

ZCCM-IH PLC

JOB DESCRIPTION

JOB TITLE : Legal Counsel -Litigation

JOB GRADE: ZH4

DIRECTORATE: Legal

STATION : Kitwe

2 JOB PURPOSE

To provide legal services to the Company in Litigation

3 KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Advisory	<ul style="list-style-type: none">• Reviews disputes and provides appropriate advice to the Company.• Provides an opinion on the merits of each dispute.
Court/Arbitration/Mediation Documents	<ul style="list-style-type: none">• Determines appropriate Court/Arbitration/Mediation documents required in order to prepare for disputes.• Drafts the requisite Court/Arbitration/Mediation documents• Ensures effective service of all Court/Arbitration/Mediation documents on the relevant parties
Witnesses	<ul style="list-style-type: none">• Identifies and procures suitable witnesses for disputes

	<ul style="list-style-type: none"> • Conducts pre-trial with identified witnesses • Facilitates the availability of witnesses for hearing.
Attendance to Disputes	<ul style="list-style-type: none"> • Attends all hearings scheduled for disputes and avoids unnecessary adjournments. • Defends the Company in all matters against it. • Prosecutes matters on behalf of the Company. • Attends to ex-curia settlements of disputes

4 REPORTING RELATIONSHIPS

a) Reports to:

Manager Legal

b) Other Jobs Reporting to (4a) above

Legal Counsel- Compliance, Conveyancing Officer

c) Number and level of immediate subordinates:

Legal Assistant (1)

5 ESSENTIAL/DESIRABLE EXPERIENCE/QUALIFICATIONS

a) Professional Qualification:

- Grade 12 Certificate
- Bachelor's Degree(LLB)
- Advocate of the High Court of Zambia(Minimum 3 years at the Bar)
- Member of the Law Association of Zambia.
- Proven Court room experience a must.

b) Minimum Relevant Pre-Job Experience:

3 years

c) Skill Specifications:

- Analytical skills
- Communication skills

- Computer Skills

d) Other Attributes (Personality Traits)

- Integrity
 - Eloquent
 - Persuasive
 - Decisive
 - Tactful
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