

SENIOR LEGAL & COMPLIANCE OFFICER – 1 Post

Reports to CEO & Trust Secretary

Purpose of the job

The Senior Legal and Compliance Officer will be responsible for providing Board secretarial service to the Board of Trustees and legal advisory services to the Fund. Providing technical and strategic leadership in the development and implementation of a robust legal and risk management framework aimed at ensuring security of pension funds, protection of the rights of members and beneficiaries, stakeholders and compliance with statutory and regulatory requirements.

Key Responsibilities

- Provide legal input in the formulation of KPPF's corporate strategy, including investment policies.
- Oversee the articulation of the legal and board secretarial strategy, including a board engagement plan in line with the Fund's overall strategy.
- Establish and ensure implementation of an effective legal and compliance framework/ procedure for the Fund.
- Develop and ensure implementation of a compliance plan to ensure all aspects of the Fund's operations are in line with relevant regulations.
- Keep abreast of local and global best practices with respect to compliance and risk management for the Fund's operations and make recommendations.
- Provide board/secretarial services to the Board of Trustees and advice on good corporate governance practices to enhance organisational effectiveness.
- Coordinate the arrangement of Board meetings and attend to all matters relating to the operation and function of the Board.
- Record and circulate minutes of the meetings of the Board, its Committees, AGM and Management in the course of these proceedings.
- Represent the Fund on litigation matters involving the Fund.
- Prepare legal opinions, advice and reports on technical legal matters to the Board and Departmental Managers including reviewing legal documentation, management of legal due diligence and liaising with external counsel as required.
- Responsible for legal & regulatory compliance management including monitoring and reporting on changes to applicable statutes and regulations.
- Responsible for contract management; drafting standard contracts and specialized contracts, review and negotiate contracts and ensuring such documents and third party contracts are properly and promptly executed.
- Maintain proper coordination between the legal function and other user departments with respect to contracting with suppliers, vendors and third parties.

- Develop a Risk Management Framework and continuously assess and evaluate risks and identify mitigation mechanisms.
- Oversee the audits of policy and compliance to standards in the Fund's operations including liaison with internal and external auditors.

Candidate Profile

The job holder should possess the following minimum qualifications:

- Bachelor's Degree in Law from a recognised University.
- Advocate of the High Court of Kenya
- Relevant Professional qualification e.g. CPS (K)
- Six (6) years' post admission experience in providing a corporate legal office of a medium or large size organisation with at least three (3) years at management level.
- A Master's Degree in related discipline and board secretarial services experience will be an added advantage.
- Risk management and compliance experience with knowledge of current best practices and trends.

In addition, candidates should demonstrate the following personal traits and competencies:

- Strong leadership skills to foster teamwork; develop and motivate staff, resolve conflicts as well as ability to provide direction, guidance, momentum and vision in order to achieve the Fund's objectives.
- High-level interpersonal and cross-cultural skills, including ability to build consensus, alliances and collaborative relationships with sensitivity to diversity.
- Ability to be forward thinking and use technology and other modern tools to drive decision making and implementation
- Interpersonal and cross-cultural skills, including ability to build collaborative relationships with sensitivity to diversity/inclusion.
- Creativity and innovation skills.
- Critical and analytical thinking and problem-solving skills.
- Interpersonal and cross-cultural skills, including ability to build collaborative relationships with sensitivity to diversity/inclusion.
- Quality focus and attention to detail.
- Good oral and written communication skills.
- Personal motivation and drive exhibited through commitment to hard work, continuous improvement and achievement of goals.

How to Apply

Interested candidates are advised to visit our website for more detailed job descriptions for the roles at **www.kppf.co.ke** Applications should be submitted through **e mail** to: **recruitment@kppf.co.ke** to be received not later than **Tuesday 13th August 2019**.

In addition, please attach your **Curriculum Vitae** that contains details of your qualifications, experience and positions held relevant to the roles. Also attach **copies of certificates** and **other relevant testimonials** and clearly indicate current and expected gross pay.

Include your **telephone numbers**, e mail address, names and addresses of three (3) professional referees. Successful applicants will be required to undergo corruption and security background vetting in accordance with KRA and Government procedures.

Canvassing will lead to disqualification.

Only shortlisted candidates will be contacted.