



## 1. JOB TITLE: **Legal Manager**

Legal Affairs

DAR ES SALAAM-HAILE SELASSIE RD(TZA)

Tanzania

Job Description

### **HSEQ**

- Respect of the Golden rules and all the HSE rules and standards of TotalEnergies by all the staff, contractors, customers...

### **Legal**

- Manage and supervise the legal activities of the company.
- Monitor compliance of company secretariat registrations with the government agencies.
- Monitor company legal. licensing and regulatory compliance for its operations in Tanzania.
- Guide Management in all legal matter, litigations, contractual and land issues.
- Implement and monitor the fast track of legal cases, minimize legal costs, monitor and reduce company exposure.
- Assist the head of department in the management of the debt collection and reporting compliance.
- Provide legal opinion and or advice in respect of any legal issues.
- Review and draft contracts and legal documents.

- Conduct Law reviews, monitor compliance and report to respective parties accordingly.
- Assess and participate in the implementation of company policies so as to be in line with the group rules and policies.
- Advise the employee and employer on their respective legal right and duties in employment relations.
- Mediate and effect settlement of labor disputes between employees and employers.
- Monitor local content compliance and reporting requirement implementation.
- Conduct other activities in line with the company objectives from time to time and as maybe required.
- Conduct company legal induction and training plans for regulatory compliance for employees.
- Monitor company land compliance land rents, renewals and good title on all company assets.

### **Expected Results**

- Ensure the financial profitability, risk analysis and legal consistency of all contractual and legal issues within the company.
- Ensure and carry out quick proactive solution of all legal related matters and pending issues within the company
- Ensure and coordinate legal compliance – in all aspects and departments within the company.
- Observation of Compliance program and Due Diligence on all company contracts.

### **Resource Used**

- Thorough knowledge of the legal and regulatory framework of the in Tanzania.
- Knowledge Commercial, conveyance, corporate governance and employment and labour relations.

### **Expected Results**

- INDICATORS: Reports on the projects carried out and completion of the project. 100% legal and regulatory compliance.

### **Candidate profile**

- Degree in Law and advocate of the high court.
- Knowledge in management and demonstrate ability to learn new things and act proactively
- Good skills in excel – word and Power-Point.
- Very good communication with excellent interpersonal skills.
- Demonstrate knowledge of Tanzania employment laws and regulations.

- Demonstrate experience on Tanzania laws governing land issues, energy industry and commercial matters.
- Advocate of the High court.

## **APPLY HERE**

### 2. JOB TITLE: **Graduate Trainee - Legal Officer**

Legal Affairs

DAR ES SALAAM-HAILE SELASSIE RD(TZA)

Tanzania

Job Description

Legal risk/ Contracts/litigations/regulatory compliance/ Document Management/ contract management

- Review and provide legal advice on tender documents.
- Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken.
- Submit monthly review: on legal protection and risk management report to Head of Department especially on contract management.
- Formulate compliance check-lists to be used for the purpose of ensuring that all information required is provided accordingly.
- Continuously monitor compliance with statutory obligations and inform the head of Department of any new changes and updates- inclusive of any regulatory updates and amendments from time to time.
- Monitor all archived contracts and liaise with departments to ensure all customers and suppliers have up to date contracts.
  
- Draft documentation for business transactions and prepare and advise on the necessary checklist to be adopted to ensure information is submitted on time.
- Ensure all contracts are in electronic format.

- Ensure safety storage and registration of all contracts – properly indexed and management of contracts allocations.
- Perform all other tasks regarding documents management as maybe advised from time to time.

Focus areas of responsibility - % of time spent: Legal reviews and contracts management - 50% ;Regulatory support (contracts and compliance on facilities available - land, resources for development such as licenses, roads) - 40% ; Risk management - 10% ; Other legal related tasks as may be advised from time to time.

### **Candidate profile**

- Degree in Law.
- Good skills in MS office- excellent knowledge in excel and PowerPoint.
- Good communication with excellent interpersonal skills.
- Demonstrate knowledge of Tanzania employment laws and regulations.
- Demonstrate experience on Tanzania laws governing land issues, energy industry and commercial matters.
- Admission to the BAR added advantage.

**APPLY HERE**