

FIRM PROFILE

**ORINGE WASWA & OPANY COMPANY  
ADVOCATES  
COMMISSIONERS FOR OATHS AND NOTARIES  
PUBLIC**

Westlands at 3 Westlands Road,  
Besides Imperial Bank  
Opposite Mount Kenya Court  
P.O. Box 282884-00100

**NAIROBI**

Phone: +254 721917173/ +254 723285838

Email: [info@orangeopanyadvocates.com](mailto:info@orangeopanyadvocates.com)

## **THE FIRM**

**ORINGE WASWA & OPANY ADVOCATES** has since inception, built and improved on the experiences and exposure gained in practice. The Firm is progressively establishing itself as a leading firm drawing sizeable clientele, from both the individual and corporate sector. This has enabled the firm to establish a formidable base in criminal, civil, commercial litigation as well as general commercial practice. Due to the variety and the diverse interests of our clientele, the firm can confidently say that it is capable to serve its clientele in the most diverse range of legal practice areas.

The firm is conveniently located on Westlands Road, opposite Mount Kenya Court, besides Imperial Bank. The firm occupies reasonably ample accommodation. The office's location was chosen due its ease of accessibility and the availability of ultra-modern services within its environs. The office enjoys an all-round security service complete with modern security features.

The firm is guided by its vision, mission and quality policy statements pronounced below:

**a. Vision Statement**

*To be a reliable and dependable firm that upholds integrity and professionalism while expanding its clientele through provision of excellent legal services.*

**b. Mission Statement**

*To provide reliable and effective legal and related services to our clients through provision of excellent and distinguished professional services and appropriate application of the required resources.*

**c. Quality Policy Statement**

*Oringe Waswa & Opany Advocates understands the unique challenges facing the present-day client and is therefore, committed to providing excellent, timely and quality services to our valued clients in Kenya and beyond without compromising value or quality.*

**ORINGE WASWA & OPANY ADVOCATES** is made up of an excellent team of well trained and experienced advocates as well as reliable and efficient support staff. The team is led by the Managing Partner Edward Oringe Waswa with a great experience in Litigation together with the support of Senior Partner in charge of Corporate/commercial and Litigation, Fidelis Opany and Senior partner in charge of Conveyancing Rachel Chepkoech Keino. The firm has two reliable Associates; Chrispin Bosire and Austin Arnold Omondi who are dedicated and passionate about the Law. The advocates make up a solid team of legal professionals within specialized practice groups in order to maximize the depth of the knowledge on wider legal issues. All the Advocates are active members of Law Society of Kenya and have no pending Disciplinary cases against them. The Firm also provides training opportunities for trainee Advocates which include annual One (1) internship Position.

The Firm has employed a Financial Administrative Manager who oversees the administrative dealings of the Firm. This ensures that there is a seamless flow of work hence improving on the quality of services provided to our clients. The Firm further prides itself in having a vibrant, strong and efficient support staff made up of both clerical and administrative staff.

## **AREAS OF PRACTICE:**

### **A. ALTERNATIVE DISPUTE RESOLUTION**

The Firm encourages its clients to settle disputes amicably without involving the court. The firm recognizes the usefulness of Arbitration and other areas of alternative dispute resolution as increasingly popular mode of resolving commercial disputes. Some of the services in this aspect include: -

- Undertaking legal work in arbitration including advising clients in all aspects of Arbitration, and representing clients before Arbitral Tribunals. Our Advocates have acted as arbitrators as and when called upon in appropriate commercial transactions.
- Handling arbitration briefs involving entities such as state corporations, county governments, various building construction companies and disputes touching on consultancies, especially in the construction industry (Construction Arbitration).
- The Firm also practices and encourages resolution of disputes through mediation. Mediation as an Alternative Dispute Resolution Mechanism is

non-adversarial means of dispute resolution. The Firm recognizes that some clients need include resolution of disputes while retaining existing relationships between disputants. The Firm has, to this end, successfully and satisfactorily assisted clients to settle disputes in this manner.

- In addition to the internally managed mediation processes, the Firm is also seeking to curve its niche in the recently introduced court annexed mediation conducted under the umbrella of the Court. This is in line with the implementation of the Mediation Manual by the Kenyan Judiciary in an effort to de-congest the matters pending in court.
- The Partner in charge of Arbitration attends seminars, workshops and continuing education programs with the intention of keeping abreast with current developments in this field. The Associates of the Firm are also active members of the Chartered Institute of Arbitrators. The Firm's Managing Partner is currently pursuing Masters in International Law at the University of Nairobi.

## **B. AVIATION, ADMIRALTY & MARITIME LAW**

The Firm has sought to expand its practice to the areas of aviation law as well as maritime and related matters. In this respect, the Firm is engaged in: -

- Undertaking litigation arising out of Kenyan Aviation law and other international charters and protocols;
- Drafting Charter Leases and Agreements;
- Undertaking litigation for claims arising under charter parties and bills of lading contracts, lay time and demurrage claims and general average claims;
- Resolving international trade disputes; and
- Advising on appraisal and sale of vessels.

## **C. BANKING AND FINANCE**

The Firm has curved a niche in the Banking and Finance areas of practice having established itself as a reliable, efficient and service provide in this sector. Some of the responsibilities undertaken by the Firm include: -

- Acting for a wide range of clients, especially banks, financial and mortgage institutions, micro-finance institutions, public corporations and other lending institutions in all aspects of law and practice relating to lending, credit and securities, drafting offer letters, drawing and perfecting securities such as Debentures, Charges, Mortgages, Chattel Mortgages,

Guarantees, Assignments amongst other security documentations documents.

