/2024 (2 positions)

**Job Purpose:** The Legal Officer's job exists to provide legal services in the Hospital, including preparing and reviewing legal documents, handling legal matters, ensuring compliance, and maintaining a legal database. Additionally, the Legal Officer assists in secretarial duties for the Board of Directors and conducts legal awareness and education for Hospital staff.

#### Duties and Responsibilities

- Preparing preliminary legal documents/instruments;
- Ensuring compliance with principals of good corporate governance;
- Collecting and collating data for legal research and decision, making;
- Reviewing recent legislation, court cases, correspondences and publications pointing out matters that which necessitate management actions;
- Conducting legal awareness and education to Hospital staff;
- Assisting in the provision of secretarial services to the Board;
- Researching on relevant statutes, rulings and precedents to be used as a basis for preparation of legal opinions;
- Preparing legal opinions;
- Representing the Hospital on court matters;
- Performing any other duties as may be assigned.

#### Qualifications & Requirements

- i. Bachelor of Laws degree from a recognized institution.
- ii. Post graduate Diploma from the Kenya School of Law or its equivalent.
- iii. Admission as an Advocate of the High Court of Kenya.
- iv. Member of the Law Society of Kenya in good standing.
- v. At least three (3) years relevant work experience in a legal department.
- vi. Proficiency in computer applications.
- vii. Fulfilled the requirements of Chapter Six of the Constitution of Kenya.

## Key Competencies & Attributes

- **Attention to Detail:** Pays meticulous attention to detail when drafting legal documents, reviewing contracts, and analyzing legal issues.
- **Problem-Solving:** Demonstrates the ability to identify legal challenges, develop creative solutions, and resolve issues effectively.
- **Collaboration:** Works collaboratively with the Board of Directors, Hospital Management, legal teams, and external stakeholders to achieve legal and compliance goals.
- **Adaptability:** Adapts quickly to changes in laws, regulations, and healthcare practices to ensure legal compliance and mitigate risks.
- **Confidentiality:** Maintains strict confidentiality of sensitive legal information and clients' data in accordance with privacy laws and ethical standards.
- **Negotiation Skills:** Demonstrates proficiency in negotiating contracts, settlements, and agreements with vendors, insurers, and other parties, ensuring favorable terms for the Hospital.
- **Risk Management:** Identifies potential legal and regulatory risks for the Hospital and develops strategies to mitigate these risks effectively.
- **Analytical Skills:** Applies critical thinking skills to analyze complex legal issues, evaluate evidence, and make well-informed decisions in legal matters.
- **Conflict Resolution:** Possesses strong conflict resolution skills to address disputes, conflicts, and legal challenges within a hospital environment, promoting harmony and cooperation among stakeholders.

### HOW TO APPLY:

If your background and competencies match the specifications of the position above, please apply online via: [www.kutrrh.go.ke/careers](http://www.kutrrh.go.ke/careers)

For all applications, please indicate the subject as follows: **JOB APPLICATION – [JOB REFERENCE NUMBER]**. Please note that you have to attach the *Application Form, Application Letter, Curriculum Vitae and Practising License ONLY* when you apply to the address below:

**The Chief Executive Officer  
Kenyatta University Teaching, Referral & Research Hospital  
P.O. Box 7674 – 00100 GPO  
Nairobi Kenya**

The deadline for the receipt of all applications is **5<sup>th</sup> April 2024**. Please note:

1. Kenyatta University Teaching, Referral, and Research Hospital does not charge any fees for application.
2. Only shortlisted candidates will be contacted.
3. Successful candidate (s) will be required to submit the documents listed below to comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010:
  - Certificate of good conduct from the Directorate of Criminal Investigations
  - Clearance Certificate from the Higher Education Loans Board (for university graduates only)

- Tax Compliance Certificate from the KRA
- Clearance from Ethics & Anti-Corruption Commission
- A report from an approved Credit Reference Bureau

Any form of canvassing will lead to immediate disqualification.  
KUTRRH is an Equal Opportunity Employer.

**YOUTH, WOMEN AND PEOPLE LIVING WITH DISABILITY ARE  
ENCOURAGED TO APPLY**