

Job Title	Senior Legal Officer
Job Ref	PCF/03/2023
Number of positions	One (1)
Job Grade	PCF 5
Terms of Service	Permanent & Pensionable
Location / Workstation	Head Office, Nairobi
Salary Scale	144,717 x 7,322 p.a. – 152,039 x 7,322 p.a. – 159,361 x 7,322 p.a. – 166,683 x 7,322 p.a. – 174,005 x 7,322 p.a. – 181,327 x 7,322 x 188,649 x 7,322 p.a. – 195,972
Reporting Relationships	
Reports to	Principal Legal Officer
Direct Reports	Legal Officer
Indirect Reports	N/A
Job Purpose	
Responsible for implementation of the Legal function, offering legal opinion and legal advice for efficient and effective management of the department. Undertake research on a wide range of issues, identify legal and compliance risks touching on all aspects of the Fund.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1) Draft legal agreements and contracts in liaison with relevant departments to ensure that the Fund complies with statutory and other regulatory requirements. 2) Provide legal advice to management under the direction of the supervisor. 3) Undertake research on different aspects concerning all applicable laws as may be required. 4) Monitor, review and ensure compliance with regulatory and legislative requirements by the Fund. 5) Supervise the legal due diligence on clients, contractors, suppliers before formal engagement. 	

- 6) Coordinate the legal compliance and Governance audits and ensuring that recommendations therefrom are implemented.
- 7) Coordinate the legal services rendered by the legal office.
- 8) Prepare legal opinions and coordinate the preparation and processing of legal notices and any other Gazettement.
- 9) Implement litigation issues, initiating periodic legal reviews of the Fund and other relevant rules in liaison with the State Law Office and other relevant agencies.
- 10) Mentor, coach, train and appraisal of direct reports.

II. Operational Responsibilities / Tasks

- 1) Interpret legal cases as assigned.
- 2) Develop and implement legal agreements and contracts in liaison with relevant departments.
- 3) Assess areas where gaps exist in the laws, regulations, codes, rules and manuals to enhance the mandate of the Fund.
- 4) Ensure compliance with the legal framework, agreements, and contracts.
- 5) Prepare legal opinions on legal cases.
- 6) Carry out research on emerging legal issues that affect the Fund.
- 7) Attend court from time to time and advice on documentation to be filed in court in cases where the Fund is a party and monitor progress of court cases.
- 8) Provide input in preparation of witness statements in liaison with external advocates.
- 9) Identify legal and compliance risks and issues relative to the Fund's intended actions.
- 10) Advise on risk and compliance measures arising from court judgments and rulings.
- 11) Undertake conveyancing for the Fund's properties and assist with preparing leases and agreements where Fund is leasing out.
- 12) Negotiate, draw and review the Contracts, agreements and other legal documents.

<p>13) Represent the Fund in dispute resolution processes and litigation.</p> <p>14) Participate in the implementation of directorate's policies, strategies, procedures and plans.</p> <p>15) Initiate legal action on behalf of the Fund on recovery measures.</p> <p>16) Provide day to day legal and regulatory support to the functional areas covering general compliance queries and reviews.</p>
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
<ol style="list-style-type: none"> 1) Bachelor's Degree in Law from a recognized and accredited institution. 2) Post Graduate Diploma in law from the Kenya School of Law.
Professional Qualifications / Membership to professional bodies
<ol style="list-style-type: none"> 1) Advocate of the High Court of Kenya. 2) Member, Law Society of Kenya. 3) Hold current/valid practicing certificate. 4) Supervisory skills course lasting not less than two (2) weeks from a recognized institution. 5) Proficiency in computer applications.
Previous relevant work experience required.
At least four (4) years relevant work experience.
Functional Skills, Behavioural Competencies/Attributes:
<ol style="list-style-type: none"> 1) Planning and organizing skills 2) Analytical and problem-solving skills 3) Communication & interpersonal skills. 4) Legal and regulatory framework 5) Negotiation skills. 6) Reporting writing and presentation skills. 7) Knowledge management skills.

GENERAL APPLICATION REQUIREMENTS

Interested candidates, who must be Kenyan citizens, should submit their applications including copies of their academic and professional certificates, a copy of the National Identity Card or valid passport, an updated Curriculum Vitae (CV) detailing academic and professional qualifications, email address and a daytime telephone number(s). The CV should also include the email and telephone contacts of three (3) referees who can speak on your competence, character and integrity. All application must contain the reference number and job title on the subject matter (on letter or email) and on the envelope.

OTHER KEY REQUIREMENTS

Successful candidates in the interviews will be required to present and satisfy the requirement of Chapter Six of the Constitution of Kenya 2010 by providing original copies of the following documents as an employment condition:

- a) A certificate of Good Conduct from the Directorate of Criminal Investigations (DCI);
- b) A Clearance Certificate from the Higher Education Loans Board (HELB)
- c) A Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
- d) Clearance certificates from the Ethics and Anti-Corruption Commission (EACC) i.e. Completed First Schedule (s.13) and a self-declaration form
- e) A clearance Certificate from an Approved Credit Reference Bureau (CRB) in Kenya

APPLICATION

Applications should be received on or before close of business Monday **31st July 2023** via post/courier services, hand delivery or email to:

The Managing Trustee
Policyholders Compensation Fund
KWFT Center, 6th Floor
Masaba Road - Upper Hill
P O Box 24203 - 00100
NAIROBI
Email: recruitment@pcf.go.ke

PCF is an equal opportunity employer. Canvassing of any kind will lead to automatic disqualification. Women, Youth and Persons with Disabilities are encouraged to apply.

Only shortlisted candidates will be contacted.