- Provision of advisory and transactional advice relating to a wide range of agreements governing various commercial relations and transactions including loans, capital injection arrangements, loan agreements, takeovers etc.
- Provision of legal opinions and advise to clients on emerging issues in the banking and finance sectors including changes in the legal and regulatory framework governing the industry from time to time and potential impact of the same to them.
- Advising and assisting Banks, Commercial institutions etc. in the enforcement of securities, agreements and contracts, including realization of securities.

#### **D. CRIMINAL, CIVIL AND COMMERCIAL LITIGATION**

The Firm has distinguished itself as a top litigation Firm. The Firm has from time to time been tasked to litigate on both simple and complicated litigation matters, which matters it has successfully handled. The Firm endeavors to complete the Court matters within the shortest time possible while taking cognizance of the fact the Courts have an ultimate say on the timelines. A brief overview of the matters handled by the Firm include: -

- Appearing before all hierarchy of Courts in Kenya to prosecute or defend cases on behalf of banks, financial institutions, government owned corporations and individual. The firm has handled a wide range of cases of debt collection including enforcement of securities and professional undertaking.
- The firm has a wide range of experience in both civil and criminal litigation in all classes of Courts in Kenya in cases arising out of contract, Land and property, commercial transactions, agency, motor accidents, employment and labour election Petitions, take-overs, mergers and acquisitions, as well as administrative/public law. We have also litigated on petitions for divorce and separation, maintenance, alimony, ad custody of children, as well as Adoption proceedings. Probate and Administration causes and Management of Estates, and drawing of wills and codicils.

- The firm also represents clients in litigation matters before various arbitral tribunals such as; Business Premises Rent Tribunal, Industrial Property Tribunal, Public Procurement Administrative Review Board, National Environmental Tribunal among others.

#### **E. COMPANY SECRETARIAL WORK**

The Firm has well established company secretarial section complete with a qualified practicing company secretary who handles all matters relating to: -

- Statutory compliance, advising on law of meetings and proceedings, extraction resolutions, and maintenance of company registers
- Advising clients on company issues including but not limited to Shareholder Agreements, Share Subscription Agreements, Capital Injection agreements etc.

#### **F. COMPETITION LAW**

The Firm delivers an integrated competition law practice platform that serves clients' needs both locally and globally. The Firm addresses client needs in all dimensions of competition and anti-trust law. The services include:

- Handling briefs on merges, acquisitions and disposal of companies, shareholdings, businesses and assets. It also prepares and files merger notifications applications on behalf of its clients with the Competition Authority of Kenya and attending hearings of the applications and appeals at the Authority and the Competition Tribunal respectively.
- Regularly advising clients on the provision of Competition Act on: -
  - Emerging issues in consumer welfare and the need for industry to constantly adhere to safety standards in production of various goods, registration of procedures of manufacturers and compliance with rules set by Kenya Bureau of Standards in production of goods.
  - Need to avoid restrictive trade practices and to comply with the law that regulates such practices.
  - Adherence to public interests in trade and compliance with the rules and regulations made under the prevailing laws.

#### **G. CONVEYANCING**

The Firm acts for a wide range of clients ranging from individual to corporate to statutory bodies in conveyancing matters. These include: -

- General processes of sale and purchase of land, registration of transfers, Assents to legacy, transmissions etc.
- Acting for government agencies and individuals in the areas of Compulsory Acquisition or eminent domain. The firm has a broad wealth of experience in facilitating the process of acquisition of private property

for public purposes or in public interest by state corporations or various departments of government institutions. We understand the delicate balancing act of ensuring that government agencies acquiring private property for public purposes pay reasonable and justifiable compensation amounts to Project Affected Persons (PAPS) while not incurring penalties for delaying the envisaged Projects. The Firm fulfills this responsibility through: -

- Conducting due diligence on the properties to be acquired and the registered properties of the said properties.
  - Facilitating and participating in conjunction with relevant professionals such as independent land Valuers in negotiations between PAPS and the government agencies in need of the properties.
  - Carrying out research and advising clients on the most appropriate legal procedure to be adopted in acquisition of the Properties that fall within the ambit of the envisioned project; drafting and registering the appropriate instruments to convey the interests from the PAPS to the government agency, be it through registration of transfers of freehold or leasehold interests or easements for a limited use of the Properties.
  - In the situations where parties fail to mutually agree on acquisition of the subject property, the firm has facilitated the government agencies in the process of transitioning from negotiating for the subject property to compulsory acquisition by the National Land Commission on behalf of the said agency, through drafting and filing the necessary documentation with the Commission completion documents and undertaking post registration diligence processes.
- Acting for Statutory bodies in the acquisition of rights of way through easements for infrastructure projects. The Firm has an able team of advocates which is engaged in drafting of way leave or easement agreements, attending to PAPS to ensure execution of the easement agreements upon mutual agreement between the Grantees and Grantors on reasonable compensation amounts to be paid to PAPS and collection of the necessary documentation to facilitate registration of the way leave or easement agreements at the relevant registries within the Country.
  - Advising government agencies on the most appropriate methods within the law to make payment for and acquire interests in land that are not formally registered such as community land or land that is registered in the names of persons who have since passes on.
  - Acting for individuals affected by on-going infrastructure development projects in the country such as the Standard Gauge Railway to protect and facilitate prompt payment of full and just compensation by the National Land Commission to them. Particularly, the firm undertakes due diligence on the Property to be acquired and the proprietor to establish the interest they hold in the subject

property; commissioning independent land valuers to determine the market value of property and the amount of compensation that should, in their professional opinion be considered reasonable and just compensation in line with guidelines provided in the different land statutes; attending the inquiry meetings set by the Commission for purposes of acquisition of the property together with the PAPs and making submissions on behalf of the client for payment of the amounts claimed as compensation; liaising with the compensation amounts upon mutual agreement with the Commission and finally facilitating the surrender of the title documents once full compensation amounts have been paid.

