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CAREER OPPORTUNITY

Job Title:	Legal Officer	Job Type:	Full time/Permanent
Department:	Operations Department	Ref. No:	FCL/ORC/020/062017
Experience:	Minimum 2 years working experience in a Corporate environment.	Location:	Nairobi, Kenya

This is a full-time role within Fusion Capital Limited which is part of Fusion Group.

Roles and responsibilities of the successful candidate:

- 1) Liaise with and assist external Counsel in the discharge of their legal obligation.
- 2) Offer support and advice on statutory compliances.
- 3) Draft contracts, briefs, notices, memoranda, circulars, correspondence, orders, reports and other legal forms.
- 4) Prepare and review routine letters (i.e. demand or inquiry) to delinquent parties.
- 5) Conduct preliminary study of cases submitted to the staff arising from infractions of the law, make preliminary decisions about actions to be taken and prepare drafts for submission.
- 6) Check documents or papers for compliance and correctness.
- 7) Conduct legal research and preliminary investigation on administrative cases and advise on civil matters that should be directed to external counsel.
- 8) Research and prepare legal opinions on various civil matters including claims for compensation against the Company.
- 9) Draft and/or review legal letters, contracts and agreements and monitor legal obligations under agreements to ensure compliance, as requested.
- 10) Maintain a database of the status of all court matters involving the Company.
- 11) Represent the Company at Arbitration and Public Utilities Commission hearings.
- 12) Provide sound legal advice to the Company and make recommendations to Management as necessary.
- 13) Attend special committee meetings and offer legal advice as required.
- 14) Perform other duties that may be assigned by the supervisor from time to time.

Key Qualities of the candidate:

1. Be an Attorney-at-Law with at least 2 years of experience in handling legal matters in a corporate environment. Real estate and conveyancing knowledge will be an added advantage.
2. Technical understanding of the Company's business and operations and attention to details.
3. Understanding of various regulators Acts including CMA, RBA, IRA.
4. Excellent interpersonal communication skills at all levels (verbal and written).
5. Good analytical skills.
6. Ability to multi-task and meet deadlines.
7. Ability to cope with high levels of responsibility and with confidential matters.
8. Ability to work well within the team and strong organizational skills.
9. High level of professionalism on the job at all times.
10. High Computer Literacy.

How to Apply:

To apply, send your current **Curriculum Vitae** clearly indicating your current and expected salary to careers@fusiongroupafrica.com with the reference number **FCL/ORC/020/06/2017** clearly indicated on the subject line.

Only shortlisted candidates will be contacted.

Closing Date for Applications: 23rd June, 2017.