



THE NAIROBI HOSPITAL

Career Opportunity

The Nairobi Hospital, a leading health care institution in the region has an excellent career opportunity for an individual who possesses a passion for excellence, strong work ethic, results oriented and committed to continuous improvement. The successful candidate will be a team player, and well informed with the ability to effectively add value to enable good outcomes in line with our Strategic Plan (2019-2024).

LEGAL OFFICER, INSURANCE AND CORPORATION **TNH/HRD/LO/08/2022**

REF:

Reporting to the Senior Legal Officer, the successful candidate will be responsible for providing legal support and maintain updated legal documentation for the Hospital.

ROLES AND RESPONSIBILITIES

- Process required licenses for the Hospital from relevant authorities.
- Process business permits, land rates, rent as well as fire prevention licence (certificate) for the Hospital, and outreach centres.
- Assist in soliciting insurance covers and following up on insurance claims for the hospital from insurance providers in line with requirements;
- Prepare leases and correspondences to tenants in consultation with Legal Officer.
- Represent the Hospital on litigations in liaison with external advocates in charge of the cases.
- Review and provide legal advice on MOUs, Contracts, and insurance agreements to ensure that they comply with legal requirements.
- Provide accurate and relevant interpretation of legal documents, contracts and/or agreements and provide legal advice to management in line with requirements.
- Carry out research on medical opinions in order to aid in cases.
- Develop contractual agreements with tender awarded service providers in various fields.
- Monitor expiry of contracts and negotiate contracts in liaison with the concerned departments.
- Follow up with patients' undertakings for patients with pending bills and keep safe custody of patient securities to ensure bill settlement.
- Prepare documentation for court attendances and monitor all pending cases on behalf of the Hospital including reviewing them and advising management accordingly.

- Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken.
- Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff.
- Participate in the department's formulation of legal compliance check-lists
- Prepare weekly, monthly and quarterly reports for the department for management meetings.
- Support the human resources department on legal aspects of employee management.
- Support the finance department on the interpretation and application of taxation laws.
- Ensure the witnesses of fraudulent cases appear in court; and
- Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

EDUCATION AND EXPERIENCE

- Bachelor of Laws degree (LLB) from a recognized institution.
- Must be an Advocate of the High Court of Kenya.
- Minimum of 3 years' legal practice experience in a legal office or department.
- Master's Degree or Diploma in tax or other professional or regulatory sector or regime.

CORE COMPETENCIES

- Good knowledge of the Kenyan legal system and in-depth knowledge of regulatory laws.
- Demonstrate deep understanding of the Tax regime in Kenya.
- Demonstrate knowledge of, and experience with laws dealing with commercial/contract administration and labour laws
- Strong working knowledge of litigation, lease transactions and property management
- Solid experience in insurance underwriting
- Understanding of Foreclosure
- Analytical thinker
- Excellent interpersonal skills
- Excellent communication, negotiation and diplomatic skills.
- Excellent command of the English language
- Demonstrated experience in legal research
- Possess negotiation skills
- Strong drafting skills
- Judgement and decision-making skills

- Planning and organising skills
- Be of integrity

If your background, experience and competence match the above specifications, please send us your application (cover letter & CV/Resume) quoting the job reference number, your current remuneration, testimonials and full contact details of 3 referees, to reach the undersigned not later than **1st September 2022**. Only shortlisted candidates will be contacted. We shall **ONLY** accept **ONLINE** applications and contact **SHORTLISTED** candidates.

The Nairobi Hospital does NOT charge recruitment fees.

Human Resources Manager
The Nairobi Hospital
P. O. Box 30026 – 00100
NAIROBI

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