



UNIVERSITY OF EMBU

P.O. BOX 6-60100, EMBU, KENYA

Website: www.embuni.ac.ke

JOB VACANCIES

The University of Embu (UoEm) is seeking to recruit a suitably qualified and experienced individual to fill the following position:

1. LEGAL OFFICER – (RE-ADVERTISEMENT) Ref: (UoEm/LO/07/2026)

Applicants must be holders of a Bachelor of Laws (LLB) degree from a recognized University. In addition, they must;

- i. Have at least three (3) years post bar admission practical experience in a law firm or a legal department.
- ii. Possess a Postgraduate Diploma in Law from the Kenya School of Law;
- iii. Be an Advocate of the High Court of Kenya with a current Practicing Certificate;
- iv. Be a member and have a valid practicing license from Law Society of Kenya;
- v. Have evidence of computer literacy;
- vi. Have excellent analytical, problem solving, and communication skills; and
- vii. Demonstrate initiative and integrity.

Membership of the Institute of Certified Public Secretaries of Kenya will be an added advantage.

How to apply:

1. Visit the University of Embu website; www.embuni.ac.ke. Select the *Job Application Portal* and fill in your details as guided; and
2. Submit one (1) **hard copy** application package (**with job reference number clearly marked on the envelope**) comprising of the following;
 - i. Application letter;
 - ii. Detailed curriculum vitae signed on all pages. The CV must include details of three (3) referees well known to you;
 - iii. Copies of **certified** academic and professional certificates;
 - iv. A copy of the National ID card;
 - v. A copy of the current pay slip (if any); and
 - vi. Other relevant testimonials.

Note: Applicants who do not submit one (1) hard copy of the application package will not be considered.

Other Requirements

Applicants should notify the three (3) referees to send their recommendation letters directly to the undersigned in a sealed envelope or in soft via vc@embuni.ac.ke before the deadline.

The Application Package (hard and soft copy) should reach the undersigned not later than **5.00 pm** on **Friday, 21st August, 2026**.

The Vice-Chancellor,
University of Embu,
P.O. Box 6-60100, Embu,
Kenya.

Note:

- i. Only qualified and shortlisted applicants will be contacted;
- ii. Successful candidates will be required to satisfy the requirements of Chapter Six (6) of the Constitution of Kenya, 2010;
- iii. Persons with disability are encouraged to apply; and
- iv. University of Embu does not levy any fees for job application

University of Embu is an equal opportunity employer.