

Legal Affairs Officer at Safaricom Investment Co-operative (S.I.C.)

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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Safaricom Investment Co-operative (S.I.C.) was set up in under the Co-operatives Act Cap to pursue joint investments for its members and has been in real estate space since its inception. As an investment cooperative, SIC pursue various investment opportunities for the benefit of its members and drawing its membership from the current and former staff of Safaricom Ltd and the public at large.

About The Role

The job holder will support the Legal department in providing legal expertise on legal issues relating to the functions, structures and activities of the organization and support on issues pertaining to legal and regulatory framework and monitor compliance with legal and regulatory requirements.

Application Instructions

All applicants should send their applications via the link and all documents sent should be on PDF

What You Will Do

Review of Sale Agreements and ensuring proper execution by the clients and the board members.

Drafting of service Level Agreements when called upon to do so.

Attending negotiation meetings with land vendors and prospective strategic partners.

Drafting of Memorandums of Understanding with various strategic partners.

Advising the society on the legal position on various legal questions upon review and interpretation of the various legislations and policies.

Ensuring the procedures of board activities are conducted in the manner set out in the by-laws and legislation.

Attesting to all the essential Society contracts and documents.

Ensuring proper use and storage of the Society seal.

Providing legal interpretation of legal regulations and documents.

Preparing and dispatching correspondence.

Communicating with and meeting Clients whenever called upon to do so.

Advising the society and assisting in providing solutions to potential issues involving compliance and risk.

Undertaking legal research and rendering legal opinions on different legal questions including but not limited to policies and legal regulations.

Attending to external meeting to represent the Society when necessary.

Qualifications

Bachelors of Law degree from a recognized institution

Post graduate Diploma in Law

A valid practicing certificate

An advocate of the High Court

At least 2-3 years relevant work experience.

Knowledge of administrative and legal processes.

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