

Job: Associate Legal (Operations) - Officer
Job Code: ISB/0424/ALO/A-1
Nature of job: Permanent
Level/Grade: Level 1 / Associate
Job Reports to: Specialist Legal Operations

Overview: Associate Legal to provide support for the execution of licensing frameworks. This role involves handling tasks such as licensing and development agreement tracking, assistance in preparation for issuance of licenses/development agreement, drafting notices etc. Alongside, the role encompasses administrative functions like seeking approvals through note sheets, tracking files etc.

Key Responsibilities:

- Assistance to Department on Execution of Regulatory and Licensing Framework Documents.
- Tracking of Issuance of Licenses and Development Agreements, Assistance in Preparing Draft Notices to Licensees for Compliances.
- Legal Research, Comparative Research, on Regulatory and Legal Frameworks.
- Assistance to Department on Litigation Management and tracking record.
- Administrative Functioning of Department
- Undertake extensive research on propositions given by Department around legal and regulatory frameworks of STZA and other regulatory bodies.
- Supporting department in its day-to-day administrative functions such as seeking approvals from Authority on licensing operations, attending external meetings/training/conferences. Maintaining record of files and tracking. Preparation of minute sheets etc.

Experience Requirements:

- Up to 1 year of relevant Experience in Public Sector/Private Sector Organizations and/or Law firms
- Preferably Enrolled as an Advocate of District Courts.

Essential Skills & Competencies:

- Effective in Execution of Process Flows
- Effective in Time Management and Team Building
- Effective in Legal Research, Drafting and Advisory
- Effective in Coordination & Inter-Personal Skills

Education Requirements:

- Minimum academic qualification for this role is a graduate/bachelor's degree (16 years), LLB from a national or foreign university recognized by HEC.