
JOB TITLE : **Legal Counsel – Compliance**
JOB GRADE : **ZH4**
DIRECTORATE : **Legal**
STATION : **Lusaka**

JOB PURPOSE

To provide legal services to the Company in matters of compliance.

KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Reviews	<ul style="list-style-type: none">• Reviews and monitor changes in legislation.• Develops and periodically reviews and updates Standards of Conduct to ensure continuing currency and relevance in providing guidance to management and employees.• Responds to alleged violations of rules, regulations, policies, procedures, and standards of conduct by evaluating or recommending the initiation of investigative procedures.
Monitoring	<ul style="list-style-type: none">• Monitors, and as necessary, coordinates compliance activities of other Directorates to remain abreast of the status of all compliance activities and to identify trends.• Collaborates with other Directorates to direct compliance issues to appropriate existing channels for investigation and resolution.• Monitors compliance of subsidiary companies.
Advisory	<ul style="list-style-type: none">• Offers expert advice on compliance matters• Provides regular reports to keep the Company informed of the operation and progress of compliance efforts.• Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future.• Participates in the drafting of all Company procedures and policies as may be amended from time to time

ESSENTIAL/DESIRABLE EXPERIENCE/QUALIFICATIONS

a) Qualifications:

- Grade 12 Certificate
- Bachelor's Degree(LLB)
- Diploma in Legislative Drafting
- Advocate of the High Court of Zambia(Minimum 3 years at the Bar)
- Member of the Law Association of Zambia.

b) Minimum Relevant Pre-Job Experience:

3 years

c) Skill Specifications:

- Analytical skills
- Communication skills
- Research skills
- Computer Skills

d) Other Attributes (Personality Traits)

- Integrity
- Objective
- Organised