- Advising clients on the legal framework governing land generally and the amendments/ revisions thereto on matters such as the requirement of spousal consents, completion documents and undertaking post- registration diligence processes.
- Undertaking due diligence on properties under purchase by client conducting searches at the relevant land registries. The Firm also, on occasion, engages the services of experts such as valuers and surveyors in conveyancing transactions so as to protect the client's investments.

#### **H. CORPORATE GOVERNANCE AND GOVERNANCE AUDIT**

The firm recognizes the key role played by good governance in corporations/ organizations. Further, the firm appreciates the requirement for governance audit being undertaken by state corporation under the Mwongozo governance within State Code of Governance which provides guidance on governance within State Corporations. In this regard, the firm has developed and continues to build experience in undertaking Governance Audits for its clients. The Firm occasionally and on a need, basis forms consortiums with other audit companies.

The scope of the Governance Audits undertaken by the firm includes establishing whether: -

- The client's Governance practices are effective and appropriate;
- There is transparency and accountability to various stakeholders;
- The client complies with legal and regulatory requirements;
- There is disclosure of all pertinent information to stakeholders;
- There is effective monitoring and management of risk, innovation and change;
- The corporation remains relevant, legitimate and competitive; and
- The corporation is viable, solvent and sustainable.

The parameters of Governance Audit that the firm works with are as follows: -

- Leadership and strategic management;
- Transparency and Disclosure;



- Compliance with Laws and Regulations;
- Communication with stakeholders;
- Board independence and governance;
- Board systems and procedures;
- Consistent shareholder and stakeholders' value enhancement; and
- Corporate social responsibility and investment.

## **I. DUE DILLIGENCE**

The Firm strongly holds that every transaction undertaken by it ought to be preceded by due diligence. This is because due diligence helps to assess the potential risk of the transaction and hence arrest the risk before they occur thus mitigating losses of the client. In this respect, the Firm undertakes comprehensive diligence for both its local and international clients. The aspects covered under this head are: -

- The due diligence undertaken by the Firm is three pronged: Legal, Financial and Commercial. The Firm undertakes Legal Due Diligence independently but also engages consultancy services of finance experts and analysts in undertaking the order two diligence services: Financial and Commercial Due Diligence.
- Legal Due Diligence relates to investigation in the following areas of a company/ organization interest: -
  - Existing and corporate contracts and contracts under negotiation;
  - Commercial Contracts;
  - Incorporation documents/Structure;
  - Intellectual Property Rights;
  - Information Technology Systems and Risk Management;
  - Compliance with Health and Safety Regulations;
  - Competition;
  - Litigation history;
  - Property; and
  - Tax.
- The Firm also undertakes diligence for foreign clients who want to invest in Kenya and advises them on matters affecting their business in Kenya.

## **J. EMPLOYMENT LAW**

The Firm partners with its clients to ensure that they meet their legal compliance obligations as well as assisting them in finding solutions for disputes and management of employment risks. It also provides legal advice and representation to individual clients in matters employment and labour law. Some of the services provided include: -

- Advising clients on minimum requirements under the Employment Act regarding the recruitment, retention, treatment and termination of

employees. This ensures that our clients are compliant with the law hence minimizing legal risks that may follow non-compliance with the lead requirements.

- The Firm represents employers and employees in employment and labor disputes.
- Engaging in the negotiation of collective bargaining agreements and settlement of employer-employee disputes.

#### **K. ENERGY AND INFRASTRUCTURE PROJECTS**

The Firm is a key contact for Energy and Infrastructure Projects in Kenya. Its multi-disciplinary teams offer legal advisory services to a number of investors, local companies and state corporations. The Firm's ability to deliver outstanding external regulatory control environment and internal investigations to our clients puts us there with the best. Our services include:

- Negotiation, incorporation and implementation of Public Private Partnerships, Joint Ventures, Consortium Arrangements, Concession Agreements, Project Financing, Equipment leasing and Land Acquisition. Our Partner, Mr. Waswa is an excellent choice for procurement and partnering arrangements based on his unique insight into external regulatory environment as well as enforcement actions based on Public Procurement rules and regulations.
- Providing excellent advisory services on numerous Energy and Infrastructure Projects especially resolution of land rights where projects are to be developed.

