

**Dated January 8<sup>th</sup>, 2024**

## GOVERNANCE & LEGAL INTERN JOB

The Institute of Certified Secretaries (ICS) is a statutory membership body incorporated under Chapter 534 of the Laws of Kenya. Its core mandate is to promote the practice of good governance in both the private and public sectors. In pursuit of its strategic objective of positioning itself as the focal point on governance matters, ICS has over the years been involved in various initiatives including research, publication, capacity building and advisory services in the area of governance. It is against this background that ICS is seeking to recruit a Governance & Legal Intern to offer support in the areas of corporate secretarial, governance and law. Below are the details:

1. Post Title	Governance & Legal Intern Job
2. Duration of Employment	Six Months between January 22 <sup>nd</sup> , 2024 to July 21 <sup>st</sup> 2024 (Renewable based on Performance)
3. Type of Employment	Short Term Contract
4. Reporting to	Manager, Governance & Advocacy
5. Roles	<ol style="list-style-type: none"><li>Carry out legal research relevant to governance and CS profession;</li><li>Supports in the preparation of proposals to be included in the various Bills and Policies for the enhancement of governance;</li><li>Supports in the Identification and engagement of partners essential for policy engagement and advocacy;</li><li>Conducts policy analysis on relevant issues focusing on CS Profession;</li><li>Supports in proper drafting of contracts, leases, formal agreements, and other legal instruments within the Institute and between the Institute and other parties; and</li><li>Implements policies and strategies on advocacy and lobbying;</li><li>Other duties as assigned by the supervisor</li></ol>
6. Qualifications	<ol style="list-style-type: none"><li>Bachelor degree in Law.</li><li>ICS Member, CS graduate or CS student.</li><li>Demonstrable competence in research and writing.</li></ol>

<p>7. Skills</p> <p>8. Work location</p> <p>9. Stipend</p> <p>10. Application Procedure</p>	<p>d) Good legal and governance knowledge</p> <p>Excellent communication, organizational and computer skills.</p> <p>At the Institute offices at Upper Hill unless on specific assignments.</p> <p>Gross of Kshs 30,000, and which is subject to all statutory deductions. The position does not attract any other benefits.</p> <p>Suitable and qualified candidates should submit their detailed and updated softcopy word format CV together with an application letter to <a href="mailto:jobs@ics.ke">jobs@ics.ke</a> addressed to:  <b>Manager, Governance and Advocacy</b>  <b>Institute of Certified Secretaries</b>  <b>CPS Governance Centre, Kilimanjaro Road, Upper Hill, Nairobi</b>  <b>P. O. Box 46935-00100, Nairobi.</b></p> <p>The Application letter should clearly state on the headline:  <b>APPLICATION FOR GOVERNANCE &amp; LEGAL INTERN JOB</b></p> <p>All applications from qualified and interested persons should reach the Institute before the <b>deadline on Monday, 15<sup>th</sup> January 2024 at 9:00 am.</b></p> <p><b>NB:</b> Do not attach any other document other than your resume and application letter. If shortlisted, you may be required to carry the relevant academic certificates (original and copies) during the interview.</p>
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