



JOB TITLE: Senior Legal Officer

On-site DCP - Operations Full time SLO-TZ-09/2024

Mtwara, Mtwara Region, Tanzania, United Republic of

Description

Job Summary

- Provide general and specialized legal support services to DC Tanzania in liaison with Legal Department DCP HQ through the Regional Counsel.
- Ensure that DC Tanzania is compliant with the legal and regulatory requirements of the operating environment and legal risks to the business are controlled and mitigated.

Key Duties and Responsibilities

- Review cases filed against the company, appraise merits/demerits of the cases, defense available (if any), profile suitable law firm that will defend the company, negotiate terms of engagement, and obtain approval to instruct the law firm accordingly.
- Ensuring timely filings of statutory reports and returns in liaising with relevant Departments and Units and renewal of licenses and permits.
- Review and drafting of contracts and Service Level Agreements.
- Providing legal advisory services to business as may be requested.
- Appraise and identify outstanding governance issues for the companies; Liaise/engage professionals to ensure that appropriate steps are taken to comply with the laws.
- Registration/dissolution of companies upon request; Registration of trademarks and other intellectual properties; monitoring for infringement and liaising with professional advisors to ensure protection of the marks.

- Oversee the extraction and collation of relevant materials to facilitate the preparation of legal reports.
- Act as companies' primary liaison with external counsel (where required) and ensure effective relationship management.
- Participate in the appointment/selection of DC Tanzania external counsel/solicitors.
- Monitor litigation cases, manage the organization's legal exposure and ensure adequate representation is provided for DC Tanzania.
- Assist in preparing and reviewing regulatory dispute resolution submissions and advise on regulatory matters.
- Oversee the development and maintenance of a database of all litigation/ dispute resolution cases and their associated documents.
- Carry out any additional duties as assigned by the Head of Department as needed

Requirements

- Bachelor's degree in law (LL. B) and Call to Tanzanian Bar and membership of Tanganyika Law Society.
- Relevant post graduate degree or professional qualifications.
- Minimum of five (5) years relevant post-call work experience and maximum of ten (10) years post-call work experience.
- Basic understanding of trends, challenges, opportunities, regulations and legislations relating to the cement manufacturing and/or mining industry.
- Good knowledge of Tanzania's regulatory compliance regime.
- Sound and up-to-date knowledge of corporate governance laws, issues, trends, etc.
- Knowledge, understanding and ability to interpret complex legal issues and proffer sound legal advice.
- Diplomacy and good interpersonal relationship skills.
- Strong written and verbal communication skills.
- Strong organizational and project management skills.
- Excellent presentation and facilitation skills.

Benefits

- Personal Health Insurance
- Pay Off Time
- Training and Development

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