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Legal Officer – Recoveries at Old Mutual Kenya

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Job Description

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Old Mutual Kenya is based in Nairobi and is part of a larger group that offers solutions in long-term savings, asset management and investment. We offer solutions to individuals and corporates underpinned by our core values which are: Respect, Integrity, Accountability and Pushing beyond boundaries.

JOB SUMMARY

To ensure that all Third Party Recovery matters are attended to promptly and in a professional manner by initiating the recovery process and where appropriate appointing Old Mutual's external Advocates to commence recovery process in Court.

KEY ROLES AND RESPONSIBILITIES

Attend to legal claims correspondence and act appropriately and promptly to facilitate expeditious legal claims processing.

Appoint service providers and monitor their performance for effective service delivery

Pursue recovery from third parties and ensure prompt conclusion of all recovery matters so as to reduce the final cost of the claim.

Guide/assist the legal clerk in the legal payment processing to facilitate timely payment of legal claims.

Determine and set correct reserves and regularly revise them to reflect correct position of

the company liability at any given time.

Identify and pursue third party claims that can be settled out of court so as to reduce claim costs.

Assist in providing legal opinions on technical issues to assist in making legally sound decisions

KNOWLEDGE & EXPERIENCE

Qualifications :

Degree in Law

Admission to the bar as an advocate of the High Court of Kenya.

Experience:

One year's experience in handling Third Party Recovery matters after admission to the Bar.

SKILLS & COMPETENCIES

Strong Analytical skills

Good communication skills

Strong negotiation skills

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