

## Introduction

Nairobi Centre for International Arbitration (NCIA) is established by an Act of Parliament the NCIA Act No. 26 of 2013 as a Centre for promotion of international commercial arbitration and other alternative forms of dispute resolution.

NCIA seeks a dynamic, transformative and innovative leader with a demonstrable passion in arbitration and alternative dispute resolution (ADR) to take up the post of Registrar/Chief Executive Officer.

The NCIA is a leading arbitration & ADR service provider within the region and with a strong global presence offering international commercial dispute resolution services handling cases for parties of various nationalities. The Registrar/CEO is a pivotal and strategic role in connecting the global presence for the Centre, consolidating the brand recognition and charting new frontiers while leading a dynamic team.

This is an exciting opportunity to create global networks and shape local practice of arbitration and ADR by a leader with impeccable character, spokesperson for the Centre across the country and beyond. The candidate should have excellent communication skills to leverage and gain acceptance with a wide range of stakeholders.

### **REGISTRAR/CHIEF EXECUTIVE OFFICER – JOB GRADE NCIA1**

**- REF: NCIA/HR/02/2024-2025)**

The officer in this position reports to the Board of Directors.

<b>Job Title:</b>	Registrar/Chief Executive Officer	
<b>Job Grade:</b>	NCIA 1	
<b>Terms of Service</b>	Contract (four (4) year term renewable once.	
<b>Remuneration</b>	<b>Basic Salary Scale</b>	Kshs. 260,000 p.m. - Kshs. 340,000 p.m.
	<b>House Allowance</b>	Kshs. 80,000 p.m.
	<b>Extraneous Allowance</b>	Kshs. 30,000 p.m.
	<b>Entertainment Allowance</b>	Kshs. 30,000 p.m.
	<b>Airtime Allowance</b>	Kshs. 20,000 p.m.
	<b>Commuter Allowance</b>	Official Transport
	<b>Other Benefits</b>	Medical Insurance Cover, Group Personal Life Cover (GPL), Group Life (GL), Annual Leave Allowance and Club Membership.
<b>Location</b>	NCIA Office, Co-operative Bank House, Nairobi	
<b>Workstation:</b>		

### Job Purpose

As the Chief Executive Officer, the Registrar will be responsible to the NCIA Board of Directors for overall planning, directing, controlling, and coordinating the Centre's activities; carrying out the day-to-day business of the Centre; convening Board meetings in consultation with the Chairperson; and ensuring the Board of Directors' decisions are implemented and reported on time. Represent the Centre in strategic meetings and speaking engagements locally and globally.

### Key Responsibilities / Duties / Tasks

#### As Chief Executive Officer/Board Secretary

- a) Providing leadership and overall management of the Centre.
- b) Developing and recommending to the Board of Directors the long-term strategies business plan, and annual operating budgets.
- c) Establishing proper internal monitoring and control systems and procedures.
- d) Ensuring effective communication between the management and the Board of Directors and between different levels of management and the rest of the staff.
- e) Ensuring continuous improvements in the quality and value of services and products provided by the Centre.
- f) Overseeing and ensuring implementation of corporate policies and programs.
- g) Maintaining a conducive work environment for attracting, retaining and motivating employees.
- i) Fostering a corporate culture that promotes ethical practices and good corporate citizenship.
- j) Ensuring compliance with the laws of the country and overseeing the Centre's operations to ensure efficiency, quality service and cost-effective management of resources.
- k) Overseeing the preparation and implementation of the performance appraisal system and contracts of all departments.
- l) Overseeing the development and implementation of effective financial management policies and systems for monitoring and reporting financial performance to ensure proper management and accountability of funds in line with financial and budgetary policies and procedures of the Centre and other stakeholders.
- m) Promoting institution accountability and ensuring that annual financial audit is conducted, and recommendations addressed.
- n) Coordinating the development and implementation of effective human resource management and administrative policies and systems.

#### As a Registrar: -

- a) Overseeing the overall registration, administration and management of the cases referred to the Centre for resolution under the Rules; these include registration of disputes, appointment of arbitrator/mediator, procedural directions, adjudicating on procedural applications and provisions conferred on the Centre/Registrar by the NCIA Rules.
- b) Overseeing the administration of domestic and international arbitrations as well as alternative dispute resolution techniques under NCIA.
- c) Overseeing the development of policies, laws, plans of Action to promote, facilitate and encourage the conduct of international commercial arbitration in accordance with the NCIA Act, No 26 of 2013.

- d) Coordinating the development of rules, guidelines, protocols for administering domestic and international arbitrations as well as alternative dispute resolution techniques under the auspices of the NCIA.
- e) Identifying models for the development of rules encompassing ADR processes.
- f) Facilitating in fora for lead agencies and non – state actors dealing with formulation of national policies, laws and plans of action on alternative dispute resolution.
- g) Establishing and ensuring maintenance of a comprehensive library specializing in arbitration and alternative dispute resolution.
- h) Overseeing the formulation of and provision of ad-hoc arbitration by facilitating the parties with necessary technical and administrative assistance at the behest of the parties.
- i) Providing advice and assistance for the enforcement and translation of arbitral awards.
- j) Coordinating provision of procedural and technical advice to disputants.

**As a member of the Arbitral Court, the Registrar will be responsible for: -**

- a) Providing secretariat support services to the court.
- b) Establishment and maintenance of the court registry, case registers, case files and Documentation.
- c) The acceptance, transmission service and custody of documents in accordance with the rules.
- d) Dissemination of the decisions of the court.
- e) Certifying that any order, direction, or decision is an order, direction or decision of the court,
- f) Causing to be kept records of proceedings and minutes of the meetings of the court and such other records as the court might direct.
- g) Undertaking any other duties in relation to proceedings before the court, assigned by the court.

**Qualifications**

**For appointment to the post of Registrar/Chief Executive Officer, the candidate must have: -**

- a) Relevant working experience of at least ten (10) years with a minimum of five (5) years in a senior management and leadership position in a public or private organization.
- b) Bachelor's degree in any of the following disciplines: -Law, Finance, Arbitration, Economics, or Insurance from a recognized institution.
- c) A post graduate degree in a relevant field from a recognized institution.
- d) Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks **or** its equivalent qualification from a recognized institution.
- e) Have met all the requirements of Chapter six (6) of the Constitution of Kenya.
- f) Be a member of a recognized professional body in good standing; and
- g) Demonstrated a thorough understanding of national goals, policies and development objectives, and ability to translate them into alternative dispute resolution policies.