



NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY

VACANCY

National Environment Management Authority (NEMA), established under the Environmental Management and Coordination Act (EMCA) Cap 387 is mandated to exercise general supervision and coordination over all matters relating to the environment in Kenya; and to be the Principal Instrument of Government in the implementation of all policies relating to the environment.

The Authority invites applications from qualified and experienced candidates for the following vacant position.

1. CORPORATION SECRETARY/DIRECTOR LEGAL SERVICES– GRADE E2 (1 POST)

An officer at this level is responsible to the Director General for coordination of all legal matters and is the principal legal advisor to the Authority. The officer is responsible for providing secretarial and related services to the Board as provided for in the Act and the Mwongozo Code of conduct for State Corporations.

a) Duties and responsibilities

Specific duties and responsibilities at this level will include but not limited to:

- i. Providing legal advice to the Authority and ensuring integration of environmental concerns into policy and legislation at all levels;
- ii. Drafting the required regulations, guidelines and interpreting the Environmental Management and Coordination Act, 1999;
- iii. Advising on international conventions, treaties and agreements related to the environment to which Kenya is a party and assisting in their implementation;
- iv. Advising and assisting in various negotiations;
- v. Drafting and liaising with various Government Institutions on the establishment and maintenance of a Registry of International Environmental Conventions and Treaties to which Kenya is a party;
- vi. Liaising with relevant Government Institutions and stakeholders on International Environmental concerns;
- vii. Initiating legislative proposals, standards and guidelines on the environment.

- viii. Establishing criteria and procedures for the assessment of environmental quality standards;
- ix. Monitoring of the implementation and compliance with legislation; and taking responsibility for all litigation matters in respect to the Authority;
- x. Providing secretarial services to the Board and its Committees;
- xi. Providing guidance to the Board on their duties and responsibilities and on matters of Governance;
- xii. Facilitating Board induction and development and implementation of the capacity building programmes;
- xiii. Preparing and managing Board Work-Plans and facilitating Annual Board Evaluation;
- xiv. Facilitating Governance Audits;
- xv. Developing and implementing the Board Charter, Terms of Reference and the Code of Conduct and Ethics;
- xvi. In liaison with the Director General, preparing and circulating Board and Committee notices and papers;
- xvii. Taking minutes in all Board and Committee Meetings;
- xviii. Preparing Reports from Board and Committee field trips;
- xix. Keeping custody and accountability of the Corporation's seal, securities, agreements, minutes, titles and other legal instruments;
- xx. Maintaining and updating the Register of Conflict of Interest;
- xxi. Arranging the business of the Board meetings, keeping records of the proceedings of Board and performing other duties as the Board may direct;
- xxii. Providing advice on legal and corporate matters to the Board through interpretation and writing legal opinions;
- xxiii. Overseeing implementation of Mwongozo Code of Conduct in the Authority;
- xxiv. Responsible for implementation of the directorate's strategic plan and realization of its objectives;
- xxv. Overseeing the implementation of performance appraisal system and performance contract for the Directorate;
- xxvi. Ensuring accountability and prudent management of resources and assets and ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity;
- xxvii. Supervising, guiding and developing staff working under him or her.

b) Requirements for Appointment

For appointment to this position, a candidate must have:

- i. Bachelor's degree in Law (LLB) or its equivalent qualification from a recognized University;
- ii. Master's degree in Law (LLM), environmental law, or equivalent qualifications from a recognized Institution;
- iii. Post Graduate Diploma in Law from Kenya School of Law;

- iv. Be an Advocate of the High Court of Kenya;
- v. Current practicing certificate;
- vi. Certified Public Secretary of Kenya (CPS K);
- vii. A minimum period of fifteen (15) years relevant work experience in the legal field and at least five (5) years in a senior management role in the Public Service or Private Sector;
- viii. Leadership course lasting not less than four (4) weeks from a recognized institution;
- ix. Membership of the Law Society of Kenya and the Institute of Certified Public Secretaries of Kenya (ICPS) or any other relevant professional body in good standing;
- x. Proficiency in Computer applications; and
- xi. Shown merit and ability as reflected in work performance and results.

