



LITIGATION MANAGER

About Katiba Institute

Katiba Institute (KI) is a research and litigation institution that was established in 2011 with the mission of supporting the implementation of Kenya's 2010 Constitution, helping to resist effort to undermine that Constitution, and generally to assist in developing a culture of constitutionalism in Kenya. It undertakes constitutional research, comments on policy and laws from a constitutional perspective, publishes books and other material on the Constitution. A great deal of its work is going to court, to enforce rights under the Constitution and ensure the proper performance of constitutional duties and responsibilities. KI also works to foster the spirit of constitutionalism in the East African region by promoting exchange of academic discourse on constitutional issues and by working with like-minded organizations to secure greater freedoms in the East African Region.

KI is registered as a company limited by guarantee. It is headed by an Executive Director, and has a distinguished Board. It carries out its operations under three departments which include the Public Interest Litigation (PIL) Unit; Research and Publication with civic education and capacity building; and Finance and Operations with institutional strengthening. Staff in the various departments do not work in silos but operate in a consultative and co-operative manner. KI also provides internship opportunities for students to develop their skills through working on various projects, under the supervision of staff members.

About the Position

The Litigation Manager will be one of Katiba Institute's team of litigators, with the special responsibility of ensuring the smooth functioning of the Public Interest Litigation Unit. The Unit currently comprises 4 practising advocates, a legal assistance and usually includes two or three interns, or a pupil. The Litigation Manager will be part of the Senior Management Team, which comprises department heads from KI's four departments and the Executive Director, mandated with ensuring that the organization operates effectively.

The Litigation Manager will be expected to commit to KI's values and objectives, and comply with KI's policies; fulfil instructions given from time to time; maintain confidentiality of KI's information during and beyond the tenure of their employment contract. KI also seeks an individual who will devote their time and attention during business hours to the discharge of duties as assigned and diligently serve and promote the interests of KI.

Key duties and responsibilities

- To co-ordinate activities of KI's Public Interest Litigation Unit;
- To be in charge of case management, including assigning of cases to advocates, monitoring progress of all cases being undertaken by the PIL Unit, ensuring quantity and quality control in regard to the work of the PIL Unit;
- To identify high impact cases for litigation in consultation with the Executive Director;
- To prepare annual work plan and budget for the PIL Unit and to have them consolidated with the master KI work plan and budget;
- Supervising staff of the PIL Unit, including conducting performance reviews of the PIL Unit Staff;
- Managing the PIL Unit budget in collaboration with Finance and Operations Programme;
- To report on a regular basis to KI management on the progress being made by KI PIL Unit;
- To engage in policy, advocacy and strategic litigation in defence of the constitution and in furtherance of human and peoples' rights in Kenya;
- To ensure filing and follow up of KI cases
- To conduct, with colleagues, KI's PIL matters before Courts and Tribunals;
- To undertake legal research, write submissions and provide opinion on legal questions which KI is seized with;
- To provide high quality legal advice to KI on existing and potential litigation matters;
- To provide high quality legal advice and support to KI's community partners;
- To review new and existing litigated files to create, update, or amend litigation plans;
- To assist the Board of Directors in carrying out their functions by providing legal advice on emerging issues and making recommendations in relation to a range of possible actions;
- To disseminate and communicate PIL strategies and outcomes to the stakeholders and the public in order to ensure greatest impact of KI's PIL work;
- To form and maintain good working relations with all key partners including communities, constitutional commissions, government entities and donors;
- To identify and pursue fundraising opportunities, under the guidance of the Executive Director; and
- To undertake all such other functions as may be directed by the Executive Director and that are within the mandate of the organization and complimentary to the above responsibilities.

Qualifications

- A postgraduate degree in law and a current practicing certificate, issued by the Law Society of Kenya;

- Experience in research, writing and speaking on a range of different constitutional, human rights and rule of law issues of at least five years;
- Experience in working with communities and civil society organizations in Kenya;
- Conviction in and commitment to constitutionalism and principles of human rights;
- Experience in case load management and supervision of staff;
- Ability to quickly and accurately grasp new and complex concepts;
- Ability to work under pressure and as part of a team;
- Ability to balance priorities and co-ordinate work effectively in order to meet deadlines and deal with high workloads;
- Sound judgment and/or temperament to enable interaction with persons from all sectors of the society;
- Ability to communicate complex legal issues to communities

Submission of application:

Please email a cover letter, curriculum vitae and names and contacts of three referees to: careers@katibainstitute.org. Kindly indicate the title of the position in the subject matter of your email. The Application must reach us by latest **11p.m.** on **Friday 20th September 2019.**

Katiba Institute is an equal opportunity employer. Only shortlisted candidates will be contacted.

Katiba Institute does not solicit fees for any job advertisement.