

## Legal and Compliance Officer

<b>Job Title:</b>	Legal and Compliance Officer
<b>Location:</b>	Nairobi, Kenya
<b>Term of Contract:</b>	Full time, Permanent
<b>Salary:</b>	Commensurate to Experience

### Introduction

An exciting opportunity has come up for a Legal and Compliance Officer to join AgDevCo's legal team.

Established in 2009, AgDevCo is a social impact investor that invests in agribusinesses in Sub-Saharan Africa. It is a permanent capital vehicle with assets under management of USD250 million and growing. AgDevCo's aim is to promote sustainable and commercially viable agribusinesses and to achieve high development impact by reducing poverty, contributing to wider economic growth and development. AgDevCo provides patient capital, in the form of debt and/or equity, and specialist advice to support a portfolio of high-potential investees. The company works closely with its investees as collaborative, yet challenging, partners. AgDevCo's approach allows for a better mutual understanding of each investment's opportunities and risks, which facilitates and accelerates business improvements.

AgDevCo has an office in London and regional offices and country presence in West, East and Southern Africa – and investments in 10 countries in sub-Saharan Africa.

More details can be found here: [www.agdevco.com](http://www.agdevco.com)

### Role

Reporting to the Senior Legal Counsel, the Legal and Compliance Officer will work within a small legal team, supporting and collaborating with investment and operations teams across AgDevCo's offices in sub-Saharan Africa and London.

### Key responsibilities

- ▶ Supporting the legal team and the AgDevCo group in relation to a variety of legal, regulatory and compliance risks
- ▶ Providing support on AgDevCo's AML/KYC processes (including gathering AML/KYC documents, performing AML risk assessments and on-going record keeping)
- ▶ Maintaining compliance registers
- ▶ Maintaining corporate records for the AgDevCo group
- ▶ Assisting with the business integrity due diligence process on investments and on-going monitoring
- ▶ Assisting with the business integrity reporting process
- ▶ Supporting the legal team and operations team on the data protection compliance process
- ▶ Supporting the legal team and investment team with the condition precedent satisfaction process

- ▶ Reviewing NDAs and consultancy contracts
- ▶ Drafting amendments and waivers to investment documentation
- ▶ Assisting with statutory filing requirements

Although the role will be based in Nairobi, there may be occasional travel required to AgDevCo's London office (particularly for training purposes).

### Person specification

- ▶ Passion for international development with demonstrable alignment to AgDevCo's mission
- ▶ Strong academic record with a law degree or qualification as a lawyer
- ▶ 2 years or more of experience of working in Compliance.
- ▶ Strong team player with excellent written and spoken communication skills
- ▶ Willingness to collaborate and support on a variety of different initiatives and tasks
- ▶ Strong administrative skills and an eye for detail
- ▶ Strong organisational skills and an ability to work independently and pragmatically and to manage priorities effectively
- ▶ Flexible and eager to work in a dynamic and fast-paced environment
- ▶ Good IT skills
- ▶ Working understanding of business integrity legislation (AML, anti-corruption, etc) applicable to international investors such as AgDevCo

### How to apply

All applicants should be eligible to live and work in Kenya.

To be considered, email applications must include all of the following:

- ▶ Confirmation of the right to work in Kenya without the need for sponsorship;
- ▶ a CV that details all qualifications and relevant experience; and
- ▶ a cover letter that describes the motivation for applying to the role.

Please email all of the above indicating **LEGAL & COMPLIANCE OFFICER** in the subject line to [careers@agdevco.com](mailto:careers@agdevco.com)

There will be two interview stages.

### Diversity

AgDevCo is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.

### Personal data

Please note that by submitting an application to AgDevCo, it is understood that candidates acknowledge and accept the following statement:

“In submitting this application, I agree that AgDevCo may collect the personal data it contains and use that data for current and future recruitment. In the event that my application is unsuccessful, I understand that my details will be securely destroyed after six months.”