

JOB TITLE:	LEGAL OFFICER	REFERENCE INDICATOR:	
DIVISION:	LEGAL & COMPANY SECRETARIAT	DEPARTMENT/ UNIT:	LEGAL & COMPANY SECRETARIAT
JOB GRADE:	ABO/BO	VERSION NO.:	2

JOB OBJECTIVE(S)

Reporting to the Head of Legal & Company Secretary, the Legal Officer plays a vital role in safeguarding the institution's legal standing and upholding the highest standards of corporate governance. This position is accountable for delivering expert legal advice, drafting precise legal opinions, and ensuring rigorous adherence to regulatory compliance frameworks. Additionally, the role provides seamless administrative and strategic support to the Board and Company Secretariat, facilitating effective board management, governance administration, and high-level stakeholder alignment.

DUTIES & RESPONSIBILITIES

- **Legal Advisory & Opinion Drafting:** Draft comprehensive legal opinions, analyze potential legal exposure, and provide sound, timely legal counsel through the Head of Legal and internal business units to support informed decision-making.
- **Board & Committee Administration:** Support the Company Secretariat in organizing, coordinating, and managing Board and Board Committee meetings—including preparing agendas, collating board packs, taking accurate minutes, and tracking post-meeting action items.
- **Regulatory Compliance & Policy Adherence:** Monitor changes in relevant laws, regulations, and statutory codes; assist in ensuring the institution's operations and policies remain fully compliant with governing regulatory bodies.
- **Contract Drafting & Review:** Draft, review, and negotiate a wide range of legal agreements, contracts, and legal documentation to protect the bank's commercial interests and minimize operational risk.
- **Governance & Statutory Filings:** Maintain accurate corporate governance records, company registers, and statutory documentation, ensuring timely filings with relevant authorities (e.g., Registrar of Companies, regulatory bodies).
- **Litigation & External Counsel Management:** Assist in tracking, managing, and maintaining the register of ongoing litigation matters, supporting the Head of Legal in liaising with external legal counsel and monitoring legal fees.

- **Stakeholder & Support Function Alignment:** Serve as a reliable point of contact for internal business units on routine legal inquiries, fostering positive working relationships while upholding institutional legal and governance standards.
- **Knowledge Transfer & Legal Sensitization:** Continuously track emerging legal developments, precedent-setting court rulings, and legislative updates to prepare informative briefs and deliver sensitization sessions for staff and internal stakeholders on legal changes impacting the institution's operations and exposure.
- **Bank Securities & Safe Custody Management:** Oversee the secure indexing, safe custody, release, and audit of the bank's vital legal documentation and security instruments (such as land titles, perfection documents, debentures, and guarantees), ensuring strict compliance with physical/digital vault protocols and zero unauthorized access or loss.

KEY PERFORMANCE INDICATORS

1. Legal Advisory, Opinion Drafting & Knowledge Transfer

- **Turnaround Time (TAT) on Legal Opinions:** Achieve a minimum 90–95% compliance rate in delivering accurate legal opinions and contract reviews within agreed Service Level Agreements (SLAs).
- **Legal Sensitization & Training:** Conduct a minimum of 2 internal legal awareness sessions per month covering key court rulings, regulatory shifts, and legal risk mitigation strategies.

2. Board & Committee Secretariat Administration

- **Board Pack Dispatch Timeliness:** Ensure 100% on-time dispatch of Board and Board Committee packs to directors ahead of scheduled meetings.
- **Minutes Quality & Turnaround:** Produce accurate draft minutes and track the post-meeting Action Matters Arising matrix for resolution within 5 business days following each meeting.

3. Regulatory Compliance & Statutory Governance

- **Statutory & Regulatory Filings:** Maintain 100% compliance with zero penalties or late fees incurred for annual returns, company registry updates, or regulatory notifications.
- **Corporate Registers Integrity:** Ensure 100% up-to-date maintenance of corporate governance records, Board resolution tracking, and company registers.

4. Litigation Management & External Counsel Oversight

- **Litigation Tracking & Case File Maintenance:** Maintain an accurate, up-to-date litigation register with 100% compliance on quarterly reporting to the Head of Legal.
- **Monitor Legal Spend & Budget:** Assist in monitoring external legal fees to keep litigation and instruction costs within budget.

5. Custodianship & Record Management

- **Security Custody & Perfection TAT:** 100% accurate tracking, logging, and zero misplacement or unauthorized release of perfected collateral and legal securities.
- **Service Level Agreement:** 95%+ adherence to defined Service Level Agreements (SLAs) for security retrieval and perfection verification.

JOB REQUIREMENTS

Education:

- Minimum of Bachelors or Master's Degree in Laws.
- Associate, Fellow, or Member of the Institute of Certified Secretaries (ICS) Kenya
- Active LSK Membership

Experience:

- Minimum of 3 years' experience with a bank/financial institution in a similar capacity.
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KEY COMPETENCY REQUIREMENTS

Knowledge:

- Sound and proven knowledge and experience of the law in general, with specific reference to banking law & legislation, local law of the region in question, common law, drafting, vetting and negotiations of contracts, statutory bodies and other committees in respect of e.g. financial institutions and financial regulation.
- Knowledge and experience of corporate governance and

Skill/Competencies:

- Management skills, administration skills, research skills and negotiation skills.
- The ability to accept extremely high levels of responsibility and accountability.
- High level of loyalty, honesty, integrity, and the ability to work well as part of a team.
- You have excellent judgement, and an awareness and understanding of

compliance matters.

the significance of compliance and governance issues.

REPORTING RELATIONSHIPS

Functionally reports to:

Country Head-Legal & Company Secretary

Administratively reports to:

Country Head-Legal & Company Secretary

Supervises:

Nil

Job Holder:	Approved by: MD/CEO	Last revised by:
Name:	Name	Name:
Signature:	Signature:	Signature:
Date:	Date:	Date: