

Senior Legal Officer at Policyholders Compensation Fund

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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The Policyholders Compensation Fund (PCF) is a State Agency established under Section of the Insurance Act (Cap of the Laws of Kenya) with the mandate of protecting insurance claimants of an insurer placed under a manager appointed under section 67C or whose license has been cancelled under the Act, through the provision of compensation for their unsettled claims.

Ref: PCF/03/

Operational Responsibilities / Tasks

Interpret legal cases as assigned.

Develop and implement legal agreements and contracts in liaison with relevant departments.

Assess areas where gaps exist in the laws, regulations, codes, rules and manuals to enhance the mandate of the Fund.

Ensure compliance with the legal framework, agreements, and contracts.

Prepare legal opinions on legal cases.

Carry out research on emerging legal issues that affect the Fund.

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.

Provide input in preparation of witness statements in liaison with external advocates.

Identify legal and compliance risks and issues relative to the Fund's intended actions.

Advise on risk and compliance measures arising from court judgments and rulings.

Undertake conveyancing for the Fund's properties and assist with preparing leases and agreements where Fund is leasing out.

Negotiate, draw and review the Contracts, agreements and other legal documents.

Represent the Fund in dispute resolution processes and litigation.

Participate in the implementation of directorate's policies, strategies, procedures and plans.

Initiate legal action on behalf of the Fund on recovery measures.

Provide day to day legal and regulatory support to the functional areas covering general compliance queries and reviews.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

Bachelor's Degree in Law from a recognized and accredited institution.

Post Graduate Diploma in law from the Kenya School of Law.

Qualifications / Membership to professional bodies

Advocate of the High Court of Kenya.

Member, Law Society of Kenya.

Hold current/valid practicing certificate.

Supervisory skills course lasting not less than two weeks from a recognized institution.

Proficiency in computer applications.

Previous relevant work experience required.

At least four years relevant work experience.

Functional Skills, Behavioural Competencies/Attributes:

Planning and organizing skills

Analytical and problem-solving skills

Communication & interpersonal skills.

Legal and regulatory framework

Negotiation skills.

Reporting writing and presentation skills.

Knowledge management skills.

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