

MANAGER, LEGAL AND REGULATORY SERVICES

Reporting to the General Manager (Corporation Secretary and Legal services), he/she will be responsible for leading the legal Section and provide legal advisory services in all Legal matters relating to the Fund's activities.

KEY RESPONSIBILITIES:

- Vet and draft legal agreements;
- Ensure proper safe custody of all legal documents and seals;
- Formulate and review the Fund's legal strategies, policies, processes and procedures;
- Prepare legal opinion and advice on general issues that may arise from time to time with respect to the various departments;
- Receive summons, review the relevant files and prepare suitable instructions to external lawyers;
- Review all court documents prepared by external lawyers;
- Correspond with external lawyers/advocates on all the issues that may arise and advises on the position of the Fund;
- Represent the Fund in all legal proceedings, co-ordinate preparations, filing and service of pleadings;
- Interpret legal opinions and offers guidance on legal requirements;
- Disseminate appropriate legal information to staff and ensure compliance with the legal framework; and
- Reviews leases and contracts of all legal documentation and those drawn by third parties.

JOB REQUIREMENTS/SPECIFICATIONS:

- Master of Laws, Strategic Management, Business administration, Finance, Social Sciences or a related field from a recognized institution;
- Bachelor of Laws, Strategic Management, Business management, Finance, Social sciences or a related field from a recognized institution;
- Postgraduate Diploma in Legal Studies from the Council for Legal Education or Certified Secretary (CS).
- Admitted as an Advocate of the High Court of Kenya;
- At least ten (10) years work experience, five (5) of which should have been at a senior management position;
- Membership to a relevant and accredited professional body such as the Law Society of Kenya (LSK) and/or Institute of Certified Secretaries (ICS) and in good standing;
- Leadership Course from a recognized institution or a Certificate in Corporate Governance;
- Proficiency in computer applications; and
- Fulfilled requirements of Chapter 6 of the Constitution.

COMPETENCIES:

- Communication skills;
- Integrity, honesty and ethical;
- Interpersonal skills;
- Independence and objectivity; and
- Critical and analytical thinking and problem-solving skills.