



## **Renewal AJAR Limited**

### **AJAR Legal Manager**

#### **Job Description**

<b>Responsible to:</b>	AJAR CEO
<b>Workplace:</b>	Karen, Nairobi
<b>Contract:</b>	Full time, one-year initial contract, renewable
<b>Salary:</b>	Dependent on experience

#### **Introduction**

Renewal Vineyard Church is a charismatic evangelical church based in Karen, Nairobi. Renewal was established in October 2018 to help equip an authentic community of believers to adopt the lifestyle practices of Jesus. Renewal is a multicultural worshipping community of over 250 adults and children. We value social justice deeply and our work in prisons (AJAR) and alongside sex-workers (Rejeshu) reflects our desire to see lives transformed through encounter with Jesus.

Africa Justice and Restoration Trust (AJAR) was established in 2019 as a social justice ministry of Renewal Church and now has its own legal identity while continuing to benefit from the support and guidance of the Church. AJAR envisions a world where underprivileged people suffering injustice are released from prison and restored to society. AJAR's mission is to pursue justice through the provision of legal aid and aftercare to underprivileged people who are unjustly incarcerated.

Since its launch, AJAR has represented over 150 clients and has managed to get over 50 people released from prison.

Further details about AJAR and Renewal can be found on our websites:

[www.ajartrust.org](http://www.ajartrust.org)

[www.renewlchurchnairobi.com](http://www.renewlchurchnairobi.com)

**The Role**

We are seeking to appoint a Legal Manager who will support the work of AJAR by preparing and providing legal advice and research to and for AJAR clients.

The successful candidate will be dynamic, confident, articulate and tenacious. They will be passionate about seeing criminal injustice ended and be stirred by the need to respond compassionately to those who have been treated unfairly by the criminal justice system.

**Job Outline**

The successful candidate will provide direction and leadership for AJAR's legal work and handle a significant caseload personally.

**Job Description**

The list of tasks below is indicative and not exhaustive.

**Client Engagement**

- Conduct prison visits as required and requested
- Following up families as needed

**Legal and Court Matters**

- Preparation of legal opinion on cases
- Research to support legal advice
- Trial preparation, including preparing questions for witnesses
- Preparation of pleadings
- Attending court as required/requested
- Providing weekly returns
- Messaging on legal issues
- Other urgent follow-ups as required and requested
- Take on criminal cases and some strategic civil cases
- Take on both trials and appeals so long as they are within the AJAR mandate

**Partnerships**

- Providing legal advice on possible partnerships
- Drafting MOUs with partner organisations

**Leadership**

- Lead the team perusing case files
- Managing the team of Legal volunteers and Interns

Additional tasks as directed and required

## **Person Specification**

The successful candidate will:

- Embrace the Christian ethos of AJAR
- Have a law degree from a reputable university
- Be a registered Advocate of the High Court of Kenya
- Have a minimum of two years of experience of criminal litigation
- Have previous experience of working in a like-minded organisation
- Strong analytical and research skills
- Be a self-starter who excels at working independently and collaboratively
- Communicate confidently and clearly
- Plan exceptionally
- Possess excellent IT skills
- Have excellent spoken and written English
- Have excellent inter-personal skills
- Be able to multi-task and see tasks through to completion
- Be willing to engage fully in the life of AJAR

## **Current structure of AJAR**

- Chief Executive Officer
- Legal Manager
- Legal Assistant
- Justice Heroes

## **Applications**

To apply for this post, please send a CV and a covering letter to Joyce Kabaki:  
info@ajartrust.org