

JOB ADVERTISEMENT

Position: Corporate Legal Officer

Department: Claims & Legal

Reports To: Legal Manager

Supervision: None

Employment Type: Permanent

Location: Head Office

Job Summary:

This position is responsible for handling of Legal claims within the set guidelines with an aim of mitigating losses and improving profitability. This includes providing sound legal support across the Apollo Group, with a focus on contract drafting and review, legal advisory, corporate documentation, litigation support, claims handling, and regulatory compliance. The role aims to proactively manage legal risks, improve business decision-making, and ensure the Group operates within legal frameworks.

KEY PRIMARY RESPONSIBILITIES:

- Draft, review, and negotiate a variety of contracts including MOUs, service level agreements, leases, conveyancing documents, procurement/tender documentation, marketing, IT/technology (SAAS), vendor/supplier agreements, NDAs, and other commercial contracts.
- Provide legal advisory and research on a broad range of issues including corporate governance, regulatory compliance, and operational matters.
- Prepare legal opinions to support internal departments across the Group in decision-making and risk assessment.
- Receive and respond to legal notices, demand letters, statutory notices, and summons.
- Handle litigation and legal claims, including subrogation, recovery matters, and third-party claims, and manage reserves.
- Attend court and represent the company in proceedings where necessary, coordinating with external counsel as needed.
- Track and manage the Group's legal diary and ensure court attendance and timely filings.
- Participate in development and implementation of legal risk mitigation strategies and initiatives.
- Support the business in negotiating contracts and resolving commercial disputes.
- Maintain legal registers, update case statuses, and monitor statutory compliance.
- Provide training to staff on legal awareness, contracting procedures, and compliance topics.
- Collaborate with the Legal Manager and senior management on legal matters impacting the Group.
- Participate in CSR, brand-building initiatives, and interdepartmental SLAs as needed.
- Reduction of legal and contractual risks to the Group through proactive legal support.
- Timely and accurate legal advisory, contracts review, and claims/litigation management.
- Any other assigned responsibilities.

GENERIC DUTIES

- Participate in company CSR and brand building activities in liaison with other departments;
- Implement interdepartmental SLA in liaison with other departmental heads; and

ACADEMIC QUALIFICATIONS

- Bachelor's degree in Law or an equivalent.

PROFESSIONAL QUALIFICATIONS

- Bachelor's Degree in Law (LLB) from a recognized university.
- Postgraduate Diploma in Legal Practice (Advocate of the High Court of Kenya).
- Computer literacy.

KNOWLEDGE AND EXPERIENCE

- At least 5 years' relevant experience legal experience in an Insurance company or corporate or law firm environment, with a focus on contracts, legal advisory, and litigation support.

SKILLS AND ATTRIBUTES

- Teamwork skills
- Interpersonal and Communication skills
- Analytical skills
- Ability to work under pressure and meet deadlines

Strong preference will be given to candidates with the above qualifications, skills, and experience. If your career aspirations match this exciting opportunity, please apply at <https://apollogrouprec.peopleshr.com/> on or before **13th July 2025**. As part of the application process, you will be directed to our online portal to create an account and submit your application. Only shortlisted candidates will be contacted.

APA Apollo Group is an equal-opportunity Employer.