



**OTWAL
& PARTNERS LLP**

Courage to take the lead

Legal Consultancy | Corporate Advisory | Dispute Resolution

WE ARE HIRING

LITIGATION & CONVEYANCING ASSOCIATE

Location: Nairobi, Kenya

Employment type: Full-time, on-site

ROLE OBJECTIVE

Otwal & Partners LLP is seeking a knowledgeable and versatile Litigation & Conveyancing Associate to manage a diverse portfolio of litigation and conveyancing matters. The successful candidate will provide sound legal advice, represent clients in court, oversee property transactions from inception to completion, and contribute to the continued growth of the firm's litigation and conveyancing practice.

KEY RESPONSIBILITIES

Litigation

- Meet with clients to understand their legal issues, objectives, and concerns, and provide practical legal advice.





- Prepare legal opinions and advise clients on litigation strategy.
- Conduct case assessments, review evidence, and identify legal and factual issues in assigned matters.
- Undertake legal research on statutes, regulations, precedent, and case law.
- Draft, review, and file pleadings, applications, submissions, and other court documents.
- Manage court diaries, filing deadlines, and hearing schedules to ensure timely compliance.
- Appear before courts and tribunals for hearings, applications, mentions, and trials.
- Work collaboratively with partners and other advocates on complex or high-value litigation.
- Conduct witness examinations and cross-examinations.
- Draft and negotiate settlement agreements where appropriate.
- Correspond and negotiate with opposing counsel to advance clients' interests.
- Keep clients informed of the progress of their matters in a clear and timely manner.

Conveyancing

- Advise clients on property transactions and conveyancing matters.
- Prepare, review, and negotiate conveyancing documents, including sale agreements, transfers, leases, charges, discharges, and completion documents.
- Conduct due diligence on property transactions, including investigations on title and regulatory compliance.
- Prepare and register security documents, ensuring proper execution and registration.
- Manage transactions before the Lands Registry, county governments, the Survey of Kenya, the National Land Commission, and other relevant authorities.
- Liaise with clients, mortgage lenders, valuers, estate agents, surveyors, and other stakeholders to facilitate timely completion of transactions.
- Prepare fee estimates and terms of engagement for conveyancing instructions.
- Provide legal opinions on land, property, and conveyancing matters.
- Ensure conveyancing transactions are completed efficiently and within agreed timelines.

Practice Development & Administration

- Practice Development & Administration
- Financial management: Attend to billings, collections, and engagement letters.
- Business Development: Attend to proposals, client alerts, trainings, and product specialization.



- Client relationship management: Build and maintain strong relationships with existing and prospective clients while contributing to the growth of the firm's litigation and conveyancing practice.
- Undertake other duties as may reasonably be assigned.

Qualifications & Requirements

- Post-admission experience in a busy law firm.
- Bachelor of Laws (LL.B.) degree from a recognized university.
- Valid Practicing Certificate.
- Demonstrable experience in litigation and conveyancing.
- Sound knowledge of Kenyan civil procedure, property law, and conveyancing practice.

Key Competencies

- High integrity and professionalism.
- Excellent legal research, analytical, and drafting skills.
- Strong advocacy and courtroom presentation skills.
- Excellent written and verbal communication skills.
- Strong attention to detail and organizational skills.
- Ability to manage multiple matters and work effectively under pressure.
- Strong interpersonal and client relationship management skills.
- Team player with leadership potential.
- Sound understanding of Kenyan property law and conveyancing procedures.
- Excellent client care and commercial awareness.

What We Offer

- Opportunity to work on diverse, high-impact transactions.
- Supportive environment with exposure to complex matters and professional growth.
- Competitive remuneration commensurate with experience.

HOW TO APPLY

Interested candidates who meet the above requirements should send their CV and cover letter to **admin@otwalpartners.ke** on or before **24th July 2026**, indicating the position applied for in the subject line. Only shortlisted candidates will be contacted.