



Consolidated Bank of Kenya Ltd is Kenya's SME bank of choice that provides flexible financial solutions that support our customers in achieving success. The Bank is well positioned, with presence in majority of the country's business hubs to continually offer pleasant and convenient services. We seek to recruit a high caliber, results oriented and self-driven individual to fill the position of **Legal Officer**.

## **LEGAL OFFICER**

### **Job Type**

Three (3) year Contract.

### **Job Purpose**

Reporting to the Legal Manager, the Legal Officer will be responsible for facilitating the interpretation of the Bank's policies and procedures to ensure they are compliant and in line with statutory regulations and corporate governance guidelines and they support business growth and minimize risks.

### **Key Responsibilities**

- Interpret legal texts for the Bank and assist management in interpreting and applying statutes, rules and regulations to ensure compliance of the Bank.
- Participate in preparing and/or represent the Bank in judicial proceedings regarding enforcement of laws, rules and regulations.
- Protect members and stakeholders rights, privileges and interests in intellectual property and other product innovations, processes through patents and copyrights and take the necessary action to protect and preserve such rights from infringement.
- Assist the Company Secretary and Legal Manager in researching legal precedents, investigating facts, preparing legal documents/reports/correspondences.
- Negotiate contracts, leases, formal agreements and other legal instruments between the Bank and other parties.
- Facilitate effective and timely security perfection.
- Maintain legal data-base of the Bank including recording information on on- going cases for the Bank, monitoring of the cases and liaising with the advocates and the business to ensure successful completion of matters.
- Maintain an updated legal library.
- Review of legal forms and documents to ensure they are appropriate for business.
- Provide support in planning and coordinating the annual general meeting (AGM).

## **Qualifications and Competencies**

- Be a holder of a bachelor's degree in Law from a recognized university.
- Should have Post-graduate diploma in Law from the Kenya School of Law.
- Possession of Certified Public Secretary (CPS-K) qualification will be added advantage.
- Be an advocate of the High Court of Kenya with a valid practicing certificate.
- Should be a member of the Law Society of Kenya in good standing.
- Should have minimum of three years' experience in providing legal services in a commercial environment.
- Should have strong communication, writing and presentation skills.

## **Method of Application**

Qualified and interested candidates who meet the above requirements should send their application in HARD COPIES quoting the title of the position applied for on the cover letter and envelope, together with a detailed Curriculum vitae, copies of certificates and the contact information of three referees to:

**The Head of Human Resources  
Consolidated Bank of Kenya Limited  
P.O. Box 51133 - 00200  
NAIROBI**

All applications should be sent through the above address ONLY, and received no later than **5.00 p.m. on Wednesday, 19<sup>th</sup> April 2023**. Only selected candidates will be contacted.

*Consolidated Bank of Kenya Limited is an equal opportunity employer.*