



# WE ARE HIRING

## LEGAL OFFICER POSITION

The Agricultural Society of Kenya (ASK) invites applications from qualified candidates to fill in the above position;

### **Broad Function**

Responsible for managing litigation, contract preparation and providing legal advisory on compliance.

### **Duties and Responsibilities**

- Conduct legal research;
- Participate in vetting and drawing contracts, lease, loans agreement and other legal documents;
- Gather information and evidence on cases and compiling the cases as required;
- Participate in maintenance and filing all court proceedings as per established systems;
- Liaise with other departments on handling effectively company operations and legal matters;
- Prepare legal documents as required;
- Participate in handling insurance matters as and when required;
- Participate in preparation of budget and ensuring effective control;
- Prepare legal reports and opinion on matters involving the society and presenting to management meetings;
- Draft and review legal documents and contracts;
- Negotiate advocates, auctioneers' and investigators' fees;
- Provide legal advice to the society
- Collect evidence and witnesses in the event of a litigation.
- Perform any other relevant duties that may be assigned from time to time.

### **Knowledge and Skills Required:**

The job holder must possess:

- Bachelor's Degree in Law from a recognized institution;
- A Postgraduate Diploma in Legal Studies from the Kenya School of Law;
- An advocate of the High Court
- Member of Law Society of Kenya with a current practicing certificate
- A minimum of four (4) year relevant experience;
- Must demonstrate high integrity and ethical practice

- Must demonstrate ability to work independently with minimum supervision.
- Must be a team player who is able to work cordially in teams
- Must demonstrate ability to multitask.
- Must demonstrate commitment to operational effectiveness
- Should have ability to solve problems by applying relevant business knowledge
- Should demonstrate professional expertise in the relevant work area
- Must have the ability to communicate for both written and oral communication
- Must be able to work under pressure
- Must be a flexible person, who is willing to learn and able to work flexible hours to achieve goals

Send your applications attaching a detailed CV, copies of certified academic/professional certificates and testimonial, names and contacts of three referees to **careers@ask.co.ke** on or before **28<sup>th</sup> October 2021**. Only short listed candidates will be contacted. Canvassing will lead to automatic disqualification.