

CURRICULUM VITAE

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CAREER HISTORY:

2007 – To Date **Legal Office**
UNIVERSITY OF NAIROBI

2002 – 2007 **KIOGORA MUTAI & CO. ADVOCATES**

EDUCATIONAL BACKGROUND:

1999 – 2001 INOORERO University, formerly Kenya School of Professional Studies, Nairobi.
Diploma in Law
Mean Grade (G.P.A.) Credit

1994 – 1997 Shimo La Tewa High School and Nyahururu High School
Mean Score (K.C.S.E.) B-

1986 – 1993 Sacred Heart Primary School and Mrima Primary School, Mombasa.
Mean Score (K.C.P.E.) 493/700

CAREER OBJECTIVE:

To realize the desire to successfully achieve a satisfactory career in law that is not hindered by partiality but motivated by a thirst for competence and reputation to justify the results.

Diploma in Law (Course Structure/ Subjects Studied)

- ❖ Business English
- ❖ Constitution & Administrative Law
- ❖ Criminal Law
- ❖ Civil Procedure
- ❖ Legal Writing and Drafting
- ❖ Land Law and Conveyance
- ❖ Company Law
- ❖ Law of Tort
- ❖ Social and Professional Ethics
- ❖ Legal Research and Library Use
- ❖ Accounting
- ❖ Principle and Practice of Management
- ❖ Family Law and Succession
- ❖ Law of Banking
- ❖ Law of Evidence
- ❖ Law of Insurance
- ❖ Commercial Law
- ❖ Computer Studies
- ❖ Introduction to Kenyan Law & Legal System

LLB – Bridging Course – ILEX

Part 1 Examination of Institute of Legal Executives

- ❖ English Legal System
- ❖ Legal Practice
- ❖ Matrimonial & Succession
- ❖ Civil litigation
- ❖ Conveyance
- ❖ Criminal Law
- ❖ Family Law and Succession

RESPONSIBILITIES:

Duties at Kiogora Mutai & Co., Advocates:-

- Preparation of pleadings and other relevant court documents e.g. Memorandum of Appearance, Request for Judgement, Plaints and Defences.
- Fixing convenient dates at the various courts to the satisfaction of the client and convenience to match the office diary.
- Filing and serving relevant notices and Pleadings in various courts across Kenya e.g. Nakuru, Kisumu, Kericho, Machakos, Kitui, Thika, Molo and Kiambu.
- Preparation of the internal cause list, to keep the counsel a brief, on matters due in court on a particular day for adequate preparation to the clients' convenience and satisfaction.
- Briefing clients on the Hearing dates of their matters and if any assistance is required from them to avoid the matter being stood over unnecessarily.
- Managing the office filing system by computerizing and updating the same to avoid a hitch in retrieval of the same.
- Preparation and liaising with auctioneers, through appointing, on application, to execute decrees on Judgement debtors and distress on rent.
- Preparing registration of leases, mortgages and charges at the Land Registry and presenting the documents for stamp duty.
- Conducting searches at the Companies' Registry, Motor Vehicle Registry and Land Registry.
- Advising the Advocates on the position of the as per the current document filed and whether warrants of Execution and arrest have been issued to the auctioneers.
- To prepare witnesses for pre-trial briefing and the main hearing to avoid the matter being delayed unnecessarily.

Duties at University of Nairobi:

1. Coordinating Witnesses for the University with External Lawyer

- Ensuring that the relevant witnesses from the various department/units where the cause of action has arose are contacted in adequate time and made aware of their participation as witnesses on behalf of the university before an arrangement is made with the Advocates in conduct of that particular matter for a pre-trial briefing.
- Preparing and writing back correspondence to the external advocates and witnesses informing them of the pre-trial briefing and hearing dates of their respective matters, under the instructions, guidance and direction of the Chief Legal Officer, and seldom accompanying the witnesses to court as directed.

2. Preparation of Briefs and Correspondences to the Legal Officer and the External Advocates

- Preparing briefs to the Legal Officer, under her instructions and guidance, based on the circumstances of the matter at hand, for her perusal and further action.
- Sending briefs to external Advocates to enable the same prepare adequately to defend the University in court to an amicable conclusion.
- Writing correspondence on general matters and any other matters assigned to by the Legal Officer.

3. Preparation and Compilation of the Legal Office documentation in relation to the Performance Contract

- To always ensure that the stipulations set in the Performance Contract signed between the University and the Legal Office are adhered to, under the guidance of the Chief Legal Officer, by preparation of timely Quarterly Reports to the Deputy Vice-Chancellor (Administration and finance) on the targets met by the office in compliance to the same.
- To ensure that the Chief Legal Officer has adequate documentation required as evidence to indicate the performance by the Legal Office

during the Performance Contract Evaluation to gauge the progress being made in compliance to the same.