Key Competencies and Skills

- i. Analytical skills.
- ii. Communication skills.
- iii. Strategic and innovative thinking.
- iv. Interpersonal skills.
- v. Ability to mobilize resources.
- vi. Negotiation skills.

Terms of service

The above position will be on a three (3) years renewable contract.

How to apply

- a) For more information on the job and application procedure, please visit our on-line recruitment portal <https://e-recruitment.nema.go.ke> and submit your application, Copies of academic & professional certificates/transcripts, testimonials and a detailed curriculum vitae, indicating current remuneration, current position/grade, expected salary and daytime telephone contact. **All attachments should be clearly labelled and should not exceed 10MB.**

The recruitment portal is also accessible via the NEMA Website

(www.nema.go.ke)>> Careers / Vacancies.

- b) Hand delivered or posted applications should be submitted in a sealed envelope marked to;

The Director General

National Environment Management Authority

1st Floor, NEMA Headquarters

Popo Road, Off Mombasa Road

P. O. Box 67839 – 00200

NAIROBI

The reference number of the job applied for should be clearly indicated on the envelope and application letter.

All applications should be received by 5.00 p.m. on 21st July 2026

NB:

Successful candidates will be expected to fulfill the requirements of chapter 6 of the Constitution of Kenya 2010 by providing relevant clearance certificates.

NEMA is an equal opportunity employer. Female candidates, Persons living with disabilities, the marginalized and the minorities are encouraged to apply.

Any form of Canvassing will lead to automatic disqualification.

Only shortlisted candidates will be contacted.

APPLICANTS FOR CS/DLS - E2

S.NO.	NAME	FOLIO NO./ONLY ONE APPLICANT ID	AGE	MASTERS (LLM)	BACHELORS (LLB)	CPS K	PGD-KSL	ADVOCATE OF THE HIGH COURT	CURRENT PRACTISING LICENCE	15 YEARS EXPERIENCE	5 YEARS EXP. SENIOR MANAGEMENT	EXPERIENCE AS CS	LEADERSHIP COURSE	MEMBERSHIP- LSK/ICPS	REMARKS
Hard Copy Applications															
1	Lilian Njoki Munyiri	1	48	Master of Laws, University of South Africa - 2008	Bachelor of Laws, UoN - 2001	Provided	Quoted but not provided	Quoted but not provided	Not provided	20	12	None	None	ICPS member - No:R/CPSB/3657 ; LSK Member - p.105/ 5123/03	Practicing certificate not attached; lacks leadership training.
2	Catherine Kinya Mungania	2	46	Master of Laws, UoN - 2013	Bachelor of Laws, Moi University - 2004	Provided	Provided	July 2006	Provided	19	10	1 year at NHIF; 3 years at Engineers Board of Kenya	Leadership and Senior Management Training from KSG, Senior Management Course from KSG; Diploma in HR Management, KIM-2012	LSK member - No: P.105/6205/06 ICPS member - No:3991	Meets the Minimum requirements.
3	Florence Mumbi Kiawa	3	48	Master of Laws, UoN - 2012	Bachelor of Laws, UoN - 2002	Provided	Provided	June 2004	Provided	22	11	4 years at KIRDI	Senior Leadership Development Program, Senior Management Course (SMC), KSG	ICSP member - No: 2812 LSK member - No:P.105/5398/04	Meets the Minimum requirements.

