



SMEP Microfinance Bank PLC is a dynamic Christian based Bank regulated by the Central Bank of Kenya, whose **Mission** is ***"To empower families in Kenya's underserved communities with impactful financial solutions as we live and proclaim the gospel of Jesus Christ"***, with over 38 outlets across the country.

We are inviting applications from interested and suitably qualified candidates who are **passionate about transforming lives in the society as they live and proclaim the gospel of Jesus Christ**, to fill the following position;

LEGAL ASSISTANT - LA /04/25 (One position)

The role holder will be reporting to the Senior Legal Services Officer, and will be responsible for providing and facilitating legal, technical, institutional and related services to the Bank, and upholding the Banks' *Mission, Vision, Core Values and Motivation during the work tenure at SMEP MFB PLC.*

The role holder will be based at Head Office. **This will be a short-term contract for three months (holding over).**

DUTIES AND RESPONSIBILITIES

- ❖ Offer legal and technical advice to Management.
- ❖ Monitor changes in relevant legislation and the regulatory environment, undertake legal research and advise the Bank accordingly.
- ❖ Liaise with external regulators and advisers, such as lawyers and auditors.
- ❖ Develop and oversee systems that ensure the Bank complies with all applicable codes, as well as its legal and statutory requirements.
- ❖ Undertake general conveyance including purchases, sales, charges, leases, tenancy agreements, surrenders, easements, licenses and related matters.
- ❖ Drawing of sound contract management policies, procedures and process from negotiation to execution
- ❖ Reviewing all contracts or any other documentation where the Bank has committed itself and assessing legal implications that need to be brought to the executive management's attention.
- ❖ Negotiating, drafting and reviewing contracts, leases and other legal instruments entered into by the Company and third parties and ensuring that they are in compliance with all statutory or legal requirements
- ❖ Provide advice on the legal aspects of day-to-day operational matters affecting the Bank and legal opinions and interpretations on various legal matters as required including interpretation of court and arbitral rulings affecting the Bank
- ❖ Reviewing progress of outstanding litigation and liaising with and managing external lawyer on all matters litigation and attending court as and when required
- ❖ Undertake associated general administration including correspondence and preparation of reports.
- ❖ Perform any other function as may be directed by management/supervisor from time to time.

Qualifications

- Bachelor of Laws (LLB) Degree from a reputable university
- Diploma in Law from the *Kenya School of Law* would be an added advantage
- Adept in IT
- Between 25 to 30 years of age

Key Qualities & Competencies

- Must be a practicing Christian who lives and upholds Christian Values, with a passion to serve.
- Relevant experience in a Legal Department in a Financial Institution will be an added advantage
- Able to manage time effectively and complete tasks within deadlines
- Attention to detail
- Excellent Communication and Administration skills
- Self-driven, results-oriented with good interpersonal skills

HOW TO APPLY

Qualified and interested candidates who meet the above criteria should download the “Job Application Form” at www.smep.co.ke/careers and send their filled applications to recruitment@smep.co.ke indicating the ***Job Title & Reference on the e-mail subject*** on or **before Wednesday 30th April, 2025**. Only shortlisted candidates will be contacted.