



UNIVERSITY OF NAIROBI  
LEGAL AND CORPORATE SECRETARIAL SERVICES OFFICE



## Introduction

The University of Nairobi Legal & Corporate Secretarial Services Office is responsible for developing and implementing strategies, initiatives and plans to promote a sensible legal & corporate secretarial services framework for the University with government and relevant regulatory bodies; monitoring and interpreting the constitution, legislative, regulatory and policies framework at all levels of the University's operations.

The Office is under the Vice Chancellor's office, and is an integral unit in the day to day running of the University especially on issues touching and/or requiring legal and corporate secretarial and administrative services input in tandem with stipulations recommended by the ISO 9001:2015. The office aims to be a high impact unit in synchronising and providing accurate, ethical, and strategic legal and corporation secretarial services to increase efficiencies and deliver greater value to the University's vision, mission and core values.

## Functions

The office's central function consists in the delivery of sound and impartial legal & corporate secretarial expert services in order to stimulate and advance the rule of law in all aspects of the University's activities, as well as to defend the University's rights, positions and interests in administration, contractual or litigation matters. The office also provides a comprehensive suite of legal & corporate secretarial services functions designed to transform the University operations and decisions. More specifically, the office performs the following functions:

<b>Policy, Legal and strategy development</b>	Contributes to Legal and strategy development planning processes at the University to ensure that plans are informed by high quality legal policy, regulatory and compliance advice to identify, minimize and manage legal risks
<b>Legal Services &amp; Corporate Secretarial</b>	Synchronizes and provides efficient and effective legal, governance and Company Secretarial services to the University community on legal and corporate secretarial matters in line with the Universities Act 2012 and the University of Nairobi Charter 2013. The office also provides and carries out a full range of office support work and in particular legal, secretarial and administrative services.
<b>Alternative Dispute Resolution Mechanisms</b>	Facilitates alternative dispute resolution mechanisms processes that are committed to the expeditious determination of disputes
<b>Public Complaint</b>	Processing of complaints, petitions, conducting investigations on complaints, disciplinary cases and other matters requiring investigations, and gathering information and preparing intelligence reports
<b>Expert advice and opinions</b>	Provides expert advice and opinions on specific cases, transactions, events including projects, carrying out searches locally and abroad in land and company registries and liaising with other relevant bodies and authorities. This involves offering legal and corporate secretarial services advice, analysis and opinions, to support senior management in achieving the University's strategic objectives.
<b>Litigation</b>	This involves the management of cases in court in liaison with external lawyers, preparation of briefs and updates to management and preparation of the University's witnesses. This is in addition to undertaking Civil Litigation and Practice; Public Private Partnership Law, Land Law & Conveyancing, International Law, Project Finance, Public Procurement and Disposal Law, Arbitration & Alternative Dispute Resolution Law and Practice, Constitutional and Administrative Law, Energy Related and Environmental Law, Elections Law; Company and Commercial & Tax law; Employment, Labour and industrial action laws; Public Procurement and Disposal Laws and regulations; Arbitration and Alternative Dispute Resolution Law and Practice; Intellectual Property Law; International Law; Information and Telecommunication Law; Construction and Engineering law; Debt Recoveries; Health and Safety laws/Medical laws; Insurance; Legal & Governance Audits etc.
<b>Intellectual</b>	Trade Secrets and Unfair Practices (covering primarily trade secret and false

<b>Property and Technology</b>	advertising) Cyberlaw and Cyber Crime Law, Design Law, Entertainment/IP Law, Information Privacy Law, Information Technology Law, Intellectual Property Licensing International Intellectual Property, Licensing Transactions, Patent Litigation Telecommunications Regulation Seminar, Trademark Prosecution;
<b>Data Protection</b>	Overseeing implementation of and being responsible for enforcement of constitutional and legislative data protection framework
<b>Statutory Compliance</b>	This involves review of policies to ensure compliance with the Constitution of Kenya, 2010, conducting trainings to members of staff especially in emerging areas of the law and offering legal advice to University committees
<b>Drafting and vetting of documents</b>	Drafts and vets documents, agreements, treaties and conventions, including but not limited to; operational manuals, memoranda of understanding with partners, corporate agreements for and on behalf of the University.
<b>Estate Matters</b>	This involves the drafting and reviewing of leases and maintenance contracts as well as facilitating the termination of the same
<b>Financial Matters</b>	This involves issuance of Student Indemnity Covers to students undertaking industrial attachment/internship and managing insurance matters in liaison with the finance department and the insurance companies
<b>Human Resource Management Matters</b>	Which includes crafting and drafting of charges for staff disciplinary cases and offering legal advice in trade union related matters
<b>Linkage and Collaboration</b>	This includes crafting and review of new links and partnerships with peer institutions and industry as well as continuous facilitation and moderation of Collaborative Agreements
<b>General procurement Contracts and Agreements that bind the University of Nairobi</b>	This entails reviewing of general contracts, in order to safeguard the interests of the University
<b>Students Disciplinary Matters</b>	This includes the crafting of appropriate Student Charges as per the relevant regulations and legislation and giving legal advice and review throughout the disciplinary process
<b>Integrity</b>	This involves vetting of staff members to enhance integrity in the undertaking of their respective mandates and also to safeguard the integrity of the University of Nairobi Strengthens the legal, policy and institutional framework for anti-corruption, ethics, and integrity;
<b>Elections</b>	Provides technical assistance to unions, deans, and students elections in all aspects of the electoral process as identified and included in the law
<b>Funeral Assistance for Staff and Students</b>	This involves provision for Coffin and Mortuary Waiver for deceased staff members and their dependants

