



## THE KENYA SCHOOL OF LAW

### TRAINING OPPORTUNITY: CERTIFIED SECRETARIES COURSE

### CALL FOR EXPRESSION OF INTEREST

#### 1. Background

The Kenya School of Law is established under the Kenya School of Law Act 2012, as a State corporation. The Act provides that the mandate of the School is—

- a) To train persons to be advocates under the Advocates Act;
- b) To ensure continuing professional development for all cadres of the legal profession;
- c) To provide para-legal training;
- d) To provide other specialized training in the legal sector;
- e) To develop curricular, training manuals, conduct examinations and confer academic awards; and
- f) To undertake projects, research and consultancies.

The CPD Department of the School implements on behalf of the School the mandates specified as (b), (d), part of (e), and (f). The CPD programmes began running in 2007-2008, but took off in earnest in July 2009. CPD handles training in different areas of law, especially on the emerging issues, and areas that are not necessarily law but involve legal issues. CPD also handles tailor-made courses according to clients' requests.

The Department has also been carrying out consultancies, including legal compliance audits, regulatory impact assessment, development of manuals and training needs analysis.

#### 2. Objective of the Call for Expression of Interest

In the exercise of training mandate on matters relating to law, the School wishes to invite applications from qualified persons to be trainers in the Certified Secretary (CS) Course.

The School is accredited by KASNEB to provide training leading to the award of the CS qualification upon passing the relevant KASNEB examinations. The course imparts knowledge, skills, values and attitudes, amongst other competencies. Upon successful completion the learner will be able to:

- Practise and promote principles of good governance within public and private sector entities;
- Implement and comply with legal, regulatory and ethical requirements in practice;
- Ensure proper conduct and management of meetings;
- Undertake consultancy and advisory services in corporate secretarial and related practices;
- Manage boardroom dynamics;
- Undertake governance and compliance audits.

#### 3. Syllabus

The CS syllabus was revised in July, 2021. The new syllabus is competence-based and helps to produce an all-round candidate compared to the older curriculum which was more knowledge-based.

The Course is divided into three levels, namely, the Foundational Level, the Intermediate Level, and the Advanced Level:

#### **4.1 Foundational Level**

- a) Paper No. 1 – Management Principles & Practice;
- b) Paper No. 2- Communication Skills & Records Management;
- c) Paper No. 3 – Introduction to Law & Governance;
- d) Paper No. 4 – Principles of Accounting & Taxation;
- e) Paper No. 5 – Human Resource Management;
- f) Paper No. 6 – Information Communication Technology.

#### **4.2 Intermediate Level**

- a) Paper No. 7 – Company Law;
- b) Paper No. 8 – Public Sector Governance, Policy & Administration;
- c) Paper No. 9 – Meetings: Compliance & Administration;
- d) Paper No. 10 – Financial Markets & Specialized Institutions;
- e) Paper No. 11 – Corporate Governance & Ethics;
- f) Paper No. 12 - Research, Consultancy & Advisory.

#### **4.3 Advanced Level**

- a) Paper No. 13 – Strategic Management;
- b) Paper No. 14 – Finance for Decision-Making;
- c) Paper No. 15 – Governance & Compliance Audit;
- d) Paper No. 16 – Boardroom Dynamics.

### **4. Basic Eligibility Criteria**

A person who wishes to express interest should meet the following basic criteria:

- a) Have a basic university degree, which can be in the field Law, Economics, Accounting, or any other discipline;
- b) Have at least three years' practical experience in the relevant subject the person wishes to be engaged in;
- c) Through the CV, certificates and testimonials, demonstrate that they have *expertise* in the relevant subject matter in the Foundational, Intermediate or Advanced Levels of Certified Secretaries Course;
- d) Where a person is expected to be affiliated to a recognized professional body, such as Institute of Certified Secretaries, the Law Society of Kenya, etc., the person must have a current licence or certificate authorizing the person to practice issued by the professional body;
- e) Have no pending disciplinary case with the respective professional body;
- f) Be ready to be called upon from time to time to provide the relevant services and remunerated in accordance with the rates determined by the School under its policies;
- g) Be willing to enter into a contract for each assignment upon which they are engaged;
- h) Be ready and willing to be appraised by the trainees;

Prior training in the new CS, IHRM or ICPAK syllabus, *andragogy* and *delivery methods*, or where the applicant is already under a training contract with the School, will be an added advantage.

**NOTE:** *The school will offer all the levels, (Foundation, Intermediate and advanced). The training will commence in July and will be fully virtual and offered after 5.00pm. Physical classes will be introduced at a later date.*

## **5. Evaluation**

All the expression of interests will be evaluated by the School and the selected individuals will be notified as are those that will not have been successful. The School reserves the right to call for other or further information for the purpose of the evaluation exercise.

## **6. Application Procedure**

Interested qualified individuals should—

- a) Download from the School website, the *Expression of Interest Form* and the *Form of CV*;
- b) Complete the two documents, and
- c) Submit them *online*, together with scanned copies of relevant certificates and testimonials, to [cpd@ksl.ac.ke](mailto:cpd@ksl.ac.ke) so as to reach us **by close of business on 15<sup>th</sup> July 2023**.

**Clarifications:** All inquiries or clarifications should be directed to the Assistant Director, CPD, on [ikuloba@ksl.ac.ke](mailto:ikuloba@ksl.ac.ke)

**Dr. Henry K. Mutai**  
**DIRECTOR/CHIEF EXECUTIVE OFFICER**