GDC SACCO SOCIETY LIMITED.

Our Ref:. GDC/JOBADVERT/01/20

Your Ref: .....

P.O BOX 896-00216
TEL: 020-2015366 / 0723400611
GITHUNGURI.

JOB ADVERTISEMENT

Position Advertised: SACCO Legal Officer

GDC SACCO Society LTD is a licensed deposit-taking Tier 1 SACCO with branches in Kiambu, Nakuru and Nairobi counties dedicated to providing exceptional financial services to our members. We are committed to enhancing financial inclusion and empowering our community through a range of financial products and personalized service.

Job Purpose

To provide legal advisory services, ensure regulatory compliance, manage contracts, oversee litigation and protection of the SACCO from legal and compliance risks. The role ensures the SACCO operates within the laws governing co-operatives, SASRA regulations, data protection laws, labour laws and other relevant legislation.

Key Tasks and Responsibilities

The Incumbent will report to the Chief Executive Officer and will be responsible for:

Legal Advisory & Compliance:

- Provide timely legal advice to Management, Board and departments on matters affecting the Sacco.
- Ensure compliance with the Co-operative Societies Act, SASRA Regulations, Data Protection Act, Employment Act and all applicable laws.
- Review, develop and update policies, procedures, bylaws and governance documents.
- Monitor legal and regulatory changes and advise the SACCO accordingly.
- Coordinate and respond to regulatory inspections, audits and compliance reviews (SASRA, Commissioner for Cooperatives, Data Commissioner and others).
- Interpret laws, regulations and policies relevant to SACCO operations.

Human Resource & Administrative Legal Support:

- Advise on disciplinary cases, staff contracts, termination processes and labour disputes.
- Ensure compliance with the Employment Act, other labour laws and HR policies.

Litigation and Dispute Management:

- Manage all litigation matters involving the SACCO and liaise with external advocates.
- Prepare instructions to advocates and ensure timely submission of supporting documents.
- Monitor case progress, prepare reports and recommend action.
- Support debt recovery processes through legal mechanisms (demands, CRB listings, court action).

Governance Support:

- Provide legal guidance to the Board, Board Committees and Management.
- Assist in preparation of Board papers relating to legal and compliance matters.
- Ensure adherence to corporate governance standards and the SACCO code of conduct.

Contract Management:

- Draft, review and negotiate all SACCO contracts, MOUs, leases, service agreements and partnership documents.
- Ensure contracts protect SACCO interests and comply with relevant laws and internal policies.
- Maintain a proper and secure contracts registry.

Security Documentation

- Prepare and review securities and collateral documentation.
- Ensure proper perfection and registration of securities.
- Advise on realization of securities in case of loan default.

Records & Legal Documentation:

- Manage legal files, contracts library, insurance policies and statutory documents.
- Ensure proper custody of legal and corporate documents.

Member & Customer Dispute Resolution:

- Handle customer complaints and disputes requiring legal interpretation and intervention.
- Support alternative dispute resolution between members and the SACCO.
- Represent the SACCO in negotiations, mediations and alternative dispute resolution processes.
- Coordinate legal representation in tribunals and courts.

Risk Management

- Identify legal and regulatory risks facing the SACCO.
- Recommend mitigation measures and controls.
- Participate in enterprise risk management initiatives.

Records and Reporting

- Maintain custody of legal records and documents.
- Prepare monthly, quarterly and annual legal reports.
- Keep an updated register of ongoing legal cases and contracts.

Training and Awareness

- Conduct legal and compliance awareness training for staff and Board members.
- Promote adherence to legal and ethical standards within the SACCO.

Qualifications & Experience

- Must have a Bachelor's degree in Law (LLB) from an accredited law school
- At least two years post admission.
- Must possess a valid practicing certificate;
- Be a Registered member of the Law society of Kenya in good standing;
- Knowledge of the SACCO business model & other operational issues of the SACCO;
- Good analytical, communication and writing skills;
- Excellent organization and interpersonal skills.
- Attention to detail.

The successful candidate must fulfill the requirements of chapter six of the constitution of Kenya 2010

How to apply

Interested and qualified applicants are requested to submit their applications to hr@gdcsacco.co.ke by **27th November 2026**. Any applications received after the closing date shall not be accepted. Clearly indicate your Current and Expected salary in the cover letter. Also indicate the position applied on the subject line.

Only shortlisted candidates will be contacted. If you do not hear from us by **31st December 2026,** consider your application as unsuccessful.