Job Description – Bilingual Legal Officer – Corporate Legal and Governance

Job location: Nairobi, Kenya

The Bilingual Legal Officer - Corporate Legal and Governance, reporting to the General Counsel and Corporate Secretary, will provide high quality legal, governance and corporate secretarial support to ATIDI ensuring compliance with applicable laws, regulations, organizational policies and international best practices. This role will provide support on institutional legal matters, policy development and ensure adherence to ATIDI's constitutive instruments. The role will also contribute to the effective functioning of ATIDI's governing bodies through ATIDI's corporate governance framework, institutional integrity and effective legal risk management.

Key duties and responsibilities:

1. **Corporate Legal Advisory**
   - Provide legal advice on corporate, institutional and governance matters;
   - Provide support in drafting, reviewing, negotiating and managing relevant contracts, service agreements, consultancy agreements and any other legal instruments;
   - Conduct legal research and prepare legal opinions on matters affecting ATIDI's corporate status;
   - Support legal due diligence exercises and corporate transactions;
   - Assist in managing legal risks arising from operational and strategic institutional activities.

2. Corporate Governance

- Support the planning, coordination and administration of meetings of ATIDI's governing bodies, constituencies and committees;
- Prepare governance documentation including agendas, resolutions, minutes, action trackers and Board papers;
- Support periodic governance reviews and assessments against international best practices;
- Support the maintaining of corporate records, resolutions and institutional documentation;
- Coordinate filing and record-keeping requirements relating to governance decisions and organizational mandates;
- Assist in ensuring compliance with internal governance policies and procedures.

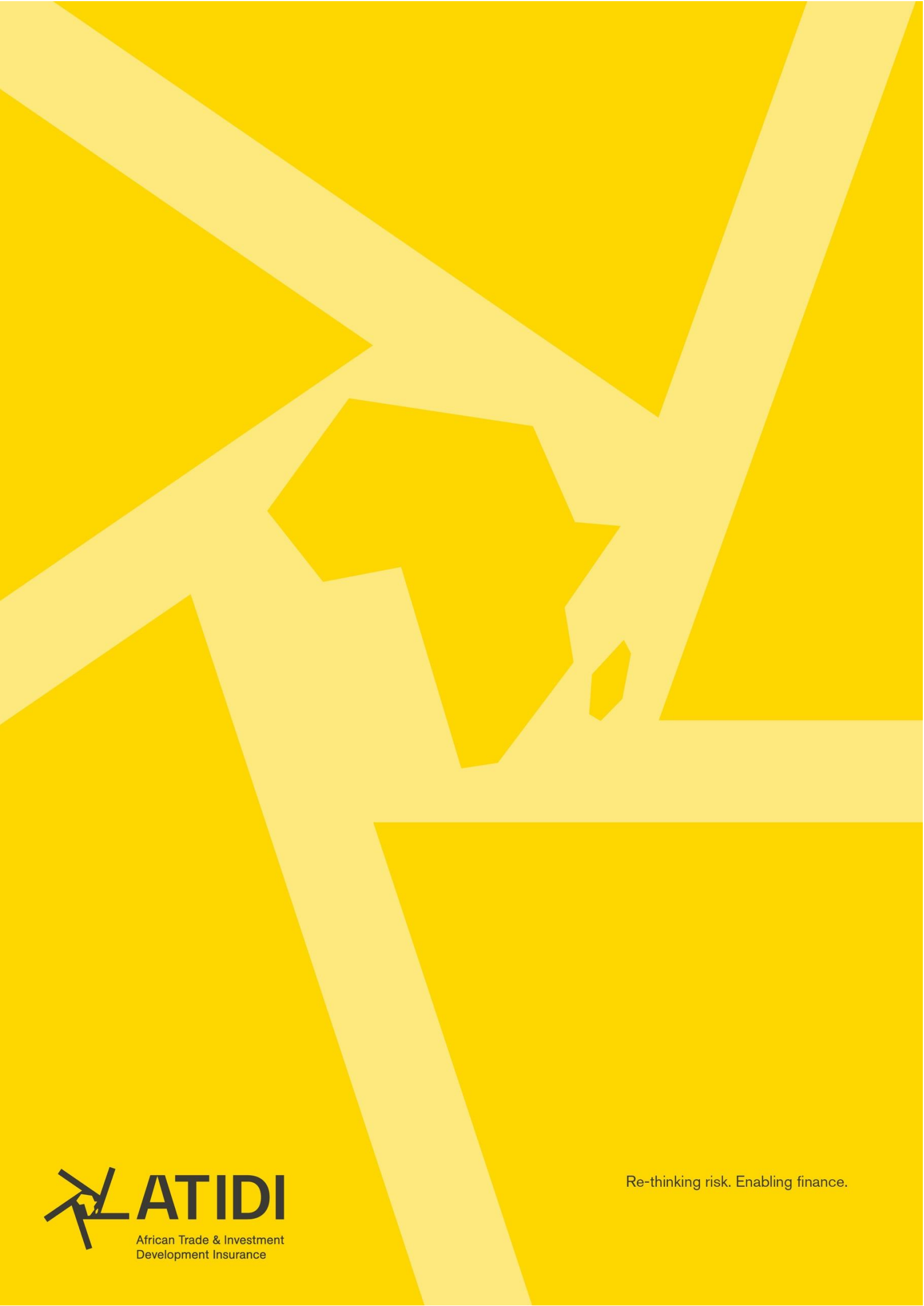
3. Policy and Regulatory monitoring

- Support the development, review and implementation of governance and institutional policies;
- Monitor compliance with ATIDI's Charter, operational regulations, governance frameworks and applicable legal obligations.
- Assist in coordinating regulatory and policy engagements as well as legal reporting requirements;
- Contribute to the strengthening of enterprise-wide governance and legal frameworks.

4. Perform such other duties as may be assigned by the General Counsel and Corporate Secretary or the Principal Corporate Legal Officer from time to time.

Role Specifications:

- A Master's degree in Law (LL.M), or any other related field;
- Qualification to practice law in at least one (1) relevant jurisdiction will be an added advantage;
- A minimum of five (5) years' of relevant professional experience in corporate law, corporate governance, company secretariat or legal advisory roles;
- Excellent legal drafting, negotiation and communication skills in both English and French (written and spoken);
- Proven track record working within an international organization, multilateral institution, or development finance institution ;
- Demonstrated experience supporting governance bodies ;
- High level of integrity, discretion and professionalism, particularly in handling confidential and sensitive information;
- Strong stakeholder management, interpersonal and relationship-building skills, with the ability to engage effectively with stakeholders at all levels;
- Ability to manage multiple priorities,work under pressure and meet tight deadlines while maintaining a high standard of accuracy and quality;
- Strong analytical, planning and organising and problem-solving skills;
- Demonstrate alignment with and commitment to ATIDI's core values; and
- Proficiency in standard IT tools including MS Word, PowerPoint, Excel, legal research platforms with experience using e-board portals and/or other digital governance /document management platforms.



ATIDI

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