

LEGAL ASSOCIATE

EAST AFRICAN GAS OIL LIMITED

East African Gas Oil Limited (EAGOL) was established over 10 years ago, with a mission to delight and be a premier Oil Marketing Company. EAGOL is committed to provide energy solutions comprising of petroleum products (Premium Motor Spirit (PMS), Jet A-1, Illuminating Kerosene (IK), Automotive Gas Oil (AGO) and Oils & Lubricants which meet and exceed our customer requirements in accordance with the ISO 9001:2015 Quality Management Systems in line with the highest professional standards aiming for continual improvement and customer satisfaction through the involvement and participation of all levels of management, staff and other interested parties.

East African Gas Oil Limited has retail stations in Kenya and depots operations in Mombasa, Eldoret, Kisumu, Nairobi and Nakuru and the Head Office in Nairobi.

EAGOL has presence regionally in Uganda retail stations, South Sudan as well as DRC and is looking to grow its retail network further within the region.

JOB PURPOSE

The Legal Associate shall be responsible promoting continuity in the company's operations by contracts development and management, ensure compliance of laws & contractors are adhered to minimize exposure or potential litigations and adverse impact on company objectives, and to provide guidance to internal and external stakeholders.

DUTIES AND RESPONSIBILITIES

1. CONTRACTUAL

- Review and formulation of policies, standards and guidelines for systematic discharge of contractual obligations
- In charge of Contract management processes and procedures which include drafting, amendment /review and enforcing all Contracts, Service Level agreements as well as MoUs.
- Maintaining contract register for reference and timely ascertaining of expiry dates for prompt actioning
- Contractual negotiations to achieve amicable understanding and procedural execution
- Managing company insurance placement, claims and sensitization of staff on their obligations; i.e. preparing terms, liaising with different insurance underwriters on insurance matters).
- Preparing monthly reports on the status of the contracts as well as inform respective departments on the status of implementation
- Monitoring contract performance to ascertain conformity and compliance with the involved parties' obligations
- Liaising with departments for technical details of the contract to ensure that the departmental input is captured and participate in ISO Systems audit

2. OPERATIONAL

- Managing Litigation processes for efficient and effective dispute resolution
- Representing the company in court related matters

- Conducting negotiations as appropriate for amicable understanding and resolution of contentious litigation and prosecution matters
- Preparing written and oral submissions for filing and presentation in court to highlight the key legal principles involved in the case
- Monitoring compliance with court decisions to avoid contempt of court proceedings and sanctions
- Conducting overall review and implementation of legal policies to keep abreast with emerging issues
- Coordinating preparation of legal advisories to various departments for informed decision making
- Planning and developing departmental annual budget for financial management

3. BOARD SERVICES

- Formulating and reviewing Board policies, standards and guidelines for efficient governance
- Oversee that principles of good corporate governance are adhered to for accountability and efficient service delivery
- Sensitizing liaison persons in departments on governance audit implementation requirements
- Oversee implementation of Board policies for seamless functioning

4. FINANCIAL

- Developing departmental budget and monitoring implementation of the budget to ensure it's within the allowable allocation
- Responsible for maintenance of assets assigned to the legal department

JOB QUALIFICATION & EXPERIENCE

- Have a Bachelor of Law (LLB) degree or equivalent qualification from a recognized institution;
- Post graduate diploma from Kenya School of Law or its equivalent;
- 3 years' work experience in petroleum industry operations or FMCG is required
- Admission as an Advocate of the High Court of Kenya;
- Financing Contract, East African Law knowledge are added advantage
- Valid Practicing Certificate, a member in good standing of the Law Society of Kenya (LSK);
- Advanced critical and legal knowledge
- Excellent Problem solving skill
- Ability to work independently
- Attention to detail
- The ability to work under pressure
- Excellent oral and written communication skills

If you meet the above job requirements, kindly submit your application (CV and Cover Letter) to recruitment@eastafricangasoil.com by **20th May 2022** clearly indicating your current salary and expected salary in your Cover Letter.