

Senior Research Associate at Anjarwalla & Khanna

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Category: life-physical-and-social-science

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Anjarwalla & Khanna (A&K) is the largest corporate law firm in Eastern Africa, with over 90 lawyers, and is generally considered the leading full-service corporate law firm in Kenya. Our clients include some of the most sophisticated international and regional businesses, including listed companies, banking and financial institutions, insurance companies, private equity funds, venture capital and institutional equity investors, telecommunication companies, project developers and financiers, multilateral lenders, industrial and commercial companies, real estate developers, professional firms as well as government and public organizations. The firm has offices in both Nairobi and Mombasa, Kenya's main commercial centres. A&K has also established an office in Dubai. Anjarwalla Collins Haidermota (AC&H), a legal consultancy firm that provides corporate and commercial legal services, is the first African firm to be licensed in the UAE. Through AC&H, we are able to seamlessly service clients based in the Middle East on their transactions in Africa.

Roles and responsibilities

We are seeking a high calibre **Senior Research Associate** to join our Firm. The suitable candidate with superior creative and analytical thinking skills will work closely with the Senior and Managing Partner offices to proactively seek opportunities at an African and Global level, to mutually collaborate on new and emerging though leadership initiatives. The individual will also be part of the Executive Administrative Team.

This role will require an individual who is highly committed, driven, a critical thinker with a high

level of attention to detail.

In more detail, the core areas of responsibility include:

Conducting extensive research and analysing information from a wide variety of sources on various topics.

Working closely with the leadership to develop concepts on a variety of research topics aligned to the strategy of the Firm.

Compiling and editing thought leadership pieces working closely with the leadership team.

Reviewing posts and blurbs for LinkedIn working closely with the business development department and the leadership team.

Supporting effective collaboration on thought leadership matters, conference preparation, podcasts, webinars, journals etc. working closely with the leadership teams and the business development department.

Liaising with either clients or internal departments to coordinate any research and thought leadership pieces requiring input from the top leadership.

Writing research reports and maintaining research databases.

Preparing meeting write-ups, talk points and briefing the relevant stakeholders on the same.

Using data and analytics to monitor the performance of various thought leadership pieces, podcasts, webinars etc. conducted by the leadership and working closely with the business development team to prepare reports on the same.

Any other responsibilities related to research and supporting the Firm's leadership's internal and external initiatives in alignment with the Firm's strategy.

Requirements

Experience and personal qualities

This role will require a critical thinker who is curious, analytical, and self-driven. Exposure in a professional services environment is of an added advantage.

In addition, the following qualifications and personal qualities are preferred:

Degree qualification in a legal or business-related field.

Experience working with and providing support to high level executives and/or practicing lawyers is preferred.

A minimum of at least three to five (3 – 5) years of relevant work experience either in research or strategy support.

Excellent oral and written communication skills.

Excellent report writing and editing skills.

Strong interpersonal skills and a good communicator able to breakdown complex information in a concise and clear manner.

Ability to handle sensitive information while maintaining confidentiality.

Strong initiative and follow through with a capacity to think creatively and strategically.

Excellent attention to detail.

Proficient in the use of IT Systems, including Microsoft Office packages.

The following **personal qualities** are preferred:

A strategic and creative thinker with the ability to anticipate and resolve complex problems creatively.

Excellent time management and organisational skills; ability to manage multiple priorities/tasks, prioritize/coordinate deadlines, and track progress of tasks, in a complex and demanding environment.

Must be able to independently manage a challenging workload when faced with unexpected changes in priorities and deadlines.

A commitment to A&K's mission and strong ethical integrity.

Willingness to learn and adopt new methodologies.

Basic data analytics skills will be an added advantage.

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