#### **L. GENERAL COMMERCIAL LAW PRACTICE**

Apart from the specifically stated commercial law practice, the Firm also engages in the provision of the following services: -

- Negotiating commercial contracts and drafting a wide range of commercial instruments including agreements for mergers, acquisitions, sale of businesses as going concerns etc.
- Incorporation of Companies, Business Organizations including brokerage firms, banks, insurance companies, nonprofit organizations, charities and NGOs etc.; Rendering advice on the choice of suitable business outfit, and advising on capitalization.
- Advising clients on the changes in the law governing Companies and more particularly the Companies Act, 2015 and the likely impact thereon on their organizations

#### **M. INSURANCE LAW**

The Firm offers the following services: -

- Legal advisory services to insurance companies, co-insurers, brokers and agents on various aspects of insurance law and related issues under common and statutory laws.
- Drafting and reviewing policy documents and related instruments.
- Defending insured, insurance companies, brokers etc. in claims under various policies and advising on issues such as liability, quantum of damages as well as negotiating favorable terms of settlement on their behalf

## **N. LEGAL AUDIT**

The Firm conducts legal audits for clients, both private and public bodies in an effort to identify and analyze risk which the client organization is exposed to with a view to use the acquired information to minimize or reverse the organization's legal risk. Legal audits involve complete analysis of current operations, strategies, assets and legal structures. It may also include reviews of documentation procedures as well as employee policies. Often, this is intended to analyze an organization's legal needs as well as to determine what those needs might be in future. We then use this information to evaluate changes in legal requirements and new risks that may stem from changes to policies, objectives, or business structures.

The benefits that accrue to the clients who undertake legal audit include but are not limited to: -

- Minimization of law suits and legal issues which may interfere or destabilize the client's business and operations.
- Settling the basis for the establishment of continuous legal compliance mechanism and risk management so as to ensure that the shareholder goals of wealth maximization are achieved within the provisions of the law and in consistence with the dynamism in the industry and the business.
- Helps the client identify positive opportunities that were exploited.

## **O. PUBLIC PROCUREMENT**

The Firm acknowledges the key function that procurement, and particularly public procurement plays in the management of resources and the economy in general. It is in this regard that: -

- The Firm provides advice to a diverse range of clients on the requirements and compliance factors under the procurement laws as promulgated under the Constitutional values and principles and more particularly the Public Procurement and Assets Disposal Act, 2015 and the Regulations thereunder.

- The Firm ensures that its clients are properly advised on the laws whilst engaging in business with government agencies and the standard processes and procedures followed in the procurement of goods and services by the government. It also advises the said government agencies on the compliance factors that they must meet under the Act and the reports that ought to be filed and the timelines within which they must be filed as well as the penalties for non-compliance.
- The Firm also represents clients in challenging and defending procurement disputes before the Public Procurement Administrative Board and High Court.

#### **P. PENSION LAWS AND RELATED ISSUES**

The Firm acts for retirement benefits authorities and pensions bodies through the provision of advice in issue relating to legal and regulatory issues affecting their plans. The services include: -

- Providing legal services for both defined contribution and defined benefits pension plans, government (national and county) plans, employer- sponsored pension plans and pension regulators.
- Advising the employers, consultants, line ministries and regulators on corporate structures, governance matters, fiduciary duties and investment limits and opportunities.
- Advising on taxation relating to pension matters.
- Advising clients on developments and trends in the pension sector particularly changes in the law and practice of pension law.

#### **Q. TAX LAW**

The Firm provides advice to clients on tax matters and more particularly on tax legislations, their tax obligations, payment timelines and penalties for non-payment of tax. Other services provided by the Firm are: -

- Representing clients in litigation of tax disputes as well following up on tax refunds and rebates from Kenya Revenue Authority on their behalf.
- Advising clients on amendments in tax law which directly affect their tax obligations.

#### **R. DEBT RECOVERY**

Debt collection is important to any business entity. We have developed a reputation for effectively collecting debts on behalf of our clients. While we endeavor to ensure that our client's business does not suffer on account of outstanding debts, we also appreciate the value of conserving business relationships. Thus, our debt collection strategy ensures that our client's business needs are taken care of and that the relationship between the client and the debtor is not severed. We also competently handle issues that may arise during and subsequent to debt collection such as litigation.

## **S. BANKRUPTCY AND INSOLVENCY**

The decision to institute a bankruptcy petition (for an individual) or an insolvency petition (for a company) is one of the most frustrating experiences. We resolve to make this journey as smooth as possible.

Our legal team has an excellent understanding of the laws that regulate bankruptcy and insolvency. We have advised clients on the alternatives to bankruptcy and insolvency and timeously saved their businesses and livelihood and where necessary, litigated on such causes successfully. You can trust our hands to guide you on this.

## **T. SUCCESSION, PROBATE AND ADMINISTRATION**

Death, divorce and family disputes are devastating experience. While we commiserate with our clients, our team works tirelessly to make these experiences smooth. To this end, we represent our clients in both contentious and non-contentious, testate and intestate probate as well as conciliation of family disputes. We institute and defend divorce and separation petitions as well as maintenance causes. We also prepare wills and codicils to ensure smooth administration of estate of our clients int the event of death.

*OVER, ABOVE AND BEYOND*

## **CURRICULUM VITAE**

### **PERSONAL INFORMATION**

**Name:** Edward Oringe Waswa

**Profession:** Advocate of the High Court of Kenya

**Marital Status:** Married

**Nationality:** Kenyan

**Address:** P.O Box 28284-00100, Nairobi

**Cell No:** +254 721 917173/ +254 723 285838

**Email:** [orangeeddie@gmail.com](mailto:orangeeddie@gmail.com)

## PROFILE SUMMARY

A strong willed, hardworking, reliable, smart and passionate Advocate of the High Court of Kenya with a high degree of integrity. A quick learner with good oral and written communication skills as well as IT, research, analytical and interpersonal skills. Looking forward to work in an institution that will enable the utilization of my personal and professional skills to achieve self-actualization and growth and/or objectives of the Institution.

