

Legal Assistant

Position Title: Legal Assistant
Application Deadline: 20th March 2026.

About ENAF

Echo Network Africa Foundation (ENAF) is a Pan African philanthropic institution that empowers and advocates for girls and women in Africa, focusing on marginalized groups. Its 2023-2027 Strategic Plan aims to expand successful programs from Kenya to other countries, with the Kenya Country Office managing implementation while ENAF oversees resource mobilization.

Job Summary

The Legal Assistant will provide technical legal support to the Legal & Governance function by assisting in contract management, regulatory compliance monitoring, litigation and dispute resolution support, corporate governance administration, and legal research. The role contributes to ensuring that the Foundation operates within a sound legal, regulatory, and governance framework under the guidance of the General Counsel.

Key Responsibilities

A. Contract Management & Legal Documentation

- Assist in drafting, reviewing, and negotiating contracts, leases, licenses, MoUs, SLAs, consultancy agreements, partnership agreements, and donor agreements.
- Maintain and update the contract register and ensure proper filing of executed documents.
- Track contractual obligations, renewal dates, and compliance requirements.
- Support risk identification within contractual frameworks.

B. Legal Advisory & Research

- Conduct legal research and prepare legal briefs, memoranda, and advisory notes.
- Support interpretation of laws, donor regulations, and internal policies affecting the Foundation.
- Provide preliminary legal guidance to departments under supervision of the General Counsel.
- Monitor legal developments relevant to the Foundation's operations.

C. Compliance & Regulatory Affairs

- Support compliance with statutory and regulatory requirements.
- Assist in preparation and submission of statutory filings and returns.
- Maintain compliance registers and ensure timely renewals of licenses and permits.

- Support internal policy review and development processes.

D. Litigation & Dispute Resolution

- Assist in managing litigation and disputes involving the Foundation.
- Liaise with external counsel and maintain litigation trackers.
- Prepare documentation, summaries, and case files.
- Attend court or tribunal sessions where necessary.

E. Corporate Governance Support

- Assist in preparation of Board and Committee meeting documentation.
- Support minute-taking and governance record management as required.
- Ensure proper maintenance of statutory and governance records.
- Support implementation of governance best practices.

F. Risk & Policy Support

- Assist in identifying legal and regulatory risks.
- Contribute to development and review of internal policies.
- Support organizational risk mitigation initiatives.

Qualifications

- **Education:** Bachelors of Law degree from a recognized institution.
- Membership in the Law Society of Kenya in good standing with a current practicing certificate.
- **Experience:** 1–2 years' relevant legal experience (corporate, NGO, or commercial practice).
- Experience in contract drafting and regulatory compliance.
- Exposure to donor-funded or non-profit environments is an added advantage.

Application Guidelines

Interested candidates who meet the criteria above are encouraged to send their application letters and detailed CVs on the recruitment portal:

<https://erecruitment.enafricafoundation.org/>.

The CVs should include the contact details of three referees. Only shortlisted candidates will be contacted.

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