



POSITION: LEGAL MANAGER

Generally, the purpose of the role is to:

- Provide legal advice and support to the different businesses and function in country, and to manage legal resources both internally and externally
- Provide legal and regulatory compliance support and written Legal opinions to Vivo Energy Tanzania and Joint Ventures (JVs).
- Provide quality Company Secretarial duties to Vivo Energy Tanzania Limited and Joint Ventures (JVs).

Specially, the person will under the following responsibilities:

Assessing and managing all legal obligations and responsibilities of the Company to ensure that at all times the business of the company is conducted within the law;

Checking on the various aspects of the operations of the company and advising on the legality of such actions and ensuring compliance;

Providing legal representation, advice, counsel, and opinions in all areas of law affecting the Company, including compliance and legal regulatory issues;

Keeping a follow up on all the cases in which the Company is a party to ensure quick and optimal resolution for the company;

Supervising and guiding the external lawyers and firms representing the company;

Advising the Company, its management and other employees in the course of their work for the company;

Bringing legal issues and concerns to the attention of senior management and assisting in developing policies to ensure compliance with the law;

Undertaking legal review of and advise the company upon important legal documents, agreements, policies and procedures;

Providing updates to the company's management on the legislation that affects the company's business and operations;

Conducting legal training to the Company's employees on the respective legal requirements for their roles in the Company and acting as a resource on the interpretation of existing or proposed laws and regulations;

Providing legal advice regarding all legal matters involving regulators, complainants or other parties;

Providing company secretarial services to the company

Performing other projects and duties at the request of the Company's management as assigned

Requirements

- A University degree in Law and a called to the Bar
- Membership of the Tanganyika Law Society
- A minimum of 5 years practice in Company and Commercial Law
- Previous experience in corporate setting and management is desired

Benefits

Market related

Closing date is 31st August, 2022

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