



UNIVERSITY OF NAIROBI LEGAL OFFICE

The Legal Office is located in the Administration block, Second Floor room 215.

VISION, MISSION AND VALUES

Arising from the mandate of the University of Nairobi Legal Office, and in order to pursue a competitive future direction, we have promulgated the following vision, mission and core values.

Vision

"To be Legal advisors of a world class University"

Mission

"To provide quality services in line with the University of Nairobi vision."

Value Statement

"In the Legal office we are driven by a passion for service excellence to achieve and coordinate effective corporate and Legal Services, through teamwork and care in an atmosphere that ensures efficiency, integrity and Social responsibility"

CORE VALUES

Service Excellence

The Legal Office strives to exceed the expectations of all members of the University Community through excellent service delivery.

Objectivity

We shall maintain personal, external and organizational independence so that our opinions, conclusions, and recommendations will be viewed as impartial by all knowledgeable third parties. We will exercise objective and unbiased Judgment on all issues associated with conducting and reporting on our work.

Team Work

In order to meet our goals, we practice teamwork to optimize the synergic of individual and collective human resource talents.

Efficiency

We ensure the optimum utilization of all resources available to deliver quality services.

Integrity

We uphold virtues of integrity through honesty, confidentiality and fairness on discharging our responsibilities.

Accountability

We strive to be responsible stewards of all resources entrusted to us in a professional and transparent manner.

Social Responsibility

We endeavor to be socially responsible to all members of the University Community and the society at large and pursue our goals and practices that add value to the society

FUNCTIONS OF THE LEGAL OFFICE

The Legal office performs diverse duties, which include; -

- (a) **Litigation:** This involves the management of cases in court in liaison with external lawyers' preparation of briefs, preparation of witnesses and preparation of updates to University management
- (b) **Intellectual Property Matters:** Which includes the drafting and scrutinizing of Memorandum of Understanding and the management of the Intellectual Property Policy
- (c) **Estate Matters:** This involves the drawing up of leases and maintenance contracts
- (d) **Financial Matters:** Managing insurance matters in liaison with the finance department and the insurance companies.
- (e) **Human Resource Management (HRM) Matters:** Which includes crafting and drafting of charges for disciplinary cases for both student and staff.
- (f) **Providing legal advice to the:**
 - ❖ University Council,
 - ❖ University Management Board,
 - ❖ Tender Committee,

- ❖ Board of University of Nairobi Press,
- ❖ University of Nairobi Enterprises and Services Ltd,
- ❖ Centre for International Programmes and Links,
- ❖ Integrity Committee,
- ❖ University of Nairobi Pension Scheme, 2007
- ❖ Senate from time to time and also when called upon to do so.

(g) Management of Post mortems and mortuary waivers

(h) Integrity Matters

Coordinating the sensitization of staff members on anti-corruption strategies to eliminate corruption and in the University of Nairobi.

(i) Declaration of Income, Assets and Liabilities

To coordinate the Declaration of Income, Assets and Liabilities exercise in compliance to the Public Officer Ethics Act, 2004.

j) Processing of Student Indemnity

The Legal Office processes Indemnity for Students proceeding on attachment to ensure only bonafide students proceed on attachment.

k) Reviewing / drawing legal Agreement

The Legal Office has a mandate as captured under the Legal Office Service Charter and Performance Contract to review and/or draw Legal Agreement that is service contracts prepared by the Procurement Department.

L) Processing of collaborations

The Legal Office facilitates collaborations between the University of Nairobi and other institutions by ensuring that all interest touching on the University are protected before funds are released to the University

m) Resolution of Complaints

The Legal Office coordinates resolution of complaints from the Commission for Administrative Justice.

n) Sensitization of Staff on the Constitution of Kenya 2010

The legal office coordinates sensitization training on the Constitution of Kenya, 2010.

(i) Vetting of staff

(j) Swearing of SONU Officials

R.W NGONDO

Chief Legal Officer