



Serving rural Kenya

P.O. Box 82120 Mombasa Tel: 0708 343434 or 0736 979797

E-mail: info@yehu.org or hr@yehu.org

Advertisement for post of Legal Officer

Position Title: Legal Officer

Reports to: Chief Executive Officer

Work Location: Mombasa

LEGAL OFFICER

Responsible for management of Corporate Legal Affairs in terms of providing concise legal expertise and support, advice and opinion(s) relating to the conduct of the business and support units of YMSL based on sound legal principles and implementation of the Corporate Governance requirements. This may entail reviewing, drafting and providing legal advice on the adequacy of the legal documents for Yehu in relation to third party contracts, providing instructions for various litigation matters affecting the company and ensure the best strategy is employed, protecting Yehu's overall interests vis a vis the emerging and prevailing laws and regulations of Kenya and minimizing legal risks as well as provision of legal advice to Board of Directors and management team.

1. Key Specific Responsibilities

- 1.1 Handle all internal legal administrative tasks and advising the organization on legal matters that may arise in its operations.
- 1.2 Liaise with the organization consultants such as advocates and auditors on legal matters.
- 1.3 Liaise with the Organization's Advocates on the preparation and perfection of Security documents.
- 1.4 Perusal through Commercial Leases, Contracts, Service Level Agreements and negotiating favourable terms with the relevant parties.
- 1.5 Proactivity in taking initiative for developing, implementing, and reviewing legal policies and procedures to ensure that they are in accord with the existing legislation.
- 1.6 Advising the management and implementation of Internal Policies.
- 1.7 Advising the management issues on all Employment related issues.
- 1.8 Ensuring that the organization is run within the legal and regulation framework.
- 1.9 Providing necessary support in the management of the Board functionality.
- 1.10 Carry out any other duties relating to the legal requirement of the organization.

2. Key Qualifications

- 2.1 Legal Knowledge of the court process- Must possess legal knowledge on the Court process and have excellent negotiation skills.
- 2.2 Legal Knowledge, Experience and all necessary procedure in Perfection of Security Documents.
- 2.3 Legal Knowledge and Experience in Commercial, Employment, Debt Recovery Litigation Processes.
- 2.4 Conceptual and Analytical Skills-Must be able to conceptualize issues and analyze proposals to detail to understand underlying issues.
- 2.5 Knowledge of Business Environment-Must understand local and global dynamics of the business environments facing customers.
- 2.6 Lending Skills

- Appraisal requirements for the MFI's lending products
- Must be familiar with legislation relating to debt Collection and perfection of securities, and requirements by regulating bodies.

2.7 Technology Skills-Computer literate with proficiency in MS office and graphic applications.

2.8 Governance- Must be versed with the emerging best practices in corporate governance and utilize this knowledge to entrench best practices in governance as a competitive advantage.

3. Behavioral Competencies

- 3.1 Result-orientation-Understands the bigger picture and appreciates being measured and applying objective criteria to assess customers to mitigate risks and enhance excellent customer experience.
- 3.2 Personal ethics- Must be honest, fair and just with self, and high level of integrity
- 3.3 Decisive and Independent-Ability to operate on own, consult and clarify where necessary and make informed decisions
- 3.4 Interpersonal Skills-Must be good with people in bad and good times, but firm and fair
- 3.5 Negotiation Skills- Must be a hard negotiator, with excellent professional persuasive approaches.
- 3.6 Communication Skills-Excellent written and verbal communication skills, report/proposal writing skills and presentation skills
- 3.7 Job execution- ability to work under pressure and self -driven with minimal administrative support.

4. Job Specifications

4.1 Academic Qualifications:

- A Bachelor's Degree Law (LLB)
- Post Graduate Diploma in Law

4.2 Professional Qualifications:

- Advocate of the High Court of Kenya of at least 3 years post admission
- Certified Public Secretary of Kenya CPS (K) (Added Advantage)

4.3 Desired work experience:

- At least 4 years' experience in a legal department of a busy organization, banking operations, with sound exposure to credit or lending and debt recovery.

HOW TO APPLY

For those who are interested in this position, please submit the application letter and Curriculum Vitae with three official references and scanned copies of your credentials to;

**The Human Resources & Administration Officer Yehu
Microfinance Services Ltd
P.O. BOX 82120 – 80100
MOMBASA**

Or you can also email the applications through info@yehu.org and hr@yehu.org The closing date for applications is **31st August, 2023**.

Only shortlisted candidates will be contacted.