

JOB TITLE : **Deputy General Counsel**

JOB GRADE : **ZH3**

DIRECTORATE : **Legal**

STATION : **Kitwe**

JOB PURPOSE

To provide legal services to the Company by assisting the General Counsel in the administrative and legal affairs delegated by the General Counsel.

KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Administration	<ul style="list-style-type: none"> Assists the General Counsel with administrative and legal matters, including the planning, organising and managing of work activities assigned to staff by the General Counsel. Ensures all Amendments to legislation, Statutory Instruments and gazette notices issued from time to time are in the custody of the department. Ensures that all Court or the Law Association of Zambia Notices are in the possession of the department. Coordinates the departmental action plan Maintains legal records and documents.
Reports	<ul style="list-style-type: none"> Prepares all Legal Reports. Prepares weekly, monthly and quarterly reports.
Legacy Matters	<ul style="list-style-type: none"> Attends to all claims arising out of the privatisation of Zambia Consolidated Copper Mines Limited. Monitors the extinguishing of environmental liabilities. Ensures all employment liabilities arising out of privatisation aforesaid are discharged.
Dispute Resolution	<ul style="list-style-type: none"> Represents the Company in all legal claims and suits. Supervises the efficient preparation and filing of all Court documents. Reviews all Judgments and Rulings and provides appropriate guidance.
Legal Documents and Agreements	<ul style="list-style-type: none"> Drafts/Reviews legal documents, without limitation, including employment contracts, commercial agreements, transaction documents, procurement documents.

ESSENTIAL/DESIRABLE EXPERIENCE/QUALIFICATIONS

a) Qualifications:

- Grade 12 Certificate
- Bachelor's Degree (LLB)
- Advocate of the High Court of Zambia (Minimum 5 years at the Bar)
- Member of the Law Association of Zambia.
- Proven Court room experience a must.

b) Minimum Relevant Pre-Job Experience:

4 years

c) Skill Specifications:

- Leadership skills
- Analytical skills
- Communication skills
- Computer Skills

d) Other Attributes (Personality Traits)

- Integrity
- Eloquent
- Persuasive