



# Job Announcement

Good Neighbors International (GNI) is an international humanitarian and development NGO established in 1991, and it is in general consultative status with the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission to eradicate poverty and provide a better quality of life to people around the world through community development projects. Kenya Good Neighbors (KGN) was established in Kenya in 1995. Kenya Good Neighbors implements Community Development Projects by supporting the stable and self-sufficient development of the communities through interventions in education, health, water and sanitation, income generation, advocacy, environment, climate change and emergency relief. KGN is currently operating projects in 9 counties, namely, Nairobi, Kiambu, Embu, Kajiado, Narok, Kisii, Siaya, Marsabit, and Turkana Counties.

GN Kenya is seeking *transparent, passionate and qualified* candidate to fill the position of **LEGAL OFFICER**

**Location:** Head Office (Ruiru, Kiambu County)

**Employee Terms:** Fixed Term contract

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## Key Responsibilities

- Works with Administration Department to coordinate all legal issues for the organization internally and externally.
- Provides counsel to and work closely with human resources on a broad range of employment matters, including recruiting, hiring, benefits, compensation, employee relations, discipline, terminations, investigations, harassment, discrimination, compliance, and strategies for managing risk around employment matters.
- Conducts ongoing review and revision of Good Neighbors' human resources policies.
- Prepares employment law training programs for Management and other relevant managers when need be.
- Coordinates and manages external, local and international counsel on personnel and compliance issues.
- Communicates with lawyers and other relevant government officers.

- Conducts extensive legal research and analysis and prepares studies, comparative studies, briefs, reports and correspondence.
- Reviews contracts and any relevant documentation.
- Undertakes basic or extensive review of legal documents, instruments, or other material; identifies important issues, similarities, and inconsistencies, etc.
- Prepares or assists in the preparation of drafts of background papers, studies, reports, legislative texts and commentaries on those texts, etc.
- Prepares or assists in the preparation and negotiates or assists in the negotiation of agreements with stakeholders.
- Provides guidance to staff members on legal related issues.
- Performs other duties as assigned.

### **Qualifications and skills**

- Bachelor's degree or Higher diploma in Law.
- 2+ years working experience as legal Officer
- Excellent written and verbal communication skills.
- Familiarity with MS office.
- Knowledge of applicable laws, rules and regulations.
- Highly organized and detail oriented.
- Strong negotiation skills.
- Ability to prepare complex legal documents.
- Experience in the NGO Sector preferred.
- Ability to speak more than one language.
- Familiar with the following:
  - 1) Recent versions of Microsoft Office software suites.
  - 2) Standard office equipment, such as copy machines and fax machines.
  - 3) Telecommunications systems.
  - 4) Digital communications systems

Please send your applications enclosing Certificates, testimonials and resume stating current and expected remuneration on or ***before 30<sup>th</sup> August 2024*** to [administration@goodneighbors.ke](mailto:administration@goodneighbors.ke)

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