



LIBERTY

EXCITING EMPLOYMENT OPPORTUNITY

Job Title: Manager Legal and Compliance

Reports to: GM Risk and Compliance

Location: Nairobi

Job Summary

We are a leading Insurance company affiliated to Liberty Group, a wealth management company represented in 18 African countries. We have a solid employee value proposition in place and we are proud to be among Kenya's top 10 employers. We use our knowledge and action to guide our customers on their journey to financial freedom. We believe in responding to the changing consumer and market needs through innovative solutions and technologically efficient processes. To help us advance this goal, we are seeking a talented, self-motivated and skilled individual of high personal integrity to fill the position of **Manager Legal and Compliance**.

Key Responsibilities

- Oversee the implementation of compliance management policies and guidelines aligned to risk management framework
- Participate in the development of the legal function plans in line with the company's strategic objectives to achieve overall business growth.
- Perform reviews of existing and new legislation and lead in company response
- Review contracts, agreements and leases to ensure that the law is followed in execution of services
- Participate in the supervision of the company's panel of lawyers to ensure they are performing as per the set criteria in order to obtain value for money
- Ensure safe custody of the insurance instruments and documents and ensure confidentiality and privacy of all legal data of the business.
- Registration of all patents/logos and ensuring that the company's intellectual property is protected.
- Lead engagements with regulators to ensure appropriate compliance with existing legislations, regulations and guidelines
- Ensure safe custody of legal instruments and documents such as organization seal and suit papers as well as ensure confidentiality and privacy of all legal data of the business
- Liaise with company staff on required documentation, witnesses etc. with respect to matters in court
- Conduct training to keep staff updated on new regulations and requirements in carrying out business
- Provide assistance to the operational areas with day-to-day regulatory insurance compliance issues

Qualifications

- Bachelor's degree in Law Diploma in Law
- Possesses a valid practicing certificate
- Advocate of the High Court of Kenya

Experience

- 4 years post admission (to the roll of advocates) experience in a busy organization
- Experience in the insurance industry will be an added advantage
- Understanding of insurance legislative regulation

Competencies

- Knowledge in legal and compliance management procedures
- Report writing-ability to develop reports
- High moral and ethical standing
- Negotiation and conflict resolution skills
- Strong interpersonal skills and ability to work effectively and efficiently in a team environment.
- Ability to work multifunctionally and link global teams within the organization.
- Self-driven leader with the ability to influence and inspire teams
- Resilient, results oriented, dynamic and change oriented.
- Appreciates the dynamic relationships between the organisation's structure, goals and capabilities

Application Procedure

If you meet the above requirements, you are encouraged to forward your application and updated CV to hr@libertylife.co.ke by 20th August 2020 clearly state the job title on the subject heading.

Liberty Group is an equal opportunity employer and actively encourages diversity. Please note only shortlisted candidates will be contacted.