4. Integrity Matters

- Coordinating the facilitation of the sensitisation of staff members on anti-corruption strategies to eliminate corruption and in the University of Nairobi, under the guidance of the Chief Legal Officer, by ensuring that the relevant documentation for the exercise are readily available as stipulated in the University Performance Contract with the Ministry of Higher Education Science and Technology.
- To prepare a schedule of monthly and quarterly meetings for the University Central Corruption Committee for the financial year and also to ensure that notices for the said meetings have been sent to all committee members on time to avoid last minute hitches.
- To ensure that all the appropriate documentation from the Corruption Prevention Committees as regards to minutes and reports have been forwarded to the Legal Office and are properly compiled in readiness for the Monthly and Quarterly University Corruption Prevention Committee's Meetings.
- To ensure that the Minutes of the monthly and quarterly meetings of the University Central Corruption Prevention Committee have been prepared on time for the Vice-Chancellor's signature under the guidance of the Chief Legal Officer.
- To ensure that appropriate copies of the signed minutes of the monthly and quarterly meetings of the University Central Corruption Prevention Committee have been forwarded to all committee members and the Integrity Assurance Officers who are secretaries to the respective corruption prevention committees.

5. Declaration of Income, Assets and Liabilities

- To coordinate the Declaration of Income, Assets and Liabilities exercise, under the guidance of the Chief Legal Officer, by ensuring adequate declaration of Income, Assets and Liabilities Forms are acquired from the Commission for Higher Education and distributed to all staff members in the University.
- To ensure, under the guidance of the Chief Legal Officer, that all staff members in the University have properly filled their respective declaration

forms and remitted the same to the Legal Office for onwards transmission to the Commission for Higher Education in compliance to the Public Officer Ethics Act, 2004.

6. Preparation of Documents for Registration:

- Preparation of Leases, Trust Deeds and other documents due for registration at the Lands and Companies Registries respectively as the procedure dictates.
- Ensuring that all the relevant papers i.e. Stamp Duty Slips, Bank Receipts and Registration Forms are filled appropriately and the correct Fee payable is acquired and indicated to enable expeditious registration of the said documents to be effected.
- Constantly checking with the Lands and Companies officers at the respective registries to monitor progress in the registration of the documents.

7. Perusal of Pleadings in Court and Documents at the Companies Registry

- Retrieving certified copies of the Judgement on a particular concluded matter from the different Courts of Law by first making a request to the Executive Officer and if the same is granted, the requisite fee is, therefore, remitted to enable the process of expediting on payment of the decretal amount granted by the courts against the University hastened.
- Verifying hearing dates with the Advocates on record for the University, by correspondence, on the relevant matters to enable the adequate preparation of witnesses before the hearing date.
- Verifying and liaising with the Companies Registry whether certain companies that apply to be considered for tendering are registered by making a formal request to the Registrar of Companies to avoid the Institution from being duped when awarding tenders or after awarding the said tenders.

8. Acquiring Laws of Kenya from the Government Printers

- Obtaining Bills/Acts of Parliament whenever they are presented or passed into law in parliament and assented to by the President to keep the University of Nairobi abreast with the dynamism of the ever-changing Laws of Kenya.
- Acquiring copies of the Legal Notices, Gazette Notices and ensuring updating of statutes under the Legal Officer's instructions, from time to time when the said notices are made available to the public, for the Legal Officer's use in dispensing her duties.

9. Opening of files, retrieving and filing documents, both of Legal and General nature, appropriately:

- Identifying documents/correspondence from the various Departments in the University of Nairobi and from external persons, companies and institutions and to have the same appropriately filed to avoid delay while retrieving the same when need arises.
- Opening files whenever a new matter arises and replacing closed volumes to ensure continuity of cases in court by keeping the University of Nairobi abreast with the proceedings of the court and any recourse taken for or against the institution.
- Ensuring that urgent matters are dealt with forthright and that there is no delay whatsoever in acting on the same.
- Ensuring that information contained in our registry is kept confidential at all times to ensure the interests of the University of Nairobi are not jeopardized whatsoever.
- Ensuring that the Legal Office Registry is in order for the smooth running of the Legal Office.

10. Acquiring and Monitoring Office Stationary

- Ensuring there is adequate stationary to aid in the daily running of the Legal Office.
- To always replenish the same whenever there is a shortage to avoid hampering dispensation of duties in the Legal Office.
- Making fair copies of any document(s) that come through the Legal Office for our records and for ease of reference when need be.

HOBBIES:

- ❖ Avid journal and novels reader
- ❖ Basketball
- ❖ Football
- ❖ Writing articles
- ❖ Watching movies
- ❖ Traveling
- ❖ Snooker

REFEREES:

Justice Oscar Amugo Angote
High Court of Kenya
P.O. Box 44846 – 00100
Mobile: 0720 467405

NAIROBI.

Peter Muchoki Advocate
Ahmednasir, Abdikadir & Co. Advocates
P.O. Box 45790 – 00100
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Benjamin Mwikya Musyoki Advocate
B.M. Musyoki & Co. Advocates
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