## EDUCATION BACKGROUND

- ◆ **Master of Laws (LL.M)**  
[2019-2020] \* Awaiting graduation  
The University of Nairobi
  
- ◆ **Advocates Training Programme [ATP]**  
[2016]  
The Kenya School of Law, Karen
  
- ◆ **Bachelor of Laws (LL. B)**  
[August 2011-December 2015]  
Moi University
  
- ◆ **Certificate in Computer Software**  
[May 2011-August 2011]  
Graffins College, Nairobi
  
- ◆ **Advanced Level Certificate [UACE]**

[2009-2010]

St. Peter's College Tororo\_Uganda

◆ **Kenya Certificate of Secondary Education [K.C.S.E]**

[2005-2008]

St. Patrick's Boys High School, Naitiri

◆ **Kenya Certificate of Primary Education [K.C.P.E]**

[1995-2004]

Masaba Primary School, Kiminini \_Kitale

## **CORESKILLS AND COMPETENCIES**

- ◆ Good public speaking and communication skills
- ◆ Good drafting and analytical skills
- ◆ Ability to organize and lead a team
- ◆ Punctuality
- ◆ Team player
- ◆ Integrity
- ◆ Researcher
- ◆ Seasoned basketball player

## **EMPLOYMENT HISTORY**

**SENATE OF KENYA [15<sup>th</sup> March, 2018 to Date]**

**Designation: Personal Assistant to Senator James Orengo (Minority Office)**

**Reporting to: Hon. Senator James Orengo, EGH, MP, SC**

### **Duties and Responsibilities**

- ◆ Conducting legal research
- ◆ Planning the itinerary of the Senator
- ◆ Drafting and analysing of bills of Parliament

- ◆ Drafting and reviewing political strategy policies
- ◆ Organizing appointments for the Hon. Senator
- ◆ Standing in for the Minority office in the absence of the Senator
- ◆ Any other duties as may be instructed by the Hon. Senior Counsel

**J.A.B ORENGO ADVOCATES [15<sup>th</sup> March, 2018 to Dec 2020]**

**Designation: Associate**

**Reporting to: James Aggrey Bob Orengo, Senior Counsel [SC] – Managing Partner**

**Duties and Responsibilities**

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- ◆ Conducting legal research
- ◆ Drafting Submissions
- ◆ Execute legal briefs on behalf of the clients
- ◆ Preparing pleadings and other legal documents in connection with cases and other legal proceedings
- ◆ Providing legal Counsel to clients
- ◆ Negotiate, review and compliance
- ◆ Attending meetings on behalf of the firm
- ◆ Billing clients
- ◆ Any other duties as may be directed by the Managing Partner

**TRIPLE A LAW LLP [JULY 2017-OCTOBER 2017]**

**Designation: Associate**

**Reporting to: Managing Partner**

**Duties and Responsibilities**

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- ◆ Conducting legal research
- ◆ Drafting Submissions
- ◆ Execute legal briefs on behalf of the clients
- ◆ Preparing pleadings and other legal documents in connection with cases and other



legal proceedings

- ◆ Providing legal Counsel to clients
- ◆ Negotiate, review and compliance
- ◆ Attending meetings on behalf of the firm
- ◆ Billing clients
- ◆ Any other duties as may be directed by the Managing Partner

**KIPKENDA & COMPANY ADVOCATES [9<sup>TH</sup> JANUARY, 2017-JULY, 2017]**

**Designation: LEGAL ASSISTANT [PUPILLAGE]**

**Reporting to: Managing Partner - STEPHEN KIPKENDA**

**Duties and Responsibilities**

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- ◆ Conducting legal research
- ◆ Drafting Submissions
- ◆ Execute legal briefs on behalf of the clients
- ◆ Preparing pleadings and other legal documents in connection with cases and other legal proceedings
- ◆ Providing legal Counsel to clients
- ◆ Negotiate, review and compliance
- ◆ Attending meetings on behalf of the firm
- ◆ Billing clients
- ◆ Any other duties as may be directed by the Managing Partner

**A.T OLUOCH & COMPANY [JANUARY 2016-DECEMBER, 2016]**

**Designation: LEGAL ASSISTANT**

**Reporting to: Managing Partner - HON. ANTHONY TOM OLUOCH**

**Duties and Responsibilities**

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- ◆ Conducting legal research
- ◆ Drafting Submissions
- ◆ Execute legal briefs on behalf of the clients
- ◆ Preparing pleadings and other legal documents in connection with cases and other legal proceedings

- ◆ Providing legal Counsel to clients
- ◆ Negotiate, review and compliance
- ◆ Attending meetings on behalf of the firm
- ◆ Billing clients
- ◆ Any other duties as may be directed by the Managing Partner

## **KITIWA & COMPANY ADVOCATES [SEPTEMBER, 2013-DECEMBER, 2015]**

**Designation: Legal Researcher**

**Reporting to: Managing Partner - Godfrey Kitiwa**

### **Duties and Responsibilities**

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- ◆ Conducting legal research
- ◆ Drafting Submissions
- ◆ Preparing pleadings and other legal documents in connection with cases and other legal proceedings
- ◆ Negotiate, review and compliance
- ◆ Any other duties as may be directed by the Managing Partner

