



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Legal Officer
REPORTING TO	Company Secretary
DEPARTMENT/UNIT	Legal
DURATION OF CONTRACT	2 years (Renewable)
DUTY STATION	Nairobi, Kenya

Amref Health Africa was founded in 1957 and has since grown to become one of the largest African-based international health development organization, currently implementing more than 120 programs, directly reaching more than 12 million people across 35 African countries. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa and an additional eleven advocacy and fundraising offices in Europe and North America. In the spirit of Ubuntu, partnership and networking are key elements of our approach. Amref has a staff complement of over 1,500.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To increase sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health'*.

1. JOB PURPOSE

To provide efficient and effective legal support that is reliable and courteous.

2. PRIMARY RESPONSIBILITIES

Key areas	Activities
Legal Advisory services	Provide legal protection and risk management advise to management
	Review and provide advice on all documentation that require legal input (donor and other contracts, tender documents etc)
	Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff.
	Interacts with management to advise on all aspects of legal implications specific to projects or programs
	Addressing general matters pertaining to Intellectual Property (IP) and to guide the organisation on the application of IP laws and principles alongside the organization's own policies
	Ensuring organizational information and knowledge is copyrighted and protected and ensuring enforcing copyrights
	Provides advise on risks and mitigation measures and follows corrections and implementation of mitigation measures
	Keeping track of new updates in relevant legal provisions and provide advice and follow-up management actions accordingly

Risk Management	Ensuring and providing support to the organisation for timely identification of legal risks and communicating to the Company Secretary and respective head of directorates for mitigation measures
	Ensuring mitigation measures are implemented timely to prevent loses, enhancing accountability and performance
	Participates in risk management sessions that have a bearing on legal matters, reviews risk reports for purposes of managing key risks efficiently in the risk management process
	Provide guidance and supports follow ups on investigative audits reports and their outcomes
	In collaboration with the internal audit, overseeing Amref Health Africa legal risk management programs for the entire system, recommending and assisting in the development of policies, procedures and systems pertaining to risk management issues
Legal support	Protect Amref Health Africa interests by vetting all contracts with third parties.
	Advising users on the legal issues in respect to proposed contractual arrangements / Memorandum of Understandings / Mutual confidential agreements
	Assessing agreements and partnerships deeds for minimizing/eradicating risks and exposure
	Assessing ongoing cases and execute the best course of action
	Assist in drafting different types of legal documents
	Reviewing, negotiating and drafting commercial agreements involving all functional areas of the organisation from routine agreements to major transactions
	Preparing Board Reports on all completed Contracts that need to be brought to the attention of the board
	Manage litigation briefs to protect Amref Health Africa interests and reduce its exposure.
Litigation Management	Follow up on litigation cases where Amref Health Africa is a Plaintiff to ensure that damages due to Amref Health Africa are recovered.
	Keep an up to date schedule of legal costs incurred, compiling list of claims and status with a view of establishing impact costs
	Receive court summons and liaise with external lawyers
	Advising the organisation and related entities on the litigation risks of possible business decisions, providing preventive counselling with respect to the legal risks associated with business practices ; and developing strategy with both inside and outside counsel in response to civil litigation and regulatory inquiries
	Review progress of outstanding litigations and liaise with and manage external lawyers
	Preparing Board Reports on all Litigation Matters
Statutory Compliance	Ensure company's compliance with statutory and regulatory requirements.
	Formulate compliance check-lists to be used for the purpose of ensuring that all information required is provided accordingly
	Managing legal implications of new contracts
	Prepare regular reports for senior management meetings
	Ensuring compliance and renewals of all the licenses, contracts, agreements and permits of the organisation
Liaison with External Counsel	Monitor external counsel to ensure legal representation and handling of cases is effective
	Get updates from external counsel on legal matters
	Prepare necessary documentation for the handling of cases for external counsel
	Keep an up to date schedule on matters dismissed, cleared and judgment entered against Amref Health Africa and those filed against Amref Health Africa

	Review court awards / arbitration settlements and advise if decretal sums are to be paid or if the organization is to appeal against the judgment entered
Policy Development	Review and advise management on legal implications of internal policies and procedures
	Review and draft contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements
Monitoring & Evaluation and Documentation	Analysing problems and difficulties encountered in the legal arena and taking or recommending remedial action to mitigate against risks that may arise
	Continuously monitor compliance with statutory obligations and advise senior management accordingly
	Liaise with legal advisors from other offices within Africa to ensure all legal matters are under control
	Creating a database for all legal aspects for ease of reference
Liaison with User Departments	Develop effective working relationships with key users units to ensure their needs are understood and appropriate solutions developed to support business needs.

REQUIRED QUALIFICATIONS

3. Education and Professional Qualifications

- Minimum of a Bachelor's degree in Law.
- A Postgraduate Diploma in Legal Studies from the Kenya School of Law.
- Must be a member of the Law Society of Kenya with a current practicing certificate.
- An advocate of the High Court of Kenya.
- CPS (K) and membership of the ICPSK will be an added advantage.

4. Required Qualifications and Experience

- Should have at least Four (4) years relevant work experience.
- Some experience working in an international NGO with a strong understanding of the humanitarian operating models and development programs/ approaches in both regular and relief situations.

5. Knowledge, Skills and Abilities

- Strong conceptual, analytical, documentation and presentation skills;
- Ability and willingness to travel domestically and internationally up to 20% of the time. Good interpersonal skills and ability to influence and negotiate at different levels;
- Excellent communications skills necessary for interaction with the Government of Kenya and negotiating parties;
- Excellent logical and examination skills;
- High degree of integrity, dependability and confidentiality;
- Ability to provide independent advice (orally and in writing) to senior level management on highly technical matters;
- Good planning and organisation skills.

How to apply

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **February 25, 2022**. Only shortlisted candidates will be contacted.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment.

Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy