



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Legal and Compliance Officer	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry -

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

- To support the Company's legal department in addressing its legal and compliance business needs, by providing legal advice to business including research, providing administrative legal assistance and thereby ensuring compliance and mitigating legal risk matters.
- To assist with litigious matters as well as operational legal risk issues that may arise at the company. To conduct research and ensure that employment and commercial contracts are compliant with the relevant legislation.

Responsibilities

- Understanding of the Lotteries and Gaming Act and the Regulations, The Data Protection Act, Companies Act, Tax Act, Anti-Money Laundering Act, Labour and other legislations, as well as Contract Law
- Excellent understanding of the country regulatory environment, as well as the laws that apply to operating a service business
- Ability to uphold ethical and policy standards including being able to challenge fellow Senior Manager members and the different company boards when decisions or actions are out of line
- Understanding of managing operational or business risk
- Knowledge of conducting due diligence and/or vetting and accreditation processes and procedures
- Knowledge of compliance processes and procedures

Skills

- Ability to work independently and within a team
- Draft and negotiate agreements and other legal documentation
- Transactional negotiations at senior level
- Excellent communication and interpersonal skill
- Capable of working in a high-pressured environment and can exercise independent judgement
- Ability to prioritize and plan
- Ability to independently provide guidance and timeous delivery on highly complex projects
- Ability to coach and mentor juniors on areas of specialization
- Excellent attention to detail
- Presentation skills
- Drafting legal documents and reports

- Problem Solving
- MS office and in-house computer systems
- Report writing

Education & Qualifications

Qualifications Required :

- BA Law or BCOM Law & LLB or LLB from respectable University
- Diploma in legal Practice from Law Development Centre

Qualifications Preferred:

- Admission as an Attorney
- Post graduate degree in Legal compliance and/or risk management

Requirements

Experience Required:

- A minimum of 3 years' post-article experience either practicing law or in the business environment/in-house legal counsel
- Experience in the drafting, review, negotiation of domestic and cross-border agreements, corporate and commercial transactions
- A minimum of 3 years in conducting due diligence and/or Vetting & Accreditation of suppliers and/or contractors

Experience Preferred:

- 3 years + in compliance, risk and legal management role within lottery or gaming industry

Reporting To

The General Manager and Legal Department Head

Driving Licence

Not Required

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