



27<sup>th</sup> November 2023

## VACANCY ANNOUNCEMENT

### **Legal Counsel & Compliance Officer**

Mbeya Cement Company Limited (Lafarge Tanzania) a subsidiary of Holcim Group with its headquarters in Switzerland with operations in Africa, Europe, Asia and America. Holcim is the leading global company in innovative and sustainable building & construction solutions.

Lafarge Tanzania is seeking to recruit highly motivated **Legal Counsel & Compliance Officer**, to be based in **Mbeya Plant**, in a permanent employment contract.

**Position Reporting To: Head of Legal & Company Secretary**

#### **1. Summary of Roles and Responsibilities**

##### **Litigation & Compliance**

Performs a wide range of legal activities including:

- a) Representation of the company in the various courts of law, tribunals and Quasi-judicial authorities;
- b) Protection of company's interests at all times whenever the company's rights are at stake;
- c) Provision of legal, company secretarial support and opinion to all company projects;
- d) Ensuring compliance of the local laws and regulations and adherence to the Holcim group compliance program;
- e) Ensuring the company operations are within the obligatory statutory framework;
- f) Conduct follow ups with external advocates and report to the Head of Legal;
- g) Liaising with external Lawyers assigned to the company matters, review work products, case progress reports of external counsel and provide support on company's behalf to ensure that the company interests are well protected and expectations are met;
- h) Receiving service of all court summons, notices and other legal process on behalf of the company;
- i) To give legal support to other departments whenever required.
- j) To handle all matters as instructed by the Head of Legal & Company Secretary

##### **Contracts and Legal Documents Management**

- k) Preparation and drafting of Legal documents, Contracts on behalf of the company in liaison with the respective department and third parties;
- l) Review and finalise agreements drafted by other parties (external counsels, counterparties, other company lawyers etc);
- m) Ensuring timely renewal of all company contracts in liaison with the relevant Heads of Departments.



## Industrial Relations

- n) Working closely with other departments, increasingly in consultancy role, assisting Heads of Departments to understand and implement company laws, regulations, policies and procedures;
- o) Support in the employees relations through provision of relevant interpretation, guidance and application of laws, policies and procedures to employees and Line Managers;
- p) Facilitate and coordinate the implementation of disciplinary process.

## Learning & Development

Facilitate the implementation of various legal training programs as instructed

## 2. Qualifications

- a) Bachelor Degree in Laws from a reputable University;
- b) Admitted and enrolled as an Advocate of the High Court with an active practicing certificate for not less than 2 years;
- c) Not less 2 years' experience working in a reputable Law firm;
- q) Work experience as In-house Counsel in a Mining or Manufacturing Company or in the similar industry is added advantage;

## Technical Competencies /Additional skills:

- a) Excellent knowledge and understanding of corporate law and procedures
- b) Full comprehension of the influences of the external environment of a corporation
- c) Demonstrated ability to create legal defensive or proactive strategies
- d) High degree of professional ethics and integrity
- e) Sound judgement and ability to analyse situations and information

## How to Apply:

Applicants are invited to submit their Resumes and Cover letters via [mcc.recruitments@lafarge.com](mailto:mcc.recruitments@lafarge.com) indicating the position applied for in the subject of the email.

**Deadline for submission of the applications is 3<sup>rd</sup> December 2023**