
Legal Intern: Investment Implementation/Administration/Collections

Bamboo Capital Partners is an impact investing platform which provides innovative financing solutions to businesses in emerging and frontier markets serving the needs of low- to middle-income populations, thus catalysing lasting impact. Bamboo is the asset management arm of global impact firm Palladium, operating in over 100 countries.

Internship Opportunity:

Bamboo Capital Partners is seeking a dynamic and motivated individual with an entrepreneurial mindset to join our Nairobi team as a Legal Intern.

This internship offers a unique opportunity to gain practical experience in financial services, credit risk management, and legal documentation within the impact investment sector.

This position will report directly to the Middle Officer at Bamboo Capital Partners and will work closely with both the Credit Administration and Legal Teams.

Candidate Profile:

The ideal candidate will be highly motivated, detail-oriented, and eager to learn within a fast-paced, impact-driven environment. Strong organizational skills, an interest in financial services, and a foundational understanding of credit and legal processes are desirable.

The successful candidate will support the Credit Administration team in the implementation and management of the deal administration process, assist in the disbursement of funds for approved investments and implementation of any changes to the terms and conditions of approved transactions, manage and maintain security documentation related to investment transactions, and provide assistance in legal collection efforts and bad debt recovery functions as needed.

Key Responsibilities:

- Assist in reviewing, drafting, and organizing loan agreements, security documents, and other legal contracts.
- Support credit administration by ensuring accurate documentation and record-keeping for loan disbursements and repayments.
- Monitor loan performance and follow up on debt collection, ensuring timely communication with clients regarding outstanding obligations.
- Conduct preliminary legal research to support contract enforcement and debt recovery processes.
- Liaise with internal teams, external legal counsel, and clients on matters related to credit administration and debt recovery.
- Maintain an up-to-date database of credit documentation and assist in preparing reports for management review.
- Support compliance efforts by ensuring that all credit and legal documentation adheres to internal policies and industry regulations.

Qualifications & Skills:

- Pursuing or recently completed a degree in Law.
- Basic understanding of credit administration, debt collection, and contract law.
- Strong analytical skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and document management systems.
- High level of integrity and discretion in handling confidential information.
- Exceptional attention to detail.

Application process:

Interested candidates are invited to submit their CV and a cover letter detailing their interest in the role to micheal.m@bamboocp.com by **28th February 2025**.

Please note that only shortlisted candidates will be contacted. If you do not receive a response within 21 days of the application deadline, kindly consider your application unsuccessful.