

Legal Officer – Claims GB at CIC Insurance

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

CIC Insurance Group Limited, commonly referred to as CIC Group, is an insurance and investment group that operates mainly in Kenya, Uganda, South Sudan and Malawi

PURPOSE:

Responsible for presenting the company's legal interests in claims settlement, offering legal advice, negotiations and defending the company against third party claims and suits.

PRIMARY RESPONSIBILITIES:

Engaging in negotiations with third party claimants with a view to negotiating out of court settlement

Review of legal opinions from external advocates and giving instructions on the same

Court attendance to represent the company's interests

Responding to demand letters from external advocates

Legal compliance with the court procedures

Liaison with external advocates

Conducting legal research –legal advice and legal opinions

Performing legal analysis of claims

Registration of claims

Appointment of external service providers e.g. advocates, doctors, investigators etc.; and

Maintaining and updating the court hearings dates

Academic and Professional Requirements

Education

Bachelor's degree in Law or in a related field

Computer literate in MS Office and other office applications

Postgraduate diploma in law (Admission to the bar and holder of a current practicing certificate is a requirement)

Experience Required: Relevant experience 3

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