



JOB DESCRIPTION

JOB TITLE: ASSISTANT LEGAL OFFICER

Overall Responsibility

The Assistant Legal Officer will provide support in ensuring that the SACCO's operations are compliant with the relevant laws and regulations.

Key Responsibilities

- Review and draft contracts, agreements and other legal documents to ensure compliance with relevant laws and regulations.
- Provide legal advice and support to various departments within the SACCO.
- Periodic review of requisite legal documents, by-laws, policies, procedures, rules and regulations.
- Provision of timely information on review and/or termination of contracts.
- Effective follow up of all court cases, attend hearings and follow up on judgements.
- Identification, assessment and mitigation of legal and regulatory risks.
- Implementation of court awards, judgements and resolutions.
- Maintain accurate and up-to-date records of legal documents, including contracts, agreements and court documents.
- Ensure that the SACCO's operations are compliant with relevant laws and regulations including those related to financial services, data protection and consumer protection.
- Engage with external stakeholders, including the SACCO's external advocate, regulators and other industry players.
- Keep track of emerging legislations affecting the Sacco and update the management accordingly.
- Support the Sacco in settling disputes using Alternative Dispute Resolution to reduce the number of legal matters proceeding to court.

Minimum Requirements.

- Bachelor's degree in Law (LLB) from a recognized University.
- Completion of Advocate training from the Kenya School of Law.
- A minimum of two (2) years post-admission experience with active practice.
- Good knowledge of laws and regulations governing SACCOs and Financial institutions.
- Have a current practicing certificate.

Desired Skills and Competencies.

- A person of integrity, high ethical standards and professionalism.
- Excellent Planning and organizational skills.
- Proven ability to work on own initiative.
- Strong analytical, communication and reporting skills.
- Excellent communication and interpersonal skills.

Interested applicants who meet the prerequisite requirements should send their application letters together with an updated CV, Copies of their National ID, certificates and testimonials to the email or postal address below. Applications to reach us on or before **Friday 5th September, 2025.**

**THE CHIEF EXECUTIVE OFFICER,
INVEST & GROW (IG) SACCO SOCIETY LTD
IG SACCO PLAZA, KHALISIA ROAD 3,
P.O. BOX 1150-50100, KAKAMEGA- KENYA.**

or

careers@igsaccoltd.co.ke

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

NOTE: Invest & Grow (IG) Sacco Society Limited is an Equal Opportunity Employer.

“Our Investment, Our Growth”