JOB ADVERTISEMENT.

SACCO LEGAL OFFICER.

Job Profile:	
Job Title:	Legal Officer.
Report to:	Chief Executive Officer.
Employment terms:	Permanent.

Role Purpose Statement:

To provide legal advice and support to the SACCO, ensure compliance with applicable laws and regulations, manage legal risks, and safeguard the interests of the SACCO through effective handling of legal matters, legal drafts, and recovery processes.

Key Responsibilities:

Legal Advisory

- Provide legal opinions and advice to management, staff, and the Board on matters affecting the SACCO.
- Interpret laws, regulations, and policies relevant to SACCO operations.
- Assist in the formulation and review of policies, procedures, and by-laws.

Compliance and Regulatory Matters

- Ensure compliance with the Employment Act and relevant labour laws, Co-operative Societies Act, SACCO Societies Act, Data Protection Act, and other applicable laws.
- Monitor changes in legislation and advise management on their implications.
- Coordinate responses to regulatory and legal requirements.

Legal Drafts Management

- Draft, review, and vet contracts, agreements, memoranda of understanding, and other legal documents.
- Ensure that all contracts adequately protect the interests of the SACCO.
- Maintain a register of contracts and monitor contract obligations.

Debt Recovery and Litigation Management

- Initiate and coordinate debt recovery proceedings.

- Liaise with external advocates and debt collectors on court cases and recovery matters.
- Prepare legal briefs and documentation for litigation.
- Monitor the progress of court cases and provide regular reports to management.

Security Documentation

- Prepare and review securities and collateral documentation.
- Ensure proper perfection and registration of securities.
- Advise on realization of securities in case of default.

Corporate Governance

- Support the Board and Board Committees on governance matters.
- Ensure compliance with statutory and governance requirements.
- Assist in the preparation and review of Board resolutions and minutes where necessary.

Dispute Resolution

- Handle customer complaints and disputes requiring legal intervention.
- Represent the SACCO in negotiations, mediations, and alternative dispute resolution processes.
- Coordinate legal representation in tribunals and courts.

Risk Management

- Identify legal and regulatory risks facing the SACCO.
- Recommend mitigation measures and controls.
- Participate in enterprise risk management initiatives.

Records and Reporting

- Maintain custody of legal records and documents.
- Prepare monthly, quarterly, and annual legal reports.
- Keep an updated register of ongoing legal cases and contracts.

Training and Awareness

- Conduct legal and compliance awareness training for staff and Board members.
- Promote adherence to legal and ethical standards within the SACCO.

Ideal Job Holder Specifications:

Qualifications & Experience

- Bachelor's Degree in Law (LL. B) from an accredited institution.
- Postgraduate diploma from Kenya School of Law.
- At least 2 years' relevant experience, preferably in a financial institution, microfinance or a SACCO.
- At least two years post admission
- Be a Registered member of the Law society of Kenya in good standing/ Must possess a valid practicing certificate
- Knowledge of the Co-operative Societies Act, SACCO Societies Act, Employment Act, Companies Act, Data Protection Act, and related regulations.
- Knowledge of the Sacco business model & other operational issues of the Sacco.

Skills and Attributes:

- Strong analytical and problem-solving skills.
- Excellent communication and negotiation skills.
- Integrity and confidentiality.
- Attention to detail.
- Report writing and presentation skills.
- Ability to manage multiple assignments and meet deadlines.
- Sound knowledge of corporate governance and regulatory compliance.
- Teamwork and interpersonal skills.

How to apply;

- Application should be submitted through careers@dimkessacco.co.ke by **8th July 2026.** Only shortlisted candidates will be contacted.
- Clearly indicate your **Current** and ***Expected salary*** in the cover letter **(Mandatory).** Also indicate the **position** applied on the **subject line**.
- Successful candidates must fulfill the requirements of chapter six of the constitution of Kenya 2010.