

LEGAL OFFICER - LGAO/10/2026

REPORTING TO: MANAGER -LEGAL

Job Purpose: The Legal Officer provides operational legal support across the Bank's Retail, Commercial, Corporate, MSME, and Digital Banking businesses by assisting in contract drafting, legal documentation, litigation support, regulatory compliance, and legal research Services.

Key Responsibilities:

- Review security documentation such as Letters of offer and valuation report before issuing instructions.
- Advise credit analysis team on proper security structures
- Recommend amendments to security documents
- Escalate gap and legal risks that arise from security perfection to credit management
- Conduct legal research and prepare advisory notes for review by the Legal Manager before issuance.
- Interpret laws, regulations, and internal policies and communicating on their impact to the Bank.
- Monitor and communicate to relevant stakeholders on regulatory circulars, legal updates, and legislative changes.
- Offer targeted training to branches and other support functions on legal processes to ensure compliance.
- Maintaining an updated Professional Indemnity Record.
- Ensuring that the SLA with lawyers is up to date.
- Feedback to and from lawyers; and Stakeholder engagement.
- Monitoring the quality of the advocates' work.
- Compiling external counsel reports for review by external auditors. Assess applicability of global threat alerts to the Bank's environment.
- Ensure contracts adhere to approved templates, legal standards, and regulatory requirements. Identify legal risks and potential gaps within the contracts.

Qualifications & Experience:

- Bachelor of Laws (LLB) from a recognized university
- Postgraduate Diploma in Law (Advocates Training Programme)
- Professional**
- Advocate of the High Court of Kenya (or equivalent jurisdiction)
- Member in good standing of the Law Society of Kenya (or equivalent)
- Certification in compliance or data protection is an added advantage

Key Competencies:

- Minimum 2–4 years' post-qualification legal experience
- Experience within a bank, financial institution, or regulated environment is an advantage
- Exposure to:
- Contract drafting and legal documentation
- Litigation support
- Regulatory and compliance matters

ALL applicants **MUST** apply online to email: recruitment@familybank.co.ke; closing date is **03rd November 2026**. Canvassing will automatically disqualify the candidate. Only shortlisted candidates will be contacted.

"We are an equal opportunity employer"