



AGRICULTURAL SOCIETY OF KENYA

LEGAL INTERN ADVERT

The Agricultural Society of Kenya wishes to recruit a Legal Intern to assist in the Legal Department.

Duties and responsibilities:

1. Maintain and constantly update a database of all the Society's contracts including: Tenancy Agreements, Leases, MOUs, supplier contracts etc and ensure that all such agreements are properly kept for reference whenever need arises.
2. Identify all agreements which are due to expire and alert the Legal Officer at least 3months before expiry to facilitate renewals in good time.
3. Diarize all hearings and mentions on the Society's litigation claims and update the Litigation report on a frequent basis, upon guidance by the Legal Officer.
4. Organize for proper filing of all legal documents including all correspondences, pleadings, invoices, memoranda, agreements and keep all Legal files up-to-date.
5. Locate and retrieve files and documents immediately upon request, as well as prepare legal document indices, file folders and labels.
6. Assist in the drafting of demand letters to debtors and reviewing of legal contracts, upon supervision by the Legal Officer.
7. Perform any other relevant duties as may be assigned from time to time.

Qualifications and skills:

- ✓ Bachelor's degree/Diploma in law.
- ✓ Knowledge and experience in operating a computer, and other general office equipment.
- ✓ Excellent social and communication skills: professional and clear verbal and written communication skills.

Term of contract:

6months

Method of application:

All interested applicants should forward their applications via e-mail to careers@ask.co.ke on or before **15th July 2023**.