



KENINDIA

ASSURANCE COMPANY LIMITED
General Business | Life & Pensions | Health



Job Vacancy

The business seeks to fill the following vacancy:

Assistant Legal and Compliance Officer

Reporting to Head of Pension

JOB PURPOSE

The Assistant Legal and Compliance Officer supports the Fund in ensuring legal, regulatory, and corporate governance compliance within the pension section. The role provides legal advisory services, oversees contract management, and ensures the implementation of effective compliance frameworks in line with applicable laws and regulations. The officer also supports the Board of Trustees through secretarial services, including coordinating meetings, maintaining records, and promoting good corporate governance practices. Additionally, the role monitors regulatory developments, manages litigation matters, and collaborates with internal departments and external stakeholders to safeguard the Fund's legal and compliance interests.

PRINCIPAL ACCOUNTABILITIES

- Provide legal input in the formulation of scheme policies, including investment policies.
- Oversee the articulation of the legal and schemes board secretarial strategy, including a board engagement plan in line with the Fund's overall strategy.
- Establish and ensure implementation of an effective legal and compliance framework/ procedure or the pension section.
- Develop and ensure implementation of a compliance plan to ensure all aspects of the Fund's operations are in line with relevant regulations.
- Keep abreast of local and global best practices with respect to compliance and risk management for the Fund's operations and make recommendations.
- Provide board/secretarial services to the Board of Trustees and advice on good corporate governance practices to enhance organizational effectiveness.
- Coordinate the arrangement of Board meetings and attend to all matters relating to the operation and function of the schemes Board of trustees.
- Record and Circulate minutes of the meetings of the schemes board of trustees, its committees, AGM and Management in the course of these proceedings where need be.
- Represent the pension section on litigation matters involving the company
- Prepare legal opinions, advice and reports on technical legal matters to the Board and Departmental

Managers including reviewing legal documentation management of legal due diligence and liaising with external counsel as required.

- Responsible for legal & regulatory compliance management including monitoring and reporting on changes to applicable statutes and regulations.
- Responsible for contract management; drafting standard contracts and specialized contracts, review and negotiate contracts and ensuring such documents and third party contracts are properly and promptly executed.
- Maintain proper coordination between the legal function and other user departments with respect to contracting with suppliers, vendors and third parties.
- Oversee the audits of policy and compliance to standards in the Fund's operations including liaison with Internal and External Auditors

MINIMUM QUALIFICATIONS - KNOWLEDGE AND EXPERIENCE

- Bachelor's degree in law from a recognized University
- Advocate of the High Court
- At least 1 year relevant Experience
- Proficiency in documents drafting

SKILL AND COMPETENCIES

- Legal Advisory.
- Dispute Resolution.
- Board Support
- Documentation

Submit your application by logging in to <https://kenindiahr.peopleshr.com/jobportal> no later than **26th March 2026** at **5:00 p.m.**



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Your Stability, Our Priority