



INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF KENYA (ICPAK)

CAREER OPPORTUNITY

ASSISTANT MANAGER, LEGAL SERVICES (LEGAL COMPLIANCE AND DISCIPLINARY SUPPORT) - GRADE 5

Job Ref: ICPAK008/2026

The Institute of Certified Public Accountants of Kenya (ICPAK) is a statutory body of Accountants established under the Accountants Act CAP 531, with the mandate to develop and regulate the Accountancy Profession in Kenya. The Institute is also a member of the Pan Africa Federation of Accountants (PAFA) and the International Federation of Accountants (IFAC), the global umbrella body for the accountancy profession.

Job Summary

Reporting to the Head of Legal Services, the Assistant Manager will lead the legal regulatory-compliance and disciplinary support workstream and serve as the department's principal link to the Disciplinary Committee, support to the Regulation Licensing and Compliance Directorate as well as the Registration and Quality Assurance Committee (RQAC) and the investigations function. The role provides a dedicated legal compliance function and technical legal support across the full disciplinary lifecycle, from preliminary review of complaints to proceedings before the Disciplinary Committee and the handling of appeals, safeguarding the quality, efficiency, consistency and legal soundness of the Institute's disciplinary and dispute-resolution processes.

Key Responsibilities

1. Review complaints, evidence and investigation reports before matters are tabled before the RQAC.
2. Assess whether the material presented discloses a complaint within the mandate of the Institute and advise on the appropriate course of action.
3. Draft statements of allegations in line with the Accountants Act and the applicable disciplinary framework.
4. Ensure that matters progressing to the RQAC, Council and the Disciplinary Committee are properly framed, legally sound and adequately supported.

5. Serve as the link between the Legal Services Department, the investigations function, the RQAC and the Disciplinary Committee, and coordinate the work of assigned investigators.
6. Track the disciplinary caseload, monitor turnaround, and maintain accurate records of proceedings and outcomes.
7. Support the Committee through legal research, correspondence, hearing papers and draft determinations for consideration and adoption.
8. Ensure proceedings are conducted in accordance with the rules of natural justice, fair administrative action and due process.
9. Support Council through legal analysis of appeals arising from disciplinary matters.
10. Monitor and advise on developments in jurisprudence relating to quasi-judicial decision-making, disciplinary proceedings, fair administrative action and due process.
11. Support the alternative dispute resolution of matters that may not meet the threshold for tabling before the Disciplinary Committee but require appropriate intervention
12. Support the enforcement of regulatory requirements against unauthorized practice.
13. Ensure the Institute's legal and regulatory compliance with applicable laws, regulations, standards, and professional requirements.
14. Support other departmental functions as may be assigned within the Legal Services Department.

Job Specifications:**Academic Qualifications**

- Bachelor of Laws degree (LL.B) from a recognized institution

Professional Qualifications / Membership to professional body

- Qualified Advocate of the High Court of Kenya with a valid practicing certificate
- A registered member of the Law Society of Kenya (LSK) in good standing

Work Experience:

- At least five (5) years' relevant post-qualification experience, with demonstrated experience in litigation, legal advisory, investigations, disciplinary proceedings, regulatory compliance, enforcement or quasi-judicial processes.

- Demonstrated experience in conducting and managing litigation and dispute-resolution matters, including preparation of pleadings, submissions, legal opinions, evidence and case strategy.

Competencies

- Sound knowledge of the Accountants Act, administrative law, fair administrative action and the rules of natural justice.
- Strong legal research, analysis and drafting skills, including the framing of allegations and the preparation of determinations.
- Sound judgement and discretion in assessing evidence and case sufficiency; attention to detail.
- Planning and organizing, communication, teamwork and integrity.

How to apply

Interested candidates should email their application letter accompanied with a detailed CV in PDF format clearly indicating their **current and expected salary** to the following email address: amls2026@icpak.com

Applications should be received on or before close of business on **Friday 19th October 2026**.

ICPAK is an equal opportunity employer and qualified applicants from all backgrounds are encouraged to apply.

Only shortlisted candidates will be contacted.