



## **JUNIOR LEGAL ASSOCIATE**

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### **The Opportunity:**

Arifu, a high-growth edtech company in Nairobi, is looking to hire an ambitious Junior Legal Associate to support the Operations and Business Development teams in compliance and legal matters within Arifu.

### **About Arifu:**

Arifu is a Nairobi-based edtech company making it possible for anyone to access the information and opportunities they need from the organizations they trust over any mobile phone. With Arifu, people seeking to learn can freely access the Arifu chatbot using interactive SMS or smartphone chat apps to master new skills, discover a world of free educational content, and earn rewards from our partners whether or not they have internet or airtime. The Arifu chatbot delivers personalized content designed in-house in close collaboration with our partners including financial service providers, mobile operators, agribusinesses and NGOs. Our partners use Arifu to engage, train, and capture data on underserved people across their value chains, especially hard-to-reach customers, retailers, and suppliers. Currently serving 830,000 learners in East Africa, Arifu has demonstrated results in increasing people's income and access to impactful products and services while creating shared value for partners. We recently closed a \$1.5 million funding round and are about to launch in Nigeria and Zambia.

### **Job Description:**

As the Junior Legal Associate your responsibilities will include:

- Taking the lead on research in data regulation and communication legislation locally and in potential and actual countries of operation;
- Staying abreast of any developments and changes in data regulation and communication legislation locally and in potential and actual countries of operation;
- Drafting agreements and contracts which are to be executed by the company and ensuring that Arifu's interests are protected;
- Drawing, perusing, completing and interpret legal documents;
- Providing advice and guidance on legal risk exposure;
- Liaising with Arifu's legal partners to provide litigation support in handling all legal matters arising;
- Developing and deploying the compliance risk management framework;
- Identifying compliance gaps within various departments in Arifu and recommending appropriate action so as to ensure full compliance;
- Ensuring full compliance with all applicable regulatory requirements in the respective countries;
- Ensuring compliance with the requirements of the Companies Act and other legal provisions that Arifu needs to adhere to in the region;
- Reviewing of all Arifu contracts and leases within the region, to ensure the best interests of the company are upheld at all times;
- Developing policies, processes and manuals around compliance;
- Responsible for ensuring full legal compliance in all organizational activities;



- Provide the necessary support in handling of Company Secretarial matters.
- Any other duties reasonably assigned.

**Qualifications:**

A desire to impact lives, the ability to make a long-term commitment to your team and the product, and exceptional problem-solving abilities are all essential prerequisites on the Arifu team. For this role, we're also looking for someone with the following:

- Good understanding of the law.
- Bachelor's degree in Law (LL.B).
- 3+ years experience in a legal department in a busy corporate.
- Fluent in oral and written English. Fluency in Kiswahili highly desired.
- Excellent research skills.
- Proficient computer skills.
- Excellent planning & organizing/work management skills.
- Excellent filing and document maintenance skills.
- Ability to work under pressure and meet deadlines.
- Excellent communication and interpersonal skills.
- Ability to work under minimal supervision.
- Ability to be live and work in Nairobi, Kenya.

**Compensation and Benefits:**

Arifu offers a competitive compensation package including participation in the Arifu employee options program and the commission-based incentive and compensation model. Benefits include a comprehensive health insurance package, monthly airtime allowance, extra leave, a stocked kitchen, and plenty of ping-pong and foosball.

**Application Process:**

Send your CV to [talent@arifu.com](mailto:talent@arifu.com) with "Junior Legal Associate" in the subject and tell us what excites you about this role.