## **Makadara Law Courts [May, 2013-June, 2013]**

**Designation: Intern**

**Reporting to: Chief Magistrate**

### **Duties and Responsibilities**

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- ◆ Conducting legal research
- ◆ Drafting Judgments and rulings
- ◆ Preparing status reports of all Court matters
- ◆ Arranging files in the registries [both civil and criminal]
- ◆ Perusing and interpretation of legislations and other legal instruments
- ◆ File opening
- ◆ Visiting prisons and providing legal counsel to the inmates
- ◆ Any other duties as may be directed by the Chief Magistrate

## **Makadara Law Courts [June, 2013-July, 2013]**

**Designation: Intern**

## **Reporting to: Chief Magistrate**

### **Duties and Responsibilities**

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- ◆ Conducting legal research
- ◆ Drafting Judgments and rulings
- ◆ Preparing status reports of all Court matters
- ◆ Arranging files in the registries [both civil and criminal]
- ◆ Perusing and interpretation of legislations and other legal instruments
- ◆ File opening
- ◆ Visiting prisons and providing counsel to the inmates
- ◆ Any other duties as may be directed by the Chief Magistrate

## **Nzoia Sugar Company, Bungoma [Nov, 2010-May, 2011]**

### **Designation: Agronomy Field Analyst**

### **Reporting to: Agronomy Manager**

### **Duties and Responsibilities**

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- ◆ Conducting soil tests {science}
- ◆ Soil analysis in line with its speed of cane growth
- ◆ Uprooting cane disease and treating of sugar canes
- ◆ Undertaking research on the reactions of different types of canes on the Kenyan soil and their survival conditions
- ◆ Preparation of weekly status reports on the conditions of the test canes
- ◆ Attending meetings with and on behalf of the filed researchers
- ◆ Providing recommendations on the care of the test canes
- ◆ Any other duties as may be directed by the Agronomy Manager

## **RAYTECH COMPUTERS [April, 2012-September, 2012]**

### **Designation: Sales person, Computer Service assistant and Photographer**

### **Reporting to: Sales Manager**

### **Duties and Responsibilities**

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- ◆ Selling computers
- ◆ Repairing and servicing of computer software and hardware

- ◆ Troubleshooting
- ◆ Preparing daily sales and reports
- ◆ Any other duties as may be directed by the Chief Magistrate

## REFEREES

1. Hon. James Aggrey Bob Orengo, EGH, MP, SC  
Minority Leader, Senate  
Siaya County Senator  
Managing Partner – J.A.B Orengo Advocates  
P.O Box 55021-00200  
Nairobi.  
Cell No. +254723285838  
Email: [jamesorengojab@gmail.com](mailto:jamesorengojab@gmail.com)
  
2. Hon. Otiende Amollo  
Advocate of the High Court of Kenya  
M.P Rarieda Constituency  
Snr Partner Rachier & Amollo Advocates  
Former Ombudsman  
Former Chair, Action-Aid International  
Board Member Action-Aid International  
Council Member International Commission of Jurists  
Co-Ordinator, Kenya Legal & Ethical Issues Network on Hiv/Aids  
P.O Box 55645-00200  
Nairobi.  
Cell No: +254712650079  
Email: [lawtechs@rachieradvs.co.ke](mailto:lawtechs@rachieradvs.co.ke)
  
3. Mr. Godfrey Nathan Kitiwa

Advocate of The High Court of Kenya  
Secretary General – East African Law Society  
Lecturer – Moi University, School of Law  
Managing Partner – Kitiwa & Co. Advocates  
P.O Box 6680-30100  
Eldoret  
Cell No: +254724610484  
Email: [Kitiwaadv@yahoo.com](mailto:Kitiwaadv@yahoo.com)

## CURRICULUM VITAE

### PERSONAL DATA

**Name:** Opany Fidelice Anyango

**Nationality:** Kenyan

**Gender:** Female

**Marital status:** Single

**Email Address:** [fideljustice8@gmail.com](mailto:fideljustice8@gmail.com)

**Cell phone number:** +254 703 691156

## EDUCATIONAL BACKGROUND

1. January 26, 2016 to December 8, 2016

**Institution:** Kenya School of Law

**Course:** Advocates Training

**Programme Award:** Postgraduate

Diploma in Law

2. October 12, 2010 to April 28, 2014

**Institution:** University of Nairobi

**Award:** Bachelor of Laws (LLB) Second Class Honors (Upper Division)

3. 2006 to 2009

**Institution:** Lorna Waddington High School

**Award:** Kenya Certificate of Secondary Education

4. 1998 to 2005

**Institution:** Mwangaza Primary School

**Award:** Kenya Certificate of Primary Education

## PROFESSIONAL TRAINING AND EMPLOYMENT RECORD

### 1. February 2, 2018

Admitted to the Bar as an Advocate of the High Court of Kenya

### 2. July 2019 to date

**Position:** Partner, Oringe Waswa & Opany Advocates

#### Duties and Responsibilities

- 1) Heading the Litigation and Dispute Resolution Department.
- 2) Supervising associate advocates in the Department.
- 3) Attending client meetings and ensuring client queries and/or concerns are timeously and diligently attended to.
- 4) Representing clients at various courts and quasi-judicial tribunals, authorities and Boards.
- 5) Drafting pleadings, applications and other documents to approach and respond to pleadings filed in court;
- 6) Drafting submissions;
- 7) Conducting legal due diligence exercise and preparing reports thereafter;
- 8) Conducting legal research and drafting legal opinions to clients;

