
ZCCM-IH PLC

JOB DESCRIPTION

IDENTIFICATION SECTION

JOB TITLE: Legal Assistant

JOB GRADE: ZH5

DIRECTORATE: Legal

JOB PURPOSE:

To provide legal support services to the Directorate.

3KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Dispute Resolution Support	Conducts research on the matter. Conducts searched at Court/Tribunal. Files and uplifts Court Documents. Facilitates service of Court Process. Drafts pleadings. Sources witnesses and other evidence for trial.

<p>Compliance Support</p>	<p>Procures and files current legislation as amended from time to time.</p> <p>Procures and files all Company policies and conditions of service as may be amended from time to time.</p> <p>Procures and files under all contracts, agreements and transaction documents.</p> <p>Procures and files Gazette Notices, Court Notices and Notices of the Law Association of Zambia.</p> <p>Procures and files Board Packs and Quarterly reports of Subsidiary and Investee Companies.</p>
<p>Advisory Support</p>	<p>Maintains a database and files of all active matters and avails it to the General Counsel for review.</p> <p>Procures monthly and quarterly litigation reports for the General Counsel's review.</p> <p>Conducts research for purposes of General Counsel rendering a legal opinion.</p>
<p>Conveyancing Support</p>	<p>Coordinates the transfer of Deeds of Assignments between the Company and the external legal service providers engaged to conclude the transfer of legacy matters.</p> <p>Forwards queries and correspondence to external legal service providers engaged to conclude the conveyancing of legacy properties.</p> <p>Facilitates the refund of monies paid towards the purchase of legacy properties.</p> <p>Maintains a data base of conveyancing.</p>

REPORTING RELATIONSHIPS

a) Reports to:

Legal Counsel- Dispute Resolution

b) Other Jobs Reporting to (4a) above:

Nil

c) Number and level of immediate subordinates:

Nil

5 **ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE**

a) Professional Qualification:

- Five (5) 'O' Levels.
- Diploma in Law
- Degree in Law will be an added advantage

b) Minimum Relevant Pre-Job Experience:

3 years

c) Skill Specifications:

- Analytical skills
- Communication skills
- Computer Skills

d) Other Attributes (Personality Traits)

- Integrity
- Eloquent
- Creative