



TEMPORARY APPOINTMENTS

8TH SEPTEMBER 2025

Introduction

The Kenya Vision 2030 Delivery Secretariat (VDS) is a Semi-autonomous Government Agency established under The Kenya Gazette No.1386 (Vol. CXI – No 15 of 17th February 2009). Our role is to spearhead the implementation of the Vision as the Country's development blueprint and strategy towards making Kenya a newly industrializing middle-income country capable of providing a high quality of life for all its citizens by 2030.

Kenya Vision 2030 Delivery Secretariat (VDS) is seeking temporary appointment in the **Legal Casual Assistant** position:

Key Attributes

1. Ability to work in a multi-cultural and multiethnic environment with sensitivity and respect for diversity.
2. Excellent organizational, interpersonal and communication skills.
3. Capacity to work under pressure to meet strict deadlines.
4. Be self-driven and a team-player.

LEGAL CASUAL ASSISTANT (REF: VDS/05/09/25) – 2 POSTS

Duties and Responsibilities will entail:

- i. Providing legal advice and support to management and various departments on corporate, contractual, and regulatory matters.
- ii. Ensuring compliance with all applicable laws, regulations, and internal policies.
- iii. Monitoring legal developments and recommending necessary policy or procedural updates.
- iv. Drafting, reviewing, and negotiating contracts, agreements and legal documents to protect the organization's interests.
- v. Ensuring that all contracts comply with legal and regulatory requirements.
- vi. Maintaining an organized record of legal documents and contracts.
- vii. Assisting in handling legal disputes and litigation matters involving the organization.
- viii. Conducting legal research to support decision-making and risk assessment.
- ix. Ensuring intellectual property, data privacy, and other corporate assets are legally protected.

- x. Assisting in organizing and documenting board meetings and resolutions.
- xi. Developing awareness programs on key legal issues affecting the organization.

Job Specifications

- i. Bachelor's degree in law (LLB) from a recognized institution.
- ii. At least one year experience in a similar position in the public or private sector.
- iii. Strong understanding of corporate law, contract law, labour law, and regulatory frameworks.
- iv. Certificate in computer packages from a recognized institution.
- v. Shown merit and ability as reflected in work performance and results.

How to Apply

- If you meet the above qualifications, please apply through online via this link <https://forms.gle/YTUWqPXE75MovGaU9> . Hard copies shall **NOT** be considered.
- Interested candidates with the required qualifications should submit their applications clearly indicating the position applied for and Vacancy Reference No.
- Each application should be accompanied with an application letter, detailed curriculum vitae (giving details of telephone, email contacts, qualifications, experience, and three referees), copies of relevant academic and professional certificates, national identity card or passport, testimonials and other relevant supporting documents.
- Interested candidates should provide all the details requested. It is an offence to submit incorrect information in your application.
- Only shortlisted candidates will be contacted.
- Canvassing will lead to automatic disqualification.
- VDS does NOT charge a fee at any stage of the recruitment process.
- Application letter and supporting documents should be attached as **ONE PDF file**.
- All applications should be addressed to:

**The Director General
Kenya Vision 2030 Delivery Secretariat
Britam Centre, 7th Floor
Mara/Ragati Road Junction, Upper Hill
P.O. Box 52301 – 00200
Nairobi, Kenya**

Note: Compliance with Chapter Six of the Constitution

Appointed candidates shall be required to submit the following documents to signify compliance with Chapter Six of the Constitution:

- Tax compliance certificate from the Kenya Revenue Authority.
- Clearance certificate from the Higher Education Loans Board.
- Clearance from Ethics and Anti-Corruption Commission.
- Certificate of good conduct from the Directorate of Criminal Investigation Department.
- Certificate from a Credit Reference Bureau.

Application Deadline

Applications to be submitted ONLINE not later than **22nd September 2025 at 1700hrs** East African time.

"VDS respects inclusivity. Women, Minorities, Marginalized and Persons Living with Disability who meet the job specifications are strongly encouraged to apply". Only shortlisted candidates will be contacted.