



CHRIST IS THE
ANSWER MINISTRIES
[CITAM]

HEAD OFFICE

CITAM Parklands, 2nd Parklands Avenue | P. O. Box 42254-00100, Nairobi, Kenya | Mobile: +254 709 861 000
Email: admin@citam.org | www.citam.org | Where Christ Is The Answer

LEGAL OFFICER OPPORTUNITY WITH CHRIST IS THE ANSWER MINISTRIES [CITAM]

Christ Is the Answer Ministries [CITAM] is an English-speaking Pentecostal church committed to a holistic Gospel that impacts society in every sphere of life. Currently, CITAM has 31 assemblies in Kenya and 4 outside Kenya and provides quality education through 10 CITAM Primary Schools and PAC University. The ministry runs a CITAM Children's Center, Mission Stations in Northern Kenya, provides value-based media services through Hope FM, Hope Recording Studios, Hope Creatives & Digital, Hope TV, and CITAM Church Online among other social media platforms.

JOB SUMMARY

CITAM seeks to recruit a born-again Christian who is experienced and self-motivated to fill the position of a Legal Officer, whose responsibility will be to ensure that CITAM operates in compliance with all applicable laws in all its spheres of influence.

The position reports to the Director for Administration (DFA).

Scope of Work

❖ Ministry Litigation Controls

- Ensuring that the ministry has minimal litigation exposures for smooth running and healthy relationships across the board.
- Appropriate engagement with external legal representatives on any court cases to ensure that CITAM position is correctly represented within its policies & operating guidelines.
- Active participation in disciplinary committees as may be requested through the HR Office.

❖ Internal Legal Advisory for the ministry

- Providing legal advice to the ministry on key operations by engaging Heads of Units and the wider management team on adherence to the law.
- Ensuring that right control mechanisms are put in place.

❖ Corporate Disputes resolution

- Actively representing the ministry through Alternative Dispute Resolution (ADR) mechanisms.
- First level conciliation and mediation in corporate, employment or trade disputes within the ministry.
- Development and implementation of key dispute resolution policies.

❖ Company Secretarial duties

- Ensuring that the ministry complies with all regulatory and statutory requirements.
- Filling of annual ministry returns.
- Timely planning and scheduling of Regional Annual General Meetings (RAGMs) and Annual Delegates Conferences (ADCs) in conjunction with the Director for Administration.

❖ Corporate Governance

- Taking of Deacon Board minutes and preparing resolutions.
- Maintaining a log of all Deacon Board resolutions and execution matrix.

❖ Control of ministry Risks and Reputational issues.

- Identifying any potential risks and exposures and putting together mitigation measures.
- Creation of awareness on changes in the law, upcoming legislation, and regulations applicable to CITAM operations.
- Direct engagement of all relevant stakeholders on any potential legal threats.



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❖ Contracting & Agreements

- Preparation and follow up on execution of ministry contracts and agreements.
- Engagement of relevant parties on all commercial purchases both internally and externally.
- Lease management where applicable.
- Providing legal guidance on mergers and acquisitions where applicable.

❖ Conveyancing

- Compiling and pursuing procurement of all relevant documentation for property acquisition and disposal on behalf of the ministry.
- Ensuring proper and timely execution of legal documentation through applicable signatories on any ongoing transactions.
- Maintaining correspondence with relevant government bodies.

Requirements and Qualifications

- Must be a born-again, mature Christian who conforms to the CITAM statement of faith.
- Minimum Bachelor of Laws Degree from a reputable and recognized university.
- Minimum 5 years' continuous experience in a similar position or 6 years in a reputable legal firm.
- Must be admitted as an Advocate of the High Court of Kenya.
- Professional Certifications such as Certified Company Secretary, Arbitration, Mediation, among others will be an added advantage.
- Technology savvy.

To apply for this position, interested and qualified applicants should send their application and detailed CV to hr@citam.org to be received by close of business on **Friday, 25th August 2023**. Those who had already sent their CVs need not to reapply.

Only shortlisted candidates shall be contacted.