



POSITION ANNOUNCEMENT

INTERN – LEGAL AFFAIRS AND CORPORATION SECRETARY

The Capital Markets Authority is a statutory agency charged with the responsibility of regulating and developing an efficient capital market in Kenya. The Authority invites applications for the following position:

INTERN-LEGAL AFFAIRS & CORPORATION SECRETARY-1 POSITION

Internship Period: 3 months (non-renewable)

Reporting to the Legal Officers-Contracts & Advisory & Litigation, the selected candidate will be responsible for;

1. Assisting in drafting court documents and effecting service upon parties;
2. Maintaining proper records in respect to court files, contracts and legal opinions;
3. Conducting research and preparing legal briefs and opinions;
4. Attending court to follow proceedings and thereafter to prepare relevant updates;
5. Updating the register of judicial precedents on Capital markets; and
6. Undertaking other assignments as assigned from time to time.

Minimum Requirements

Bachelor's degree in Law or Kenya School of Law student

Skills and Competencies

- i. Computer skills
- ii. Personal integrity
- iii. Communication Skills (Written and oral)
- iv. Strong interpersonal skills
- v. Confidentiality
- vi. Flexibility
- vii. Attention to Detail and Accuracy
- viii. Problem Solving Skills

Please [Click Here](#) and apply. Applications should be received on or before **June 17, 2018**

Note: Please upload a CV and one-page Cover Letter only at this stage. No certificates or other testimonials will be required until interview stage.

Only shortlisted candidates will be contacted for interviews.

“Capital Markets Authority is an Equal Opportunity Employer. Persons with disabilities are encouraged to apply”.

THE CAPITAL MARKETS AUTHORITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.