



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL
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CORPORATION SECRETARY (BMS/KUTRRH/3) – Re-advertisement

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Referral and Research Hospital (KUTRRH)	
Department: Hospital Board	Section/Unit Legal Services
Job Title: Corporation Secretary	
Reports to: CEO – Administratively; Board of Directors - Functionally	
Direct Reports: None	
2. PURPOSE OF THE JOB	
Reporting to the CEO, the Corporate Secretary job exists to ensure the integrity of governance framework, efficient administration, compliance with statutory and regulatory requirements, implement Board decisions and provide legal advice at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Plan for all human and non-human resources required in running the affairs of the hospital board secretariat in the hospital. • Provide expert advice to the Board in respect of current legislations, corporate governance best practice requirements, role of directors, ethical standards, board reporting obligations and proper meetings procedure in the hospital. • Prepare and review Board and Committee charters, policies and procedures and ensure adherence to same and other emerging governance policies and procedures in the hospital. • Arrange Board and Board Committees’ meetings and functions, set agendas, compile and circulate papers, attend meetings, and take minutes, and initiate and direct action to give practical effect to decisions and actions arising out of meetings in the hospital. • Manage the hospital board secretariat together with its assets such as the company seal, registration certificate and other legal documents and other resources and business in the hospital. • Manage and respond to correspondence directed to the Board, the Chair and other Board Members in the hospital. • Maintain the Board’s online information-sharing portal by ensuring effective and efficient information flows: - within the Board; - from the Board to its Committees and from the Committees to the Board; and - between the Board and the Executive, and record declarations/conflicts of interest of Board Members in the hospital. • Maintain other records relevant to the Board and its operations within and without the hospital. • Facilitate the recruitment and induction of new Board Members in the hospital. 	



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- Develop and maintain strategic relationships with key internal and external stakeholders such as the hospital executive committee, Ministry of health, ministry of education and the ministry of finance, and other governmental and non-governmental and private sector strategic partners to the hospital.
- Advise the organization on the legal aspects of day-to-day administrative matters and also provide legal opinion/advise on industrial development matters.
- Represent the organization in all issues requiring legal address-claims, defamation, legal suits etc.
- Coordinate legal activities within the hospital (in Preparation of the organization legal documentations, chargers' leases, incubation agreements discharge, liaise with external lawyers for specified matters etc.)
- Perform other secretarial duties as reasonably required by the Chair and other Board Members from time to time.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelors of Law from a recognized institution
- b) Master's Degree in Law or Social Sciences, MBA or related course will be an added advantage

Professional qualifications required to effectively perform in the role:

- a) Post Graduate Diploma in law from the Kenya School of Law
- b) Member of the Law Society of Kenya with current practicing certificate
- c) Certified Public Secretary

Minimum level of knowledge required for the job

- a) Computer literate
- b) Excellent knowledge of the State Corporation Act
- c) Excellent knowledge of the *Mwongozo* Code of Governance for State Corporations
- d) Knowledge of professional standards

Soft skills required for the job:

- a) Communication skills
- b) Interpersonal skills
- c) Organizational skills
- d) Listening skills
- e) Analytical skills
- f) Courageous
- g) Patient and resilient
- h) Ability to work under pressure



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i) Ability to observe high level confidentiality

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least 10 years' working experience with 5 in managerial capacity alongside being a practicing Advocate of the High Court of Kenya in the Public Service or Private Sector