



Job Announcement

GNI is an international humanitarian and development NGO in general consultative status with the United Nations Economic and Social Council (UN-ECOSOC) established in 1991. GNI has made great strides in its mission to eradicate poverty and provide a better quality of life to people around the world through community development project. We provide help and expertise through relief and development projects in the areas of education, health service, income generation, local community mobilization, child rights protection, and sustainable development projects.

GN Kenya is seeking **transparent, passionate and qualified** candidate to fill the position of **LEGAL OFFICER**

Location: Head Office (Ruiru, Kiambu County)

Employee Terms: Fixed Term contract

Key Responsibilities

- Work with Human resource Department to coordinate all legal issues for the organization internally and externally.
- The incumbent will provide counsel to and work closely with human resources on a broad range of employment matters, including recruiting, hiring, benefits, compensation, employee relations, discipline, terminations, investigations, harassment, discrimination, compliance, and strategies for managing risk around employment matters.
- Work with Human Resource Department to conduct ongoing review and revision of Good Neighbors' human resources policies.
- Work with Human Resource Department to prepare employment law training programs for management and other relevant managers when need be.
- Work with human Resource Department to coordinate and manage external, local and international counsel on personnel and compliance issues.
- Communication with lawyers and other relevant government officers.
- Conducts extensive legal research and analysis and prepare studies, comparative studies, briefs, reports and correspondence.
- Review the contract or relevant documentations
- Undertakes basic or extensive review of legal documents, instruments, or other material; identifies important issues, similarities, and inconsistencies, etc.
- Prepares or assists in the preparation of drafts of background papers, studies, reports, legislative texts and commentaries on those texts, etc.
- Prepares or assists in the preparation, and negotiates or assists in the negotiation, of agreements with stakeholders.
- Provides guidance to more junior staff.

- Performs other duties as assigned.

Qualifications and skills

- Degree or Higher diploma in Law.
- 3+ years working experience as legal Officer
- Excellent written and verbal communication.
- Familiarity with MS office.
- Knowledge of all applicable laws, rules and regulations.
- Highly organized and detail oriented.
- Strong negotiation skills.
- Ability to prepare complex legal documents.
- Experience in the NGO Sector preferred.
- Ability to speak more than one language.
- A good understanding of the following.
- Recent versions of Microsoft Office software suites.
- Standard office equipment, such as copy machines and fax machines.
- Telecommunications systems.
- Digital communications systems

Please send your applications enclosing Certificates, testimonials and resume stating current and expected remuneration on or **before 14th August 2026** to administration@goodneighbors.ke

All attachments should be in one zip file

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