

**Job:** Expert Legal (Operations) – Senior Manager

**Job Code:** ISB/0424/ELO/E-3

**Nature of job:** Permanent

**Level/Grade:** Level 3 / Expert

**Job Reports to:** Chief Legal Officer

**Overview:** The Senior Manger Legal position is pivotal in providing comprehensive support for the execution of legal, regulatory and licensing frameworks of STZA. Additionally, providing legal advice to the Authority and its affiliates, coordinating with external legal counsel on litigation matters, and representing the organization in courts or tribunals are integral responsibilities.

**Key Responsibilities:**

- End to end support to department on execution of licensing frameworks including, applicant queries/meetings, issuance of licenses, signing of development agreements and ensuring compliances thereafter. Tracking of licensees/Development Agreements and maintaining databases and trackers. Drafting of notices under Licenses and Development Agreements.
- License Application Evaluation & Enablement through participation in various committee and other internal and external engagements of STZA. Ensuring effective provision of legal advisory to such committees and departments.
- Provide legal advisory to relevant Committees, Authority, BoG and its affiliates on matters relating to licensing and regulatory functioning of Authority such as quasi-judicial functions, decision making, delegation of powers and legislative/policy frameworks.
- Liaising with external legal counsel on litigation before Courts and Tribunals and providing litigation strategies in view of court practices and other factors. Assisting external legal counsel on drafting of pleadings. Attendance at Courts and Tribunal as authorized rep where required. Maintaining log of cases electronic and physical.
- Supporting department in its day-to-day administrative functions, external engagements, and training of team members as per department requirements.
- This position will have Senior Manager level responsibilities.

**Experience Requirements:**

- Minimum 05 years of relevant experience in Public Sector/Private Sector Organizations and/or Law firms
- High Court License and Prior Litigation Experience Before Civil Court, High Court and Other Forums

**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
- Ability to Perform Independently
- Prior Litigation/Advocacy experience Before High Courts

**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.