Job Vacancy

LEGAL OFFICER

Mater Misericordiae Hospital, a leading health care provider in East and Central Africa, offers excellent career opportunities. The hospital provides exceptional, compassionate, and Christ-centered health care services to its clients through an innovative, engaged, and competent workforce. The successful candidate will fill the position above and report to the Legal Services Manager.

Main Duties

- Preparing and managing contracts, leasing security documents, MOUs, and other legal documents between the Institution and other parties.
- Reviewing and negotiating various agreements and documents with suppliers and customers, including sales and service contracts, non-disclosure agreements, and tender documents. etc.
- Communicating with external attorneys to provide legal advice on issues related to the institution's obligations, rights, risks, and organizational privileges, if needed.
- Collaborating with other internal departments such as HR, Finance, and Business Development to ensure Legal Compliance for the institution.
- Coordinating with Human Resources, Management Team, or external attorney (if needed) to enforce procedures and policies legally.
- Reviewing and vetting demand letters, statutory notices, pleadings, affidavits, and other relevant litigation documents.
- Guiding on litigation matters.
- Managing litigation records and regular review of litigation matters.
- Liaising with external lawyers to defend the institution's rights involved in contract negotiation, dispute settlement, and litigation if needed.
- Any other related duties assigned from time to time.

Qualifications

- Bachelor of Laws (LLB degree)
- Postgraduate Diploma from the Kenya School of Law
- Advocate of the High Court of Kenya with a current Practising Certificate.
- 3 years of relevant working experience.

Skills and Competencies:

- Excellent drafting and report-writing skills.
- Strong working knowledge of contract drafting and Lease transactions.
- Analytical thinker.
- Excellent interpersonal skills.
- Good verbal and written communication skills.

If you are interested in the above position and you meet the requirements listed, please send your application together with a detailed CV, Copies of Academic Certificates, three [3] referees, and include their telephone contacts and email addresses to **hrrecruit@materkenya.com** so as to reach us no later than **16th November, 2026.**

Only shortlisted candidates will be contacted.

Please note that Mater Misericordiae Hospital does not charge any fee at any stage of our recruitment process.