

## Legal Officer

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JTL-LG-LO-03-24 | Legal Services | Contract | Posted on March 30th, 2024 | Expires on March 29th, 2024

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We are looking to recruit a Legal Officer who will be responsible for assisting the Legal Department in ensuring legal compliance, continuous risk assessments of the Company operations and mitigation of potential risks.

### LEGAL OFFICER JOB RESPONSIBILITIES

- Preparing and reviewing legal documents including customer facing contracts, leases and licenses, preparing and monitoring the contracts and property schedules to ensure timely renewal.
- Ensuring that the Company's interests are protected at all times in contracting.
- Ensuring that the Company's rights and interests including intellectual property are effectively protected and not infringed upon.
- Assist in undertaking legal review of and assist in advising the Company upon important legal documents, agreements, policies and procedures.
- Assist in management of litigation involving the Company in liaison with external lawyers assigned and assist in ensuring that the Company is represented in court.
- Ensuring that all documentary and other evidence is well preserved and stored, all files are in place and well updated.
- Participation in Company record management through effective archiving.
- Preserving the legal integrity of the Company's commercial operations.
- Assist in conducting legal training to the Company's employees on the respective legal requirements for their roles in the Company and assist in acting as a resource on the interpretation of existing or proposed laws and regulations.
- Assist and participate in the Company secretarial tasks as assigned from time to time.

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### QUALIFICATIONS FOR THE NETWORK MONITORING ENGINEER JOB

- Bachelor of Law Degree and an advocate of the High Court.
  - A minimum of three (3) years post admission experience in a busy law Firm or Corporate Legal Office.
  - Knowledge of contract drafting and litigation skills.
  - High personal integrity.
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Location: Nairobi

Department: Legal

Job Type: contract