



ZAMBEZI RIVER AUTHORITY

JOB OPPORTUNITY

LEGAL OFFICER (1)

Zambezi River Authority is seeking a highly motivated, suitably qualified and experienced Zimbabwean National to fill the position of Legal Officer under the Corporate Services Department, to be based at Head Office, Lusaka, Zambia

JOB PURPOSE

To assist the Legal Counsel with legal research, monitoring of legislative developments, monitoring developments in corporate governance, preparation of court documents, attending to conveyancing matters and litigation portfolio management.

Under the supervision of the Legal Counsel the Legal Officer will carry out the following key responsibilities: -

- 1 Conducting legal research on all legal matters covering labour, tax and property law, corporate governance etc.
- 2 Assisting in the preparation of contracts, that is, gathering all the necessary information that must feed into contracts and preparing the zero draft contracts for review by the Superior.
- 3 Preparing legal documents for matters before courts of law in readiness for court hearings. This includes creating a complete file with all documents already filed in court and all necessary evidence required to successfully pursue the cases.
- 4 Preparing, maintaining and updating a register of all matters pending in courts of law, arbitration, mediation etc.
- 5 Preparing, maintaining and updating a register of all potential claims against the Authority
- 6 Handling of all conveyancing matters for the Authority.
- 7 Developing and recommending a legal policy of the Authority to the superior for approval and implementation.

- 8 Attending to registration of legal documents where necessary.
- 9 Assisting in the preparation/review of Authority Policies.
- 10 Monitoring and reporting developments in the field of corporate governance
- 11 Reviewing draft Board Papers to check for grammar and clerical errors
- 12 Conducting general legal research
- 13 Preparing court/arbitration/mediation documents for the Authority
- 14 Monitoring and reporting legislative developments that have a bearing on Authority operations
- 15 Drafting / reviewing Authority documents for external communication e.g., letters by Management, Advertisements, Expressions of Interest etc.

QUALIFICATIONS & EXPERIENCE

General Education:

- Five (5) "O" Levels with "Cs" or better including English, Mathematics and any Science subject.

Professional/Academic Qualifications:

- LLB Degree
- Admission to the bar

Minimum Experience:

Five (5) years of relevant experience.

Certifications: Membership of the Zimbabwe Law Society

OTHER KEY COMPETENCES

- Team player
- Leadership Skills
- Results Oriented
- Teamwork
- Problem Solving Skills
- Customer Focus
- Effective Communication Skills
- Planning and Organizational Skills
- Innovative

EMPLOYMENT TYPE: Permanent and Pensionable

Please take notice that in a quest to ensure that the Authority achieves one of its strategic goals regarding workplace Gender Equity and Equality, female candidates are encouraged to APPLY.

APPLICATION PROCEDURE

Written application letters together with detailed CVs and certified photocopies of academic & professional certificates should be forwarded to:

Senior Manager - Human Resource and Administration,
Zambezi River Authority,
Harare Office
Club Chambers, 4th Floor, Nelson Mandela Avenue
P.O Box 630,

HARARE

OR

Kariba Office
Administration Block, 21 Lake Drive
Pvt Bag 2001,

KARIBA

CLOSING DATE FOR RECEIVING APPLICATIONS WILL BE 25th JULY 2023.

(ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED)