



+254 730 677 000



Info@pacisinsurance.com



Pacis Centre, 4th Floor off Waiyaki Way,  
Westlands - Nairobi



## JOB DESCRIPTION

**POST TITLE: ASSISTANT LEGAL MANAGER**

**DEPARTMENT: CLAIMS**

**REPORTING TO: CLAIMS AND LEGAL MANAGER**

### **JOB PURPOSE:**

To support the business by providing strategic and tactical leadership to Management on all legal matters. Undertake the execution of the legal section key mandate and effectively supervise the legal section team. Preparation of informative legal claims statistical reports to inform decision-making. Review of legal provisions on various company contracts.

### **PRINCIPAL ACCOUNTABILITIES:**

#### Strategy:

- Responsible for articulating legal strategy and executing on actions aimed at safeguarding company's interests.
- Coordinate the recruitment of competent legal providers, monitor service delivery, and undertake performance management.
- Support risk management initiatives through planning, scenario analysis and stakeholder engagement to ensure appropriate mitigation actions are taken against reputational damages and financial costs.



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#### Litigation Management:

- Managing litigation and legal claims by monitoring the progress of the matters with external lawyers and maintaining a database of the same.
- Reduce overall legal costs by containing majority of the matters in house through out of court negotiations.
- Attend to complex court matters to represent and or be a witness for the company and prepare case summaries for settlement approvals.
- Pursue subrogation recoveries for the Company

#### Legal Advisory Role:

- Review and draft contracts, agreements and internal policies and ensure they are following all statutory or legal requirements.
- Periodic audit of insurance policy contracts for compliance with changes in statutes law and judicial jurisprudence.
- Conducting legal research on any pertinent legal issues and preparing legal opinions to both external and internal client
- Provide legal advice on policy development, advise management on legal implications of internal policies and procedure.

#### Legal Claims Management:

- Renegotiate advocates fees in line with the Advocates Remuneration Order.
- Renegotiate Auctioneers fees in line with the provisions of the Auctioneers Act and Rules
- Analyse claims and assess injuries to claimants to determine the ones qualified for second medical to the panel of doctors.
- Analyse claims based on evidence adduced and contents of investigations report and recommend the ones suitable for out of court negotiations and settlements.
- Carry out thorough investigation in detecting fraud matters from claimants, which are not genuine to reduce company exposure to fraudsters.



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- Periodical review of legal files to ensure accurate reserves are maintained and to ensure the files are up to date.
- Any other duty assigned from time to time

#### Reporting:

- Preparation of weekly case commentary highlighting expected outcomes and risks for Management's consumption.
- Preparation of monthly and quarterly legal reports for onward use by Management.

#### **RELATIONSHIPS:**

- ❖ REPORTING TO: CLAIMS AND LEGAL MANAGER
- ❖ REPORTING TO JOB HOLDER  
*Directly = 3*  
*Indirectly: = 0*
- ❖ OTHER CONTACTS:
  - **Within The Company:** *Claims, Finance, Underwriting, Medical and Branch Offices*
  - **Outside The Company:** *Service providers i.e., Doctors, Advocates, Assessors, Investigators, Third party Advocates, Claimants, Auctioneers, Clients*

#### **KNOWLEDGE AND EXPERIENCE (Qualifications)**

1. Bachelor of Law Degree (LLB) from a recognized institution.
2. Diploma from Kenya School of Law /Advocate of the High Court of Kenya.
3. Certification in Arbitration and Alternative Dispute Resolution from Chartered Institute of Arbitrators Relevant professional.



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4. At least Eight (8) years relevant working experience

**SKILLS AND COMPETENCIES.**

- Strong negotiation Skills
- Understanding of insurance sector operating model
- Ability to conduct comprehensive legal research to aid in decision-making.
- Excellent Interpersonal and Communication skills
- Good Supervisory Skills
- Excellent writing skills
- Good problem-solving skills
- Leadership, Planning and Organization skills

Application closing date to be 02nd August 2024.. All applications should be done on [www.pacisinsurance.com/careers](http://www.pacisinsurance.com/careers) , attaching an updated CV and cover letter. Only shortlisted candidates will be contacted.