

**Job:** Specialist Legal (Advisory & Drafting) - Manager

**Job Code:** ISB/0424/SL/S-2

**Nature of job:** Permanent

**Level/Grade:** Level 2 / Specialist

**Job Reports to:** Chief Legal Officer

**Overview:** The role of Manager Legal encompasses assistance in drafting of legislative, legal, and licensing frameworks of STZA. Additionally, assistance in preparing working papers and presentations for meetings, and assistance in engaging with regulatory bodies/government departments. Provision of legal advisory on day-to-day affairs of STZA.

**Key Responsibilities:**

- Assist in drafting of agreements, legal opinions, memorandums, and other legal documentation in respect of all internal and external matters of STZA. Assisting in drafting rules, regulations, manuals, and policies of STZA in line with its statute.
- Assistance in advising on legal requirements in relation to the Federal Government, Ministries, Divisions, and other regulatory authorities. Assistance in liaising with the Federal Government, Ministries, Divisions, and other regulatory authorities in relation to the administrative and legislative matters, and approvals of STZA.
- Advising STZA on legal risks and exposures and their mitigation strategy.
- Assistance to department in relation to adjudication of matters before regulatory forums.
- Ensuring that documentation is developed and executed in a timely and efficient manner. Liaising with internal departments and external stakeholders in relation to the legal and contractual obligations of STZA and representing STZA at meetings, negotiations, and proceedings.
- Assistance in managing corporate matters and drafting legal and commercial documentation such as contracts, procurement documents, memorandums of understanding and letters of intent/support including drafting and negotiation and advising all internal departments on contracts and related legal matters.
- Carrying out research on all outstanding legal queries, policy considerations, case law for regulatory matters, regulations, procedural authority and board matters, legal opinions requested from concerned STZA departments and overall legislative framework of the Authority.
- This position will have Manager level responsibilities.

**Experience Requirements:**

- Minimum 3 years of relevant experience in Public Sector/Private Sector Organizations and/or Corporate/Commercial Law firms
- Preferably be enrolled as an Advocate of High Court.

**Essential Skills & Competencies:**

- Excellent legal drafting skills
- Excellent multitasking and time management
- Strong communication and interpersonal skills
- Attention to detail and accuracy in work.
- Proficient in English

**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.