



**UNIVERSITY OF NAIROBI**

**THE LEGAL OFFICE SERVICE CHARTER**

<b>SERVICE</b>	<b>REQUIREMENTS</b>	<b>COSTS</b>	<b>TIMELINE</b>
Preparation of Litigation Matters	Witnesses statements Relevant supporting documents	Minimal	Seven (7) days
Memorandum of Appearance and Statement of Defence	Relevant supporting documents and statements	Minimal	Fourteen (14) days
Replying Affidavit and Reply to Defence	Relevant supporting documents and statements	Minimal	Seven (7) days
Formulation and preparation of Contracts / Agreements and Collaboration	Request from the relevant department/unit	None	Seven (7) days
To guide the Procurement Process in relation to contracts	Compliance with Public Procurement and Disposal Act and Regulations	None	Two (2) days
Staff and Students' Disciplinary Processes	Witnesses Statements Relevant Unauthorised materials Invigilator's report Complete documentation in the Students/Staff Personnel Files Preparation of Charges Review of the Disciplinary Committees' minutes	None	Four (4) days
Vetting of Staff Members	Request to the Chief Legal Officer for staff members from the relevant department/unit to be vetted.  Affidavits prepared for the persons whose names have been forwarded to the Legal Office.	Minimal	One (1) day
Mortuary Waiver / Provision for Coffin for staff members and students	Claimant's copy of National Identity Card / Passport  Receipts of expenses incurred in the purchase of Coffin	Minimal	One (1) day

Indemnity Letters for Students	Letter from the Chairman of the Department indicating that the student is proceeding for attachment and the duration of the same.  Complete documents in the Students' Files  Letter of attachment from the company the student is proceeding to.	Minimal	Four (4) days
Review of Students' Organisation and Unions Constitution	Request by the relevant group through the Dean of Students	None	Two (2) days
Preparation of Custody, Property Management and Service Level Agreements	Request from the Pension Scheme for drafting of an Agreement	Minimal	Three (3) Weeks
To provide a framework in which adequate and timely updates on legal matters are amendments to relevant statutes are tendered to University management	Request for the same from the relevant department/unit	Minimal	Within a day of receipt of the said changes
Sensitisation of departments and Units on delivery of quality services to all and sundry in line with the University ISO 9001:2008	Request from the relevant department/unit	Minimal	As described in the Legal Office Objectives
To aid and oversee the implementation of various policies and statutes in relation to Corruption Prevention and Eradication	University of Nairobi Anti-Corruption Policy  Public Officers Ethics Act, 2004 – Declaration of Wealth  KACC Strategic Plan Implementation Progress Report for Public Universities	Minimal	
Election Process for appointing Trustees to the Pension Scheme	Notification of the nomination and election dates  Voting and tallying of votes	Minimal	Two (2) Weeks

In case of any further clarification on any of the information availed above, please feel free to contact the Chief Legal Officer on extension **28583** or **28591**. Alternatively, you may channel your queries or suggestion through the Legal Office email address: [legal-officer@uonbi.ac.ke](mailto:legal-officer@uonbi.ac.ke) or make use of our suggestion box.