



SMEP DEPOSIT TAKING MICRO FINANCE LIMITED
KIRICHWA ROAD - OFF ARGWINGS KODHEK ROAD
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SMEP Microfinance Bank Limited is a dynamic Christian based Bank regulated by the Central Bank of Kenya, whose **Mission** is *"To empower our customers through provision of market driven financial solutions"*, with over 40 outlets across the country.

In line with our transformation strategy, we are seeking for dynamic and result-oriented individuals who are committed Christians with a passion to transform lives to fill the following positions in the Bank;

LEGAL OFFICER

Responsible for providing Legal advice to the Board and Management on matters pertaining the Banks' staff, property, business activities, rights and obligations, in collaboration with the staff in the Legal Department.

KEY DUTIES AND RESPONSIBILITIES

1. To render legal advice to the Bank and its various departments to ensure compliance to the Law and other statutory regulations
2. To ensure the efficient and proper perfection of all Bank securities
3. To manage and coordinate court cases relating to the Bank.
4. Drafting, vetting and reviewing of contracts, MoUs and other legal instruments between SMEP MFB and other parties;
5. Interpret legal issues and implications that arise in the course of the Banks' business operations
6. To carry out surveys and research on assigned legal issues
7. To monitor changes in relevant legislation and the regulatory environment, and advise the Bank on the impact of such changes
8. Board secretariat duties

KEY QUALIFICATIONS AND EXPERIENCE:

- ✓ A minimum grade of C+ (plus) in KCSE
- ✓ Be in possession of a Bachelors of Law Degree (LLB)
- ✓ Diploma in Law (KSL) and Admission as an Advocate with a current practicing Certificate
- ✓ Must have a minimum of two years continuous post bar work experience in a busy legal firm or corporate institution; experience in a Legal department in a financial institution will be an added advantage.
- ✓ Analytical and judgmental skills sufficient to anticipate regulatory and legal risks
- ✓ Computer proficiency.
- ✓ Posses a high degree of professional ethics and personal integrity.
- ✓ Good interpersonal & communication skills with excellent customer service.
- ✓ A team player with the drive to improve performance and work with minimum supervision.
- ✓ Must be a committed Christian with passion for the transformation of the population.
- ✓ Aged between 26 and 35 years

HOW TO APPLY

The full job profile is also on the website and qualified and interested candidates who meet the criteria should download the "Job Application Form" at www.smep.co.ke/opportunities, and send their filled applications to recruitment@smep.co.ke.

The deadline for submission of applications is **6th July, 2017**. Only shortlisted candidates will be contacted.