



## **CAREER OPPORTUNITIES WITH KENYA POWER**

Applications are hereby invited to fill the following vacancies in The Kenya Power & Lighting Company Plc.

### **SENIOR LEGAL OFFICER (3 Posts)**

**Job Ref: HR: KP1/5B.2/1/3/1131**

Reporting to the Principal Legal Officer, the successful candidates will be handling Litigation and disputes cases and advising management on all related legal matters concerning the Company.

The specific tasks will entail:-

- Check for activities in the legislative environment that have an impact on the Company's operations.
- Prepare and draft amendments to legislations affecting the Company.
- Prepare the Company's comments and feedback on proposed legislations.
- Participate in public forums where legislations affecting the Company are being discussed.
- Prepare compliance matrix and risk register for the Company.
- Lobby the relevant stakeholders on legislative issues affecting the Company.
- Develop the annual compliance work plan that reflects the Company's unique characteristics.
- Regularly review the compliance plan in the context of the regulatory changes.
- Prepare and present compliance reports to the Board and the management committee.
- Liaise with the relevant regulators and government agencies on compliance issues affecting the Company.
- Coordinate internal compliance review and monitor activities, including periodic reviews of departments.
- Carry out negotiations, drafting and reviewing of commercial contracts and ensuring they are duly executed.
- Draft legal opinions and maintain data base.
- Conduct legal research and analysis on various areas of law.
- Provide legal advice on commercial and corporate transactions.
- Conduct due diligence on conveyancing transactions and prepare /draft leases.
- Provide legal advice on contracts that relate to the Company.
- Ensure Company's transactions comply with corporate laws and regulations.
- Evaluate new business partnership with vendors and other entities.
- Examine legal issues related to new products and services

- Handle litigation and disputes involving the Company.
- Prosecute and defend legal cases on behalf of the Company.
- Monitor compliance with court procedures and requirements to enhance timely, efficient and effective conclusion of disputes, prosecutions and disputes.
- Liaise with external lawyers on court cases involving the Company.
- Provide legal opinions on issues affecting the Company.
- Attend to all legal matters of the Company including advising, vetting and drafting of legal agreements and contracts.
- Represent the Company in courts (Superior and Subordinate Courts), tribunals, and before government agencies.
- Conducting pre-trial briefings and site visits in order to be fully apprised of the matter and prepare the litigation strategy.
- Communicate with colleagues, judicial officers, investigative agencies, licensing authorities and others in matters allocated to them.
- Engage in amicable settlement of disputes and complaints and following up on their resolutions.
- Oversee the work of support staff, such as legal assistants, legal clerks and Legal Secretaries to enable efficient delivery of services.
- Provide guidance, advice, legal awareness and/or training and educational programs, to improve business understanding of related laws and regulatory requirements and contractual matters as may be required.
- Prepare reports and maintain the records of the Company with respect to the department to enable monitoring and reporting to the management.
- Liaise with external lawyers on court cases and monitoring compliance with court procedures and requirements to enhance timely, efficient and effective conclusion of disputes, prosecutions and disputes.

Interested applicants must possess the following;-

### **Appointment Requirements**

- ✓ Bachelor's Degree in Law from a recognized Institution.
- ✓ Master's Degree in Law from a recognized Institution will be an added advantage.
- ✓ Post Graduate Diploma in Law from the Kenya School of Law.
- ✓ Advocate of the High Court of Kenya with a valid practicing certificate.
- ✓ Member of the Law Society of Kenya in good standing.
- ✓ Eight (8) years post admission experience in a busy law firm or public/commercial entity, three (3) of which should have been at a Supervisory level.
- ✓ Certified Public Secretary (K) in good standing.
- ✓ High levels of Integrity and Ethics and ability to maintain confidentiality.
- ✓ Demonstrable skills in information handling and data organization, including the use of relevant information databases, online services and library.
- ✓ Proficiency in computer applications.
- ✓ Course in Corporate Governance.

Interested persons should send their applications, CVs, copies of national identification, certificates and other relevant testimonials, information on current salary, telephone contact and names of three referees to:

### **HOW TO APPLY**

Interested persons should submit their applications **online** through **visiting Kenya Power website** on **<http://www.kplc.co.ke>**. Attach detailed Curriculum Vitae, copies of academic and professional certificates and other testimonials. Please note that we may use this information to conduct background verification during the recruitment process. Quote the title of the position you are applying for and include your mobile telephone contact, email addresses and names and addresses of three (3) referees to be received not later than **Friday, 22<sup>nd</sup> July 2022**.

### **Only candidates offered employment shall be expected to present the following clearance certificates;**

- Valid Certificate of Good Conduct from the Directorate of Criminal Investigations
- Valid Clearance Certificate from Higher Education Loans Board (HELB)
- Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA);
- Current Clearance from the Ethics and Anti-Corruption Commission (EACC);
- Current Report from an approved Credit Reference Bureau (CRB)

An attractive remuneration package and benefits awaits successful candidates. Appointment to the positions will be on contractual terms for a period of 3 years' renewable subject to one's performance and business requirements.

**Canvassing will lead to automatic disqualification.**

**Kenya Power is an Equal Opportunity Employer.**

Kenya Power does not charge any fee at any stage of the recruitment process (application, shortlisting, interviewing, and/or offer)