4	Erastus Kibiru Gitonga	4	48	1. Master of Science in Environmental Governance, UoN - 2017 2. Master of Business Administration, CSM Institute of Graduate Studies Canada - 2003	Bachelor of Laws, Mumbai University - 2002	Provided	Provided	July 2005	Provided	21	11	2 years acting as CS at NEMA	Strategic Leadership Management Course (SLDP), KSG Senior Management Course (SMC), KSG	ICPS member - No:4687 LSK member No. P/105/5770/05	Meets the minimum requirements.
5	Maria Goretti Nyariki	5	52	Master of Laws, UoN - 2014	Bachelor of Laws, University of Pune, India - 1997	Provided	Provided	June, 2000; Quoted but not provided Works at the AG's office.	Provided	26	18	3 Years at KEBS	Strategic Leadership Management Course (SLDP), KSG	ICPS member - 2062 LSK member - No:P.105/4270/00; Chartered Institute of Arbitrators No. 31901	Meets the minimum requirements.
6	Joy Akoth Akinyi	6	40	Master of Business Administration, UoN - 2016	Bachelor of Laws, Moi University - 2009	Provided	Provided	April 2012	Provided	14	8	None	Diploma in HR management KIM, 2011	LSK member No. P/105/9209/12, ICPS member - No:3791	Has an MBA
7	Caroline Jepkorir Kibiwott	7	45	Master of Laws, UoN - 2025	Bachelor of Laws, Moi University - 2006	Provided	Quoted but not provided (Examination Result slip attached)	October 2008	Quoted but not provided	16	4	None	Strategic Leadership Management Course (SLDP), KSG, Senior Management Course	ICPS member - No:R/CPSB/2906 Member of LSK P.105/7136/08 & Chartered Institute of Arbitrators 6206698.	Practicing certificate not attached; lacks 5 years experience at management role.

8	Victor Okonda Akanga	8	ID not attached	Master of Business Administration, UoN - 2022	Bachelor of Laws, Mount Kenya University - 2012	Provided	Provided	March 2016	Provided	10	8	4 years at New-KPCU plc; 4 years at National Heroes Council	Strategic Leadership Management Course (SLDP), KSG, Senior Management Course	LSK member - No:P.105/12577/16 ICPS Member-No:4392	Has an MBA; Lacks 15 years experience.
ONLINE APPLICATIONS															
9	Ahamed M Christopher	APP-005181	52	Master of Business Administration, Strathmore University - 2011	Bachelor of Laws, UoN - 2013	Quoted but not provided	Provided	March 2016	Attached for 2023	10	8	None	None	LSK P10512752/16; ICPS member - No: 2216; ICPAK 5772	Has an MBA; Lacks 15 years experience; Current practising certificate not attached.
10	Jessica Karimi Mbae	APP-0051883	40	Master of Public Policy Management, Strathmore University - 2020	Bachelor of Laws, Catholic University - 2009	Quoted but not provided	Provided	August 2012	Provided	14	5	3 years at Kenya Maritime Authority.	Strategic Leadership Management Course (SLDP), KSG, Senior Management Course	LSK member - No: P.105/9372/12 ICPS member - No:3339	Has a Masters in Public Policy & Management; lacks 15 years experience
11	Yvonne Akinyi Achitsa	APP-0051889	38	Master of Business Administration, UoN - 2013	Bachelor of Laws, Moi University - 2009	Quoted but not provided	Provided	November 2012	Provided	10	8	5 years at KQWA	Quoted but not provided	ICPS member - No:3027	Has an MBA, Lacks 15 years experience
12	Maria Goretti Nyariki	Repeated in 5 above													
13	Caroline Jepkorir Kibiwott	Repeated in 7 above													
14	Sharon Adhiambo Obonyo	APP-0052018	44	Master of Public Policy and Management, Strathmore University - 2023	Quoted but not provided	Quoted but not provided	Quoted but not provided	October 2009 (Admission certificate not attached)	Attached for 2025	16	9	None	Quoted but not provided	LSK member - No:P.105/7704/09 ICPS membership quoted but not provided	Did not attach LLB, CPS K & PGD-KSL certs.