## **Office vision, mission, and value**

### **Vision**

To be legal & corporation secretarial advisors in keeping with a **WORLD CLASS** University

### **Mission**

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

### **Value Statement**

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

#### **Objectively**

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 endeavour 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

## MAJOR ACHIEVEMENTS



The office has ably represented and successfully defended the University before the National Land Commission in 2019 in a historical injustice land claim of **KSHS. 54B** by the Mbari Ya Tutua Clan Self-Help Group. The Office has also ensured that matters filed against the University have been successfully defended and favourable precedent set in favour of the University. These include:

- Jackan Mwanjika -Vs –University of Nairobi (Nairobi HC JR No. 65 Of 2018)
  - Vincent Mbindo Kathumo Versus Republic Appeal No. 23 of 2018)
  - Celestine Indeché -Vs- The University of Nairobi (Nairobi CMEL No. 1440 Of 2019)
  - Kennedy Njoroge -Vs- The University of Nairobi (Petition No. 85 of 2019)
  - Benta Achieng Odinyo–vs- The University of Nairobi (CMEL No. 1584 of 2019)
  - Simon Nyaaga Mbote–vs- The University of Nairobi (CMEL No. 1580 of 2019)
  - Julius Ong’anya Omulumi–vs- The University of Nairobi (CMEL No. 1583 of 2019)
  - Peter Mwangi Kuria –vs- The University of Nairobi (CMEL No. 1585 of 2019)
  - Ann Kageliza –vs- The University of Nairobi (CMEL No. 1586 of 2019)
  - Kennedy Njoroge –vs- The University of Nairobi (Nairobi Petition No. 85 of 2019)
  - Robert Kipkorir Kipngetch –vs- The University of Nairobi (CMEL No. 123 of 2018)
  - Maxwell Magawi Odhiambo –vs- The University of Nairobi (Nairobi Petition No. 15 of 2019)
- The Office formulated the Pardon Committee and the enabling procedures and documentation to operationalize its functions efficiently and effectively.

- The Office formulated the Tenancy Agreement template between members of staff and the University in line with the University's Housing Policy.
- The Office successfully facilitated and participated in the National Cohesion requirement and resolution of public complaints indicator.
- It has sustained positive relationships, collaborations and Links between the University of Nairobi and other Institutions, by drafting and reviewing

## STRATEGIC ISSUES

- 1) To provide legal and corporate secretarial services advantage to the university in order to secure long-term competitive advantage in service delivery;
- 2) To incorporate legal and corporate secretarial services considerations into University's top-level decision making;
- 3) To maintain efficient, well governed and administered corporate office quality service delivery;
- 4) To increase access of legal and governance services to the University Council, Management, Staff, Students and Stakeholders;
- 5) To ensure timely and customer focus management approach when rendering required legal and corporate secretarial services;
- 6) To minimize the University exposure to unnecessary and costly legal and governance risks; and
- 7) To apply the Advocates (Remuneration) (Amendment) Order 2014 on all matters being handled internally and externally by the University's pre-qualified legal service providers.
- 8) To lower risks and costs without sacrificing quality on services;

## STAFF

The office brings distinct, multidisciplinary capabilities, global scale, and a trusted brand of staff to enhance the legal and corporate secretarial services environment by helping the University to respond to the challenges it faces in an integrated manner both today and into the future. The office staff are:

Chief Legal & Corporation Secretarial Officer (Ag)	-	CS. Collins F. Omondi
Senior Legal Assistant	-	Ms. Linda Mwanza
Legal Assistant	-	Mr. Simon S. Kiboi
Senior Assistant Executive Secretarial	-	Mrs. Janet Wairumu Ng'ang'a
Legal Clerk	-	Ms. Monica M. Okemo
Legal Clerk	-	Mr. Nicholas O. Jumah
Office Assistant	-	Mr. Naftali K. Mwangi

