

POSITION ANNOUNCEMENT TEMPORARY LEGAL ASSISTANT

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:

TEMPORARY LEGAL ASSISTANT – 1 POSITION

Reporting to the Corporation Secretary & Director, Legal Affairs and will be responsible for supporting the market regulation by offering general legal support that includes litigation work on behalf of the Authority.

Contract Period: Six (6) Months Fixed Term Contract

The key responsibilities for the position include but not limited to:

- 1) Drafting and preparing court and tribunal documents.
- 2) Assisting in the preparation of legal opinions and strategic documentation.
- 3) Conducting legal analysis and research on regulatory issues including litigation matters.
- 4) Attending Court and Tribunal as and when required.
- 5) Providing general legal support across the range of the Authority's regulatory role.

Minimum Requirements

- a) A bachelor's degree in law (LLB) qualification from a reputable institution
- b) Admitted as an Advocate of the High Court of Kenya.
- c) Possess a current Practicing Certificate for year 2025.
- d) At least one (1) year post admission experience.
- e) In good standing with the Law Society of Kenya (LSK).

Skills and Competencies

- a) Excellent communication and interpersonal skills
- b) Excellent legal drafting skills
- c) Excellent legal research skills

- d) Integrity and honesty
- e) Attention to detail
- f) Professionalism
- g) Negotiation skills

Please [Click Here](#) and apply. Applications should be received on or before **June 17, 2025**.

Note: Please provide complete and accurate information pertaining to the instructions provided on the e-recruitment portal. Only shortlisted candidates will be contacted for interviews.

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

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