



<b>1. IDENTIFICATION</b>	
<b>JOB TITLE</b>	<b>Legal Intern</b>
<b>DIRECTORATE/UNIT</b>	<b>Legal Department</b>
<b>PHYSICAL LOCATION</b>	<b>Amref Health Africa, Corporate and Kenya, Nairobi</b>
<b>PERIOD</b>	<b>6 months</b>

## **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