

## Legal Intern at Kenya Wine Agencies Limited (KWAL)

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Company: JobWebKenya

Location: Kenya

Category: legal

### Job Description

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Kenya Wine Agencies Limited (KWAL) is the leading manufacturer and distributor of wines and spirits in Kenya , Eastern and Central Africa region.

### Role/Project Deliverables

Assist the LD with timely drafting of legal correspondence and legal documentation

Assist the LD in carrying out legal research and preparing legal advisories

Maintain and keep updated the contracts register, being up accordingly to facilitate renewals and assist with contract reviews and timely renewals

Maintain and keep updated the General Statutory Compliance Schedules and track on a continuous basis legislative/regulatory changes impacting the business

Maintain and keep updated the Department's other registers and logs, and offer support on requested reviews

Update the litigation schedule with fixed dates and proceedings in court

Support in implementation and tracking of resolutions of meetings handled by the department

Assist in the organization and support of sensitization/training events (such as on laws and policies) and other meetings that are organized by the department or in which the department is involved through, e.g. preparing the agenda, liaising with participants,

compiling materials, making presentations, taking notes

Support the team on Department projects

Attend meetings and take minutes as required

Review the KIPI journal monthly and extract application that players in our industry or other persons (alcoholic/non-alcoholic) have filed. Alert on IP applications similar to that of KWAL

Prepare and submit reports and presentations as required

Assist in any other matters as assigned by the LD

Support to CARA e.g. research

### **Intern Competencies/Skills required**

Bachelors of Law (LLB) Degree, Upper Second or above

Ms Office – Word, Excel and Powerpoint

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