

Our People



Nothing is more satisfying than rewarding employees and making Simba & Simba a happy place to work at!

At Simba & Simba we invest in manpower development towards achieving the very highest quality of personnel.

Our recruitment and selection process is thorough. We aim to attract the finest candidates to join our team. Our long term HR goal is to build the ultimate human resource team in the legal sector.

Currently, our workforce embraces the following main fields:-

1. Advocates of the High Court
2. Certified Public Accountants

3. Intellectual Property Clerks
4. Conveyancing Law Clerks
5. Litigation Clerks
6. Drivers
7. Messengers
8. Routing Clerks
9. Librarian
10. IT and Computer Technician

The Firm also our-sources other services including:- flower maintenance, delivery of mail, service of court process out of Nairobi, auctioneering services, computer maintenance, medical scheme services, auditing, baking of birthday cakes, insurance and others. Persons who wish to be considered for such provision of services will be required to tender through the Managing Partner.

Pre and Post Law Graduate Programmes

Summer Internship

While the first and second year Law students are on their break, we encourage them to apply to take part in our Summer Internship Programme.

This is a programme run once a year in which we offer the young law students an early opportunity to savour the legal practice.

Managed in a manner similar to the pupillage programme, the internship provides for the student to get a practical grasp of the legal profession from within our Firm vis-à-vis the theoretical aspect.

The method leans more towards observation and instruction rather than by induction as is the case for the pupillage. They are taken through the programme in an informal and facilitative learning environment. However, the interns often do get to carry out assignments within their competence such as research and drafting.

Pupilage

The thousand mile journey towards a career in the legal profession begins on good footing at Simba & Simba. Not only do we avail this indispensable chapter to aspiring advocates but we also train our bar candidates having their recruitment and absorption into our staff in mind.

We cover the fundamentals as guided by the Kenya School of Law. We go a mile ahead and equip them with practical understanding of the law as they tackle matters in depth and breadth as facilitated by their masters.

Our pupils widen the span of their experience at Simba & Simba as they are expected to successfully do client service. During pupillage, one is assigned clients with whom constant contact is maintained. This serves as an opportunity for them to interface their back office work with the client's requirements. With this, they have the advantage of receiving and appreciating the pragmatic input and feedback. Confidence is built and learning is improved.

In House and External Training

At Simba & Simba we possess extensive and diverse experience and expertise. These are the assets we put to work for our client's satisfaction. We spread these resources further for our internal benefit through in house training sessions.

Counsels present papers on different areas of law laying emphasis on new developments such as new precedent or new legislation. We hold these informal workshops at least quarterly or more frequently as the need arises.

Before the Law Society made the Continuing Legal Education (CLE) programme compulsory for all Advocates, the Firm's Advocates were always attending and participating in such programmes.

When our Counsels attend CLE seminars, it is not just to earn credits towards the practicing certificate. They tap into this well of knowledge of their peers, juniors and seniors in this noble profession. They also share their modest wisdom in the presentations and talks they give.

We outsource some of our training needs. Matters such as customer care, general organizational management, employee motivation, job satisfaction evaluation and other training on organizational strategy is done by leaders in these fields.

The entire staff have had occasion to attend a customer care workshop fully paid for by the Firm. Other ideas that may be beneficial to the Firm in this respect have always been welcomed from the staff.

Welfare and Work- Benefits of Working at Simba & Simba.

We care for our staff. We keep in mind well being of our colleagues because they are our valued resource. Simba & Simba Advocates has in place facilities that ensure that life inside and outside the office is well catered for.

Commissions

Our Advocates earn handsome commissions as a percentage on fees billed.

Practising Certificates

The Firm takes it upon itself to pay for the Practising Certificates of the Advocates. We also pay their subscription for the Advocates Benevolent Association. We feel that being our valued employees, these are some of the little things we can do to make their service delivery smoother.

Medical Cover

We provide a medical cover to all our employees. Should any member of staff be taken ill, they receive immediate medical attention from the various health care providers contracted by the Firm.

Group Life Policy

Our group life policy with a reputable Insurance Company provides for the named beneficiaries of a Simba & Simba member of staff who passes on to receive an amount of Last Expense within 48 hours of their passing. This sum is to give support to the bereaved family to settle hospital bills, and costs of funeral expenses and arrangements. A further benefit under the policy is payable.

Personal Accident Cover

Our personal accident cover ensures that in the event of an accident while traveling on duty, a member of staff (especially the advocates handling out of town matters) has immediate access to the best available emergency and follow up treatment.

