


LEGAL OFFICER POSITION

 Insurance Regulatory Authority Bima Bora Jawa Taifa IRA	JOB TITLE	Legal Officer
	DIRECTORATE/ DEPARTMENT	Directorate of Corporation Secretary and Legal Services
	GRADE/LEVEL	IRA 7
	IMMEDIATE SUPERVISOR	Senior Legal Officer

a) Job purpose

Provides legal, regulatory and compliance support to the divisions, departments and business teams, represents the Authority in legal proceedings, and effectively executes legal and operational risk management actions in accordance with the Directorate's policies and procedures.

b) Job Specifications

Duties and responsibilities will entail:

- (i) Supervising and guiding legal assistants in the execution of their duties as instructed by the Senior Legal Officer
- (ii) Identifies and recommends actions on legal and compliance risks
- (iii) Provision of legal advice and opinions on all aspects of law
- (iv) Undertaking research on assigned legal issues
- (v) Participate in legal representation and monitoring of legal matters in Court
- (vi) Participate in any alternative dispute resolution (ADR) mechanisms
- (vii) Receives and acts upon all court summons, pleadings and demand letters served upon the Authority
- (viii) Participates in the instruction, appraisal and supervision of external legal counsel representing the Authority in court, tribunal and other legal proceedings
- (ix) Updating the litigation register, court diary and bring-up diary
- (x) Drafting pleadings, legal instruments, contracts, leases and any other legal documents
- (xi) Advising on legal issues arising in applications for registration and licensing of insurers and intermediaries
- (xii) Providing day to day advise the Consumer Protection Section in complaint resolution activities
- (xiii) Participates in collection, collation, analysis and reporting of information on the management of legal and compliance risks

- (xiv) Drafts articles for publication in the Authority's legal and policy publications and write-ups
- (xv) Conducting legal awareness training for staff in accordance with the annual legal awareness training plan
- (xvi) Participates in performance management, mentoring and coaching of legal assistants
- (xvii) Undertaking any other assignment as may be required

c) Persons Specifications

- (i) A Bachelor's Degree in Laws
- (ii) A Post Graduate Diploma in Laws from the Kenya School of Law
- (iii) An Advocate of the High Court of Kenya
- (iv) Must be a member of the Law Society of Kenya with a current practicing certificate
- (v) Proficiency in ICT
- (vi) Meets the provision of Chapter Six of the Constitution

d) Competencies and skills

- (i) Strong communication and presentation skills
- (ii) Good analytical skills
- (iii) Problem solving
- (iv) Professionalism