



## **TOURISM PROMOTION SERVICES (MANAGEMENT) LIMITED**

### **JOB DESCRIPTION**

**Job Title: Head of Legal**

**Reporting line:**

Managing Director

**Directly Supervises:**

Legal and Statutory Officer

**Liaises with:** Company Secretary, TPS Group Executives, Country Managers and Unit Managers

**Job Purpose:**

The **Head of Legal** will oversee the legal operations for the Serena group of companies and will provide legal support to the Managing Director and the Board in ensuring compliance with the statutory and regulatory requirements with regard to the group's operations.

The role is responsible for: drafting, reviewing, and negotiation of strategic company agreements, case management, advice on dispute prevention and resolution, handling conveyancing matters and transactions, managing the Company's commercial and corporate transactions and executing various legal projects that may arise from time to time, while continuously managing external relationships relating to the role.

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### **Key Responsibilities**

#### **1. MARKET LEADERSHIP**

- Liaise with and assist external Counsel in the discharge of their obligation to the Serena Hotels group.
- Research and prepare legal opinions on any civil or criminal matters including claims for compensation against the Company, and employment related matters.
- Draft and/or review legal documents, contracts and agreements and monitor legal obligations under agreements to ensure compliance and prevent disputes.
- Assist in the formulation, implementation and/or amendment of Company policies.
- Guide and manage external Legal audits.



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- Auditing and identifying any potential risks and exposures and putting together mitigation measures.

### **2. LEADERSHIP IN PRODUCT AND SERVICE**

- Initiate, pursue and guide legal proceedings as required by the Company i.e., preparation of defenses, submissions and other pleadings in civil cases both “for and against” the Company.
- Guide in preparation, filing and pleading of cases in commercial courts or criminal courts.
- Advise on civil matters or criminal matters that should be directed to external counsel.
- Advise and manage the Company’s lease and licenses obligations under property leases.
- Conduct thorough legal research, analyse findings, and provide well-informed opinions on complex legal issues, contributing to informed decision-making
- Submit quarterly case reports and regulatory updates to Management and the Board of Directors.
- Cause to be maintained, a register of the status of all court matters involving the Company.

### **3. MANAGING, GROWING AND RETAINING MARKET SHARE**

- Undertake review of all strategic contracts and service level agreements with suppliers and service providers and other external parties to ensure they protect the interests of the business and minimize potential disputes.
- Guide the Company on all regulatory changes affecting the business and operations.
- Ensure that the Business Intellectual property (IP) is always secured through IP audits.

### **4. COST MANAGEMENT AND REVENUE IMPROVEMENT**

- Represent the Company in arbitration and mediation proceedings.
- Guide external counsel in understanding matters that need defending in Courts of law.
- Negotiate fees with external Counsel for the Company to ensure value for money in the provision of services and legal representation.
- Provide sound legal advice to the Company on all regulatory notices and registrations to ensure compliance and make recommendations to Management as necessary together with provision of sound legal advice to manage business operation risks.

### **5. PEOPLE MANAGEMENT AND PRODUCTIVITY IMPROVEMENT**

- Guide the Business on all staff-related cases to ensure compliance with Labour Laws and all applicable laws in order to minimize litigation risks.



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- Identifying capacity gaps in relevant regulations and develop initiatives to mitigate the risks.

### 6. SUSTAINABILITY

- Guide the Business in all sustainability and environmental conservation related legislation to ensure compliance and minimize exposure to litigation.
- Provide legal support during Environmental Social and Governance (ESG) related Audits.

### SPECIFICATIONS FOR THE POSITION

- Bachelor of Law (LLB) from a recognized University
- Post Graduate Diploma in Law from Kenya School of Law (Desirable)
- An advocate of the High Court of Kenya
- Member of the Law Society of Kenya in good standing
- Minimum experience of 8 years in the corporate sector or reputable law practice
- Understanding of the Capital Markets and Nairobi Securities Exchange is an added advantage.
- Certified Public Secretary and membership to the Institute of Certified Public Secretaries of Kenya is an added advantage.

### COMPETENCIES

- Technical understanding of the Company's business, operations and legal structure.
- Excellent interpersonal communication at all levels (verbal and written).
- Problem solving and analytical skills, including attention to detail.
- Ability to multi-task, meet deadlines and work under occasional pressure.
- Ability to cope with high levels of responsibility in the strictest of confidence.
- Ability to work well within the team at all levels.
- A high level of on-the-job professionalism is a prerequisite at all times.
- Computer Literacy, particularly MS Word.
- Be conversant with employment and commercial laws of Kenya, including due legal processes.

### How to Apply

Interested candidates should submit their CV and cover letter to [jobvacancy.kenya@serenahotels.com](mailto:jobvacancy.kenya@serenahotels.com) before **26th June 2026**.

Only shortlisted candidates will be Contacted