

JOB OPPORTUNITIES

The Federation of Kenya Employers (FKE) is the national umbrella organization for employers in Kenya and its key mandate is to promote the interests of employers. FKE seeks to ensure that national labour and social policy provides an environment favorable to enterprise sustainability and job creation. We are seeking to engage enthusiastic, and results driven professionals to fill the following position.

1. LEGAL & IR RESEARCH ASSISTANT – LRA/8/2024

Reporting to the Manager, Legal & IR Services, the Legal Research Assistant will be responsible for conducting Legal Research on Employment and Labour Relations matters and drafting.

KEY RESPONSIBILITIES

- Conduct legal research and prepare internal briefings on matters relating to employment, labour laws and social policy.
- Provide reports and summaries on upcoming Employment and Labour Relations Court matters
- Provide support in preparation and drafting of memorandums
- Track the legislative calendars at the Executive level, National Assembly, Senate and County levels to identify all upcoming matters on Employment and Labour Relations
- Track the status of various Bills, identify employer issues and maintain an updated tracker report
- Provide research support in other Employment, Legal, Policy matters within the Federation
- Draft correspondence and advisories
- Provide support to legal and Industrial Relations Department
- Maintain up to date records on Bills, memorandums and other policy instruments
- Perform other related duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in law (LLB)
- A Post graduate Diploma in Law with a current practising Certificate
- Experience in conducting research assignments and report writing
- 2 Years of relevant work experience

KEY SKILLS, COMPETENCIES AND DESIRED ATTRIBUTES

- Knowledge, Passion and interest in Employment and Labour Relations matters
- Research skills
- Legal drafting skills
- Computer proficiency
- Analytical skills
- Passion for ADR with specific emphasis on conciliation, mediation and negotiation

APPLICATION PROCESS

Interested candidates who meet the above requirements should submit their cover letter, a detailed Curriculum Vitae with three professional referees, current and expected salary and provide work samples or portfolios where applicable. Applications should be sent through: Recruitment@fke-Kenya.org indicating the job title and reference number on the subject line to reach us no later than **August 16, 2024**. Only shortlisted candidates will be contacted.

FKE is an Equal Opportunity Employer.

**Executive Director & Chief Executive Officer
Federation of Kenya Employers
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Nairobi**