

Job title:	Legal team – Legal Associate
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Classification:	Grade 3	Direct reports:	0
Work location	Kenya	Travel required:	Up to 10%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p>Overall purpose</p> <p>The Legal Associate will provide support on the following areas of work:</p> <ol style="list-style-type: none"> 1. Supporting the proper processing of legal contracts and other documents 2. Procurement 3. Corporate Compliance 4. Data Protection 5. Intellectual Property Management 6. Legal Advisory and General Legal Support <p>The percentage time on each will vary but is expected to be roughly as shown below</p>
<p>Tasks and responsibilities</p> <p>1. Contracting – 30%</p> <ul style="list-style-type: none"> • Using a risk-based approach, ensure all contracts and legally binding agreements between GAIN and third parties are negotiated, reviewed, approved, duly executed, and filed to protect GAIN's interests and comply with GAIN's Delegation of Authority. • Provide legal support through GAIN's transactions lifecycle by advising on transaction structures, providing deal negotiations support, documentation support, drafting and advising on legal documents including interim agreements while ensuring effective documentation of legal terms and conditions.

- Support the Senior Legal Counsel to provide guidance to staff across GAIN on contract drafting, contractual processes, and solutions to mitigate contract-related risks.
- Support the Senior Legal Counsel to maintain an up-to-date portfolio of contract templates, integrating necessary changes related to updated legislation, new/revised donor requirements, and the organization's internal policies.
- Ensure GAIN's contracting is fully supported by the e-contracting management tool with well-understood and respected procedures and approval processes; provide appropriate training; work closely with the IT team on systems stability and enhancements; and provide reporting on KPIs for the system.

2. Corporate Compliance– 30%

- Undertake legal assessments, interpretations and advise senior management on compliance including regulatory and donor compliance, while providing recommendations and representation on day-to-day operational matters
- Offer legal support on compliance for country offices, including registration, renewal, and dissolution processes. This includes completed legalisation and liaison with notaries, chancelleries, and Ministries in country.
- Oversee the appointment of and maintain strong relationships with local lawyers as required.
- Maintain good knowledge of GAIN's Legal policies, contribute to their revision and coordinate policy training initiatives
- Provide support in maintaining relevant insurances.
- Build the capacity of GAIN team and relevant stakeholders on legal matters.

3. Data Protection – 10%

- Support the Legal Manager to monitor GAIN's legal obligations regarding data protection and ensure that there are processes in place to meet these obligations.

4. Intellectual Property Management -10%

- Actively support the Legal Manager in ensuring corporate trademark registration in all countries where GAIN operates.
- Provide legal advice to GAIN staff in relation to copyright ownership.
- Support the Team in maintaining the global trademark portfolio, including collecting proof of use.

5. General legal support and Legal Advisory -20%

- Provide legal inductions to colleagues

- Support the Senior Legal Counsel to provide internal training to colleagues
- Support the Legal Manager in the provision of legal advisory services to GAIN and its stakeholders, ensuring proper representation of GAIN in all legal matters.

Key organisational relationships

- Reports to the Legal Manager
- Works very closely with the wider Legal team
- Works closely with GAIN staff involved in procurement processes & decisions (advising on ~\$4m procurements each year), contracts, and compliance.
- Works closely with GAIN country offices, senior management, program teams and corporate services functions.

JOB REQUIREMENTS

Competencies

- Have a minimum of THREE (3) years' experience providing legal counsel services at a cross-border law firm or international organisation.
- Demonstrate the ability to work in fast paced multi- cultural and fluid environment.
- Have excellent interpersonal skills including strong work ethic, impeccable integrity, and judgment. Demonstrate the ability to take a broad view of organizational issues and objectives and to evaluate regulatory and compliance risks in the context of other risks.
- Have excellent communication and presentation skills.
- Demonstrate the ability to work independently while maintaining strong collaborative relationships with colleagues and partners.
- Have excellent attention to detail and the ability to work accurately under pressure and meet deadlines.
- Have excellent analytical and contracts management skills.

Experience

- Have experience in handling complex legal issues and legal documentation.
- Have experience of making risk-based decisions in a complex operating environment with multiple competing demands.

Education

- Hold a Bachelor of Laws degree and a post graduate diploma in law/legal practice certificate.

Other requirements

- Excellent IT skills (word, PowerPoint, excel, SharePoint) and ability to use other software/on-line tools.
- Fluency in spoken and written English
- Preferably linguistic competence in one other language used in GAIN.
- Eligible to work in Kenya.