Annual Leave

We appreciate that it is not only a statutory requirement but also well deserved that our employees have the benefit of enjoying some time off work each year. At the beginning of the calendar year, employees pick the months in which they wish to take their leave when the time comes, this well deserved break is taken. A leave allowance is also paid as they proceed on their vacation.

Loans and Advances

The Firm has a mechanism to come to the assistance of the employee's in the event of an emergency whereby advances can be made to the employees. Loans are also given for acquisition of property.

STAFF SACCO

The employees of the Firm have formed a vibrant Savings and Credit Co-operative to enable the staff make savings to and borrow from in times of need. Membership to the SACCO is voluntary.

Just as we give support difficult times, we share in the celebration of the good times.



Mary, Phoebe, Phoebe, Loise, Kosling, James, Ken, Anthony, Annie and Patrick in true Simba & Simba spirit

Birthdays

We have come up with a birthday policy. This special day is marked with the showering of gifts and presentation of a birthday cake or cakes. A small party follows, just to put a smile on a colleague's face as we celebrate.

Team Building and Sports

In every quarter the Firm participates in a team building cum outdoor sporting activity. This is our way of appreciating our different capabilities and talents. It also fosters cohesion and team spirit in the Firm. All members of staff come together at the events and are encouraged to participate.

Employee of the Month Award

Employees who show exemplary work or have done exceptional deeds that are not necessarily work related during the month are feted by the conferring of the employee of the month award.

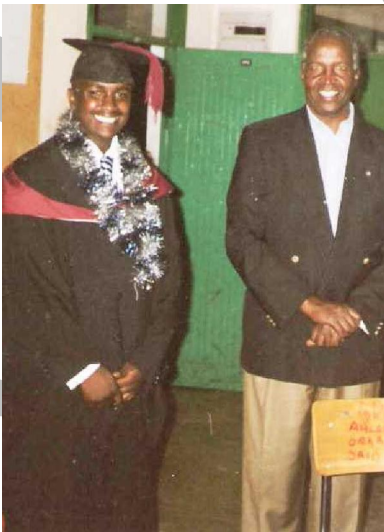
End of the Year Banquet

Every year, the Firm treats its employees to an end of year Luncheon before breaking off for the festive season in December. This is a tradition that is as old as the firm and time has etched this occasion in the Firm's annual calendar.

Long Service Awards

The Firm appreciates the steadfast loyalty of our members of staff. The Long Service Award's has recently been bestowed upon Mr. Bernard Ngaruiya for his excellent service to the Firm spanning over 15 years.

Recognition of Achievement



Mr. Simba celebrates with a graduant

Every year, the Firm recognizes the achievements of its staff and rewards them for the same.

Therefore, all Bar Candidates who join the Firm and graduate during their stay at the Firm or are admitted to the Bar while still with us get a token of *Felicitations* from the Firm. Similarly, any member of staff who receives any excellence award or qualifies for an upgrade in qualifications receives due recognition from the Firm.

The members of staff are also encouraged to progress professionally by returning to the classroom.

Simba & Simba – We are family.

Prayer Meetings

As the adage goes that a family that prays together, stays together. We believe that a Firm that prays together stays together. We begin each week with prayer on Monday mornings.

Office Cleaning

We do chores as a firm. As another team building exercise, the Firm encourages its staff to join together on each last Friday of the month and tidy their offices in the dual spirit of ensuring that the offices are well taken care of and the staff at the end of the day share a snack together.

Power Breakfast

The Firm serves breakfast to its employees each morning. The Firm has kitchen facilities including a freezer and microwave for use by employees at any time during the working day.

Consultative Decision Making

It is important to us that our employees feel involved in the running of the Firm. Decisions made usually affect everyone. Therefore everyone is encouraged to get involved at arriving at these decisions.

Staff Meetings

Staff meetings are held bi-monthly where the Firm reflects on its performance and projects our vision. It is also a forum that addresses other issues such as welfare.

Counsels Meetings

There are also counsels meetings held weekly. As the main driving force in the delivery of service to our clients, counsels meetings are held to keep standards and maintain quality assurance.

Partners Meetings

Partners meetings are where final decisions are made and action and the consideration or the implementation of the outcomes of staff and counsels meetings is put into effect.

Our partners also go through the general management of the Firm. They are in touch with current management trends with experience from management of other private enterprise and reading of management books.

If you are interested, apply to join the Firm by completing the application form on our website.

www.simba-advocates.com