

Vacant Position: Legal Officer (Very Urgent)

Job Description

Reports to: Company Advocate

Overall Purpose of the Job:

To provide legal expertise, guidance, and support to the organization, enabling it to operate within the confines of the law, minimize legal risks, and protect its interests.

Duties & Responsibilities

- **Legal Advice:** Provide accurate and timely legal advice to the organization on various matters, including contracts, regulations, policies, and procedures. Interpret and explain legal issues to management and staff members.
- **Compliance:** Ensure compliance with relevant laws, regulations, and guidelines applicable to the organization's operations. Stay updated with changes in legislation and inform the organization about any potential impact on its activities.
- **Contract Management:** Draft, review, and negotiate contracts and agreements, such as client contracts, vendor agreements, employment contracts, and lease agreements. Identify legal risks and recommend necessary modifications to protect the organization's interests.
- **Legal Research:** Conduct legal research on specific areas of law relevant to the organization's operations. Stay informed about precedents, legal developments, and best practices. Prepare legal opinions and memos based on research findings.
- **Litigation and Dispute Resolution:** Assist in managing litigation matters, including drafting legal documents, coordinating with external lawyers, and representing the organization in court or alternative dispute resolution processes. Work closely with external legal counsel when necessary.
- **Policy and Procedure Development:** Develop, review, and update the organization's policies and procedures to ensure legal compliance and risk mitigation. Provide guidance on the implementation and enforcement of policies within the organization.
- **Training and Awareness:** Conduct training sessions and workshops to enhance legal awareness among employees. Provide guidance on legal issues, ethics, and compliance to ensure a strong understanding of legal requirements across the organization.
- **Regulatory Compliance:** Monitor regulatory requirements and assist in obtaining necessary licenses, permits, and approvals. Liaise with regulatory bodies and government agencies on legal matters and ensure timely submission of reports and filings.
- **Document Management:** Maintain accurate and up-to-date legal records, contracts, and other legal documents. Implement effective document management systems to ensure easy retrieval and proper storage of legal documents.
- **Risk Assessment:** Identify and assess legal risks associated with the organization's activities and propose risk mitigation strategies. Collaborate with other departments, such as risk management or finance, to address legal risks proactively.
- **Stakeholder Engagement:** Interact with external stakeholders, such as clients, government agencies, regulatory bodies, and legal professionals, to represent the organization's legal interests and negotiate agreements or settlements when required.

Qualification:

- Qualified and competent Advocate of the High Court of Kenya and with valid practising certificate.
- At least 3 years of work experience.

Application Procedure

1. Qualified applicants are requested to submit cover letter, CV and professional certificates as **ONE PDF DOCUMENT** to hr@uni-microfinance.co.ke
2. To indicate the position applied on the subject as: **"LEGAL OFFICER"**.
3. Please indicate expected monthly salary in Kenya Shillings