1. PURPOSE

- Responsible for the preparation and effective implementation of the Corporate and Management Plans of the Commission.

2. ACCOUNTABILITIES

- Accountable to the General Manager on matters relating to the effective management of the Corporate & Legal Secretariat.

3. MAJOR DUTIES

- Initiate and co-ordinate the preparation of the Board Papers for presentation to the Board Members at the Council’s Board Meetings.
- Develop the Annual Works Programme, the Corporate and Management Plans in accordance with the CAC Act, the Price Regulation Act and other pieces of consumer protection legislation adopted by the Consumer Affairs Council.
- Initiate and provide professional legal advice on Consumer protection issues and other legal matters affecting the consumers in accordance
with the provisions of the CAC Act, the Price Regulation Act (General Price Order) and other related pieces of consumer protection legislation.

- Act as the principal legal advisor to the Executive Director in the conduct and attendance to legal proceedings against traders / suppliers of goods and services for breach of specific consumer protection legislation.
- Prepare and provide legal advice to consumers of their legal rights and responsibilities and where required and necessary represent consumers in subsequent court proceedings.
- Assist in providing legal advises for the Commission’s officers to ensure procedural and legislative requirements are adhered to in their handling of matters / issues concerning the consumers against traders / suppliers of goods and services.

4. REPORTING AND WORKING RELATIONSHIP

INTERNAL

- Report to the General Manager

EXTERNAL

- Liaise with the divisional heads on matters affecting Corporate Legal Secretariat functions.

5. POSITION AND PERSON SPECIFICATIONS

(a) QUALIFICATIONS

- Appropriate University Degree in Commerce, Economics and Law.

(b) KNOWLEDGE

- Thorough knowledge of Corporate Legal Secretariat position.

(c) SKILLS

- Must be a lawyer with wide experience at Senior Management Level with Corporate and Management Planning.

(d) WORK EXPERIENCE
• At least 5 years work experience in the field of Corporate Legal Secretariat.

Authorised by the Commissioner/CEO – DR. BILLY MANOKA - PhD