

# ROLE PURPOSE

**Role Title:** Senior Legal Counsel

**Division:** Enabling Services

**Location:** Kenya

**Date:** May 2025

**Employment type:** Permanent full time (part time may be available commensurate with experience)

**Reports to:** General Counsel

**Number of direct reports:** N/A

**Leadership Band:** Leads Others

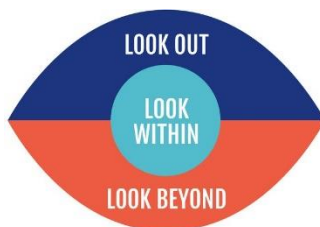
## Purpose of the role:

The **Senior Legal Counsel** is accountable for supporting the General Counsel in the legal aspects of The Foundation's work, in a way that is aligned to The Foundation's Values and Strategy.

The **Senior Legal Counsel** will own the outcomes of:

1. Supporting the General Counsel across a range of legal matters in 20+ countries.
2. Provide effective and timely legal advice to the business as requested, including reviewing and advising on contracts, intellectual property (including trademark management), corporate and government law matters, being cognizant of the not for profit international development sector and The Foundation's context and reputation
3. Provide global employment law support including instructing local external counsel where required.
4. Support and advise on the legal aspects of change activity including monitoring relevant local legislation, entering into new jurisdictions and where relevant exit.
5. Support the General Counsel in legal aspects of internal investigations such as safeguarding, financial crime and speak – up and disciplinary matters
6. Support on contracts simplifications and templates to improve usability and efficiency and conduct staff contracts management training
7. Collaborate with stakeholders on legal aspects of projects including engagement with external legal, governance, accounting, regulatory and industry bodies where appropriate.
8. Support on new funding model development and structures ensuring legal compliance and risk mitigation
9. Collaborate within the Legal Governance Risk & Compliance team to enhance delivery of services to stakeholders.
10. Other tasks as requested by your manager.

## Our Capabilities:



## As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

## Skills:

- **Accountable, enthusiastic and willing to learn what we do**
- Strong communication skills
- Ability to work independently in an agile and diverse environment
- Ability to wear two hats in a small legal team, recognise conflicts and manage appropriately
- Passion for legal services and for being part of a dynamic and effective organisation
- Energetic self-starter with the resilience, pace, interpersonal flexibility and comfort to deal with ambiguity, diversity and change to succeed within

## Essential Experience:

- Experience with cross-border commercial initiatives
- Experience with employment law
- PQE 5-7+ in Australia or other common law jurisdiction

## Desirable Experience:

- Experience in a number of the following legal fields: contracts; cross border transactions; corporate governance; employment and change projects
- Experience in one or more of the following key jurisdictions outside Australia: HK; Singapore; Kenya, UK; US
- Experience in international governance.
- Experience at a top-tier firm.
- Experience with autonomous provision of legal services in an in-house environment.

the evolving demands of a development organisation  
operating across 25+ countries

**Qualifications:**

A Bachelor of Laws (LL. B)  
degree or equivalent with a  
A Practicing Licence.

**Travel:**

International and Local

**The position involves:**

This position is recognised as having “Contact with Children” either direct or indirect  
***(note: all positions are classified as having indirect or incidental contract with children)***  
This position does not involve “Working with Children” either direct or indirect. This  
position does not involve working with beneficiaries, donors and/or partners

**Additional Responsibility:**

Ensure that the work for which they are responsible is carried out in ways, which  
safeguard the health and safety of workers.