### 3. May 2018 to June 2019

**Position:** Litigation Associate at Ngatia & Associates Advocates

#### Duties and responsibilities

- 1) Representing clients before various courts and quasi-judicial bodies;
- 1) Drafting pleadings, applications and other documents to approach and respond to pleadings filed in court;
- 2) Drafting submissions;
- 3) Conducting legal due diligence exercise and preparing reports thereafter;
- 4) Conducting legal research and drafting legal opinions on matters affecting clients;
- 5) Drafting and perfection of legal instruments relating to conveyancing transactions, *inter alia*, transfers, leases, charges, discharge of charges, deeds of variation and powers of attorney at various land registries; and
- 6) Contractual negotiation, contract preparation and drafting.

#### 4. February 2, 2018 to April 2018

**Position:** Associate at Siganga & Company Advocates, Kisumu

##### Duties and Responsibilities

- 1) Attending different courts to litigate on various matters;
- 2) Drafting pleadings and applications and submissions;
- 3) Conducting legal due diligence exercises and preparing reports thereafter;
- 4) Conducting legal research and drafting legal opinions on and matters affecting clients;
- 5) Drafting legal opinion on various matters affecting clients;
- 6) Drafting and perfection of legal instruments relating to conveyancing transactions, *inter alia*, transfers, leases, charges, discharge of charges, deeds of variation and powers of attorney at various land registries; and
- 7) Contractual negotiation, contract preparation and drafting.

#### 5. January 2015 to December 2015; January 2017 to February 2018

**Designation:** Trainee Advocate and holding over at Siganga & Company Advocates, Kisumu

##### Duties and Responsibilities

- 1) Conducting client interview and holding pre-trial briefings with clients;
- 2) Drafting pleadings, applications and submissions;
- 3) Conducting legal due diligence exercises and preparing reports thereafter;
- 4) Conducting legal research;
- 5) Drafting legal opinion on various matters affecting clients;
- 6) Drafting and perfection of legal instruments, *inter alia*, transfers, leases, charges, discharge of charges, deeds of variation and powers of attorney at various land registries; and
- 7) Drafting commercial securities and other legal instruments;

#### 6. April 2014- December 2014

**Position:** Legal Intern at Kimanga & Company Advocates, Kisumu

##### Duties and responsibilities

- 1) Conducting client interview and holding pre-trial briefings with various clients;



- 2) Drafting pleadings, applications and other documents to approach different Courts including the High Court, Employment and Labor Relations Court, Environment and Land Court, Subordinate Courts and Tribunals Drafting submissions on different cases in different courts;
- 3) Conducting legal due diligence exercises;
- 4) Researching and preparing legal opinion on various matters affecting clients; and
- 5) Conducting legal research and drafting legal opinions on different legal aspects and issues affecting clients.

#### 7. June 2012 – August 2012

Judicial attaché at Kisumu Law Courts

**Supervisors:** Honorable Mr. Thomas Obutu and Honorable Mr. Ezra Owino

#### DUTIES AND RESPONSIBILITIES

- Accompanying the Honorable Magistrates to court for hearings;
- Undertaking legal research on different legal issue; and
- Drafting legal opinions for the Honorable Magistrates on different aspects of the law.

#### OTHER QUALIFICATIONS

1. Certified Professional Mediator (2013)

**Institution:** Mediation Training Institute (MTI) International

#### MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS/BODIES

1. Member of the Law Society of Kenya
2. Member of the Federation of Women Lawyers (FIDA-KENYA)
3. Member of the Mediation Training Institute (East Africa)

**HOBBIES & INTERESTS:** Reading, networking and travelling.

#### REFEREES

- 1.

**Name:** Mr. Dave Lung'aho Siganga

**Designation:** Advocate of the High Court of Kenya and Managing Partner at Siganga & Company Advocates

**Postal Address:** P.O. Box 2612-40100 Kisumu

2.

**Name:** Ms. Elizabeth Wangari Odhiambo

**Designation:** Lecturer at the University of Nairobi, School of Law and an Advocate of the High Court of Kenya

**Cell phone number:** +254 717 290640

**Email:** [lizodhiambo.odhiambo@gmail.com](mailto:lizodhiambo.odhiambo@gmail.com)

**Postal Address:** P.O. Box 966-40100 Kisumu

## CURRICULUM VITAE

### RACHEL CHEPKOECH KEINO

POSTAL ADDRESS: 28284-00100 NAIROBI  
PHONE NO: 0726-966-729  
E-MAIL: rayciekeino@gmail.com  
HOME COUNTY: Uasin Gishu County  
NATIONALITY: Kenyan  
PROFESSION: Advocate (P105/11469/2015)

## **CAREER OBJECTIVES**

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Result-driven and creative corporate lawyer seeking challenging and stimulating opportunities that will offer a chance to utilize my skill and develop new ones that will inspire landmark contribution to my clients, employer and myself.

