1. IDENTIFICATION

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Legal Intern</th>
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<tbody>
<tr>
<td>DIRECTORATE/UNIT</td>
<td>Legal Department</td>
</tr>
<tr>
<td>PHYSICAL LOCATION</td>
<td>Amref Health Africa, Corporate and Kenya, Nairobi</td>
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<tr>
<td>PERIOD</td>
<td>6 months</td>
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2. JOB OBJECTIVE

To provide support to the legal department.

3. REPORTING RELATIONSHIP

The Legal Assistant.

4. RESPONSIBILITY

- Drafting and revision of contracts
- Drafting and offering legal opinions at the request of legal officer and other company officials
- Working with the Legal Officer to ensure that the company is in compliance with the relevant laws and regulations
- Filling of annual company returns
- Issuing of instructions to the Company's Panel of Advocates and ensuring they are paid in good time.
- Assist in reviewing and preparation of correspondence
- Assist the legal services department in conducting internal legal trainings
- Support legal research on various matters and other supporting authorities/material required to enable the provision of quality advice within the company
- Attending meetings and taking of minutes
- Attending seminars and conferences at the request of the Legal Officer
- Plus any other duties as reasonably requested by the Legal Officer

5. QUALIFICATIONS

- University degree in Law or a continuing student in Law;
- Experience with using Windows based applications;

6. COMPETENCES

- Strong interpersonal skills,
- Good communication skills, both oral and written,
- Willingness to learn,
- Attentive to detail,
- Team Player,
- Show initiative and creativity,
- Hard working and results oriented,
- Strong analytical skills