

## **JOB OPPORTUNITIES**

The Federation of Kenya Employers (FKE) is the national umbrella organization for employers in Kenya and its key mandate is to promote the interests of employers. FKE seeks to ensure that national labour and social policy provides an environment favorable to enterprise sustainability and job creation. We are seeking to engage enthusiastic, and results driven professionals to fill the following position.

### **1. LEGAL EDITOR WITH TECH INTERESTS – LE/8/2024**

FKE has developed the E-Waajiri Portal to provide digital services to members. The innovative portal provides updated, readily accessible, easy to understand, valuable employment and labour relations resource materials in the form of guidelines, tools, articles, and templates to FKE members. Members can also book services such as training events and appointments with the FKE Secretariat online.

Reporting to the Head of Legal, Industrial Relations and Membership Services, FKE seeks a candidate who will drive the implementation of the E-Waajiri platform, and the services offered through the portal. The candidate should be interested in and able to scale up digital services that simplify the daily operations of our members. In addition, the candidate must have solid professional, knowledge, and insight into the labour laws & industrial relations.

The ideal candidate must have understanding and interest in technology including new digital tools and solutions to ensure that the E-Waajiri Portal is a front-runner in the use of new digital solutions.

### **KEY RESPONSIBILITIES**

- Content generation for the E-Waajiri portal
- Editorial responsibilities for the legal and Industrial Relations content uploaded on the portal in liaison with the editorial committee.
- Ensure that the content on the portal is up to date and complies with the current laws and regulations.
- Guide colleagues on development of new content and maintain existing content, as well as developing new services on the E-Waajiri portal.
- Drafting articles and other content, and editing content submitted by other colleagues to ensure that complex messages are easy to understand.
- Lead and organize internal expert groups aimed at quality assurance of content.
- Coordinate and lead processes with external content and solution providers.

- Reply to members questions raised from and regarding the E-Waajiri portal.
- Prepare periodic reports on the members portal and present to management to inform decision making.
- Present the portal and other digital services in internal and external fora and to members.
- Working closely with the PR & Communications team to promote awareness creation and publicity of the E-Waajiri members portal.
- Mobilising members for the uptake of services through the E-Waajiri portal

### **QUALIFICATIONS AND EXPERIENCE**

- A bachelor's degree in law (LLB), preferably with experience in labour law and Industrial Relations
- Experience in preparing complex legal guidelines and insights in a simple way to make it easily understood by a wide audience
- Experience gained from digitalization projects, online services and publishing will be considered an asset
- Interest in and understanding of digital technology
- The candidates will be expected as part of their application to submit samples of edited legal documents

### **KEY SKILLS, COMPETENCIES AND DESIRED ATTRIBUTES**

- Knowledge, Passion and interest in Employment and Labour Relations matters
- Excellent writing skills
- Knowledge, Passion and Interest in digital technologies
- Innovation and creativity
- Coordination skills and ability to get things done

### **APPLICATION PROCESS**

Interested candidates who meet the above requirements should submit their cover letter, a detailed Curriculum Vitae with three professional referees, current and expected salary and provide work samples or portfolios where applicable. Applications should be sent through: [Recruitment@fke-Kenya.org](mailto:Recruitment@fke-Kenya.org) indicating the job title and reference number on the subject line to reach us no later than **August 16, 2024**. Only shortlisted candidates will be contacted.

***FKE is an Equal Opportunity Employer.***

**Executive Director & Chief Executive Officer  
Federation of Kenya Employers  
Waajiri House, Argwings Kodhek Rd, Milimani  
P.O. Box 48311-00100  
Nairobi**