

## **TERMS OF REFERENCE**

We are looking for a dynamic candidate to join our team working primarily in the commercial, real estate, dispute resolution practices.

### **What Your Tasks Will Be:**

- Provide legal and administrative support to Partners and Senior Associates.
- Provide legal opinions on matters relating to property and real estate.
- Offer advice to clients on the legal processes involved in purchasing and selling of property.
- Work to protect the interest of clients and ensure they are protected against fraud and money laundering activities.
- Conduct research to identify legal ownership of properties by assessing government land registry documents or title deeds.
- Prepare property sale, lease and other transaction agreements and ensure contracts are signed on the scheduled date of transfer for residential and commercial property transactions.
- Liaising with clients and key stakeholders such as the mortgage lenders, estate agents, land valuers and surveyors.
- Draft and review legal documents, pleadings, statutes, motions, agreements, company policies and procedures, and legal correspondence.
- Assist in case management by organizing and maintaining case files, drafting case summaries, and ensuring compliance with deadlines and court procedures.
- Client representation & appearances at legal proceedings in court, tribunals, or meetings, and to provide any other support during proceedings.
- Responsible for the follow-up of the registration or filing of any legal forms, documents & pleadings at any government registry or online portal.
- Conduct legal research on various issues, including case law, statutes, regulations, and other relevant materials to support legal arguments, advice and the firm's/partners' publications.
- Interacting with clients, answering their legal inquiries, updating them on case developments, and maintaining good client relationships.

### **Who You Are:**

- Minimum 2 years PQE in a commercial practice
- Strong Commercial and Conveyancing experience and aptitude for dispute resolution
- Strong research skills and able to keep abreast of relevant laws, regulations, and precedents
- Capacity to work independently and collaboratively.
- Ability to work efficiently without compromising quality or accuracy.
- Meticulous and detail oriented
- Good time management skills to ensure your tasks are completed promptly

### **What You Need to Apply:**

- Updated CV with three referees
- Degree certificates and transcripts
- Reference letters where available

### **How to Apply:**

Send the above documentation and cover note to [info@emsi.co.ke](mailto:info@emsi.co.ke) on or before **Wednesday, July 10<sup>th</sup>, 2024**.