## **KEY SKILLS & COMPETENCIES**

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- ✓ Administrative and Report Writing skills
- Management skills ✓ Strategic thinker
- ✓ Legal Research Skills, ✓ Proactive and Change oriented
- ✓ Contract Drafting and Analysis, ✓
- ✓ Legal Audit Skills
- ✓ Conveyancing and corporate skills,
- ✓ Banking & Securities Perfection,
- ✓ Negotiating and Analytical skills
- ✓ Communication and

## WORK EXPERIENCE: -

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### **Advocate, Kalya & Company Advocates-Nairobi from 2015-2020**

#### Responsibilities:

- Responsible for general branch office administration and management;
- Negotiating Contracts, drafting and review
- Drawing Conveyancing, Commercial and corporate documents and overseeing the transactions to completion;
- Undertaking banking and securities perfection;
- Conducting legal audits for compliance and preparing legal audit report;
- Management of litigation matters including attending court;
- Carrying out legal research on current and dated legal issues, writing opinions
- Preparing timely reports for clients;
- Generating budget reports for the branch office,
- Coordinating meetings between specific clients and service providers.

### **Pupil, Kalya & Company Advocates in Eldoret and Nairobi between January 2014 and February 2015**

#### Responsibilities:

- Legal Research and drafting,
- Attending court to hold briefs and ensuring filing of court documents
- Contract drafting and reviewing
- Drawing conveyancing, corporate and commercial documents and overseeing the transactions to completion,

- Attending to clients, conducting client interviews, writing correspondences to clients and other stakeholders,
- Assisting the associates in carrying out general Office administration by keeping proper office records of files, supplies and expenses.

**Legal Assistant, Kimaru Kiplagat & Co Advocates (Eldoret) between August 2012 and December 2012**

Responsibilities:

- Carrying out clerical and administrative work within the office;
- Legal research and drafting;
- Drafting pleadings, Submissions, Legal opinions and Contracts
- Filing of court documents and pleadings
- Court attendance for purposes of taking hearing and mention dates
- Carrying out client interviews for purposes of establishing the prevalent legal issues,
- Advising clients on specified legal issues and taking instructions under the directions of the supervising associate

**Legal Assistant, Terer & Co. Advocates between June 2011 and October 2011**

Responsibilities:

- Carrying out administrative and clerical work within the office such as keeping a proper filing system within the office,
- Filing of pleadings at court registries,
- Researching on legal issues for purposes of drawing submissions and legal opinions

- Drafting witness statements, complaints, defences and submissions
- Proof reading and editing pleadings,
- Attending to clients and taking instructions under the directions of the supervising associate.

**Legal attaché at the Kibera Law courts in Nairobi, for the fulfilment of the requirements in the attainment of Bachelors of Law Degree between May 2010 and June 2010**

Responsibilities:

- Court attendance for purposes of understanding proceedings in a criminal and civil court
- Legal aid to prisons particularly advising prisoners on how to approach their defence strategies and bail applications where they had no representation
- Legal research and Drafting of Judgements under the direction of the supervising magistrate.

**ACADEMIC RECORDS**

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**THE UNIVERSITY OF NAIROBI:** 2019/2020- Master of Laws (Public finance and Financial Service Law-**Ongoing**)

**CHARTERED INSTITUTE OF ARBITRATORS:** Module 1 (ongoing)

April 2019- Introduction to Arbitration

**KENYA SCHOOL OF LAW:** 2013-2014: Diploma in Law.

**KASNEB:** 2012 (June) -2012 (December): Certified  
Public Secretary (CPS) Part I Section I-PASS.

**MOI UNIVERSITY SCHOOL OF LAW:** 2008-2012: Bachelor of laws (2<sup>nd</sup> Class  
Honours)

**ALLIANCE FRANCAIS D'ELDORET:** 2007-2008- Diplome D'Etude en Langue  
Francaise A1, A2 & B1.

**REGIONS GROUP INTERNATIONAL:** 2007-2007-Certificate in Computer  
Studies

**KAPSABET GIRLS' HIGH SCHOOL:** 2003-2006- Kenya Certificate of  
Secondary Education (K.C.S.E) (B)

**KAPSOYA PRIMARY SCHOOL:** 1995-2002- Kenya Certificate of Primary  
Education (K.C.P.E).

## ACADEMIC PAPERS WRITTEN

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1. **LLB Dissertation:** Fair Dealing Under the Kenyan Copyright Law: A Comparative Study (*Unpublished*)
2. **LLB Clinical Concentration:** (a) The Rights of The Marginalized Communities as Enshrined in The Constitution of Kenya, 2010 (*Unpublished*)  
(b) The Effectiveness of Devolution Under the New Constitution of Kenya 2010 (*Unpublished*)
3. **LLB Judicial Attachment Research Paper-2010:** The Significance of Continuing Legal Education in Kenya (*unpublished*)

## REFEREES:

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1. Elias K. Maritim (LL.B, D. Law)  
Legal officer-Elgeiyo Marakwet County government  
P.O Box 384-30700  
Tel: 0723-915-722  
Email: [maritimelias@gmail.com](mailto:maritimelias@gmail.com)  
Iten
2. Robert Charles Letchford  
Chief of Party  
Lincoln Scholarship Program  
IIE-Yangon



[Tel:+84-728-239-17-58](tel:+84-728-239-17-58)

Email: rletchford@gmail.com

Myanmar

3. Wilson K Kalya (Managing Partner)

Kalya & Company Advocates

P.O. Box 235-30100

Tel: 0722 985286

Email: wkkalya@gmail.com

Eldoret

