



# Job Description

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<b>Job Title</b> Legal Executive	<b>Job Location</b> Zanzibar City	<b>Category</b> Legal, Legal Admin
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> -
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

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<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> -
<b>Secondary Industry</b> -	<b>Primary Category</b> Legal: 2 Years	<b>Secondary Category</b> Legal Admin: 2 Years
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

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The Legal executive will serve as a focal point of contact between clients and the firm, advice clients on legal issues, perform legal research, prepare legal documents and facilitate innovative solutions to client problems.

## Responsibilities

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- Conduct dispute data collection & gather relevant information from different of sources
- Manage and organise dispute calendar hearings and deadlines, organise case files, manage logistics etc
- Manage pleadings and discovery indexes
- Collect and organise exhibits, documents, evidence, briefs and appendices
- Liaise between teams and internal/external third parties
- Assist with witnesses preparation
- Management of clients soft folders
- Management of clients physical folder
- Management of resale folders
- Filing of clients documents
- Management of Legal dispatch book
- Management of legal query tools
- Dispatch of Client documents
- Draft and management of official letters
- Managing company licence renewal calendar

## **Education & Qualifications**

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- Law Degree and an Advocate of the High Court of Tanzania or equivalent qualifications.
- Highly organised with ability to juggle multiple deadlines in a fast-paced environment
- Strong writing and communication skills along with attention to detail
- Extensive computer and database expertise

## **Requirements**

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- At least two years' experience in a fast paced legal environment.
- Demonstrated experience in working on large scale transactions with multiple stakeholders and client handling skills.
- Proficient in the use of IT Systems including Microsoft Office packages
- Excellent verbal and written communication skills and an ability to communicate clearly with a range of people from diverse backgrounds.

## **Characteristics**

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- Proactiveness
- Self-management
- Organisational skills
- Meeting deadlines
- Accuracy representation on weekly/monthly reports
- Professionalism
- Open-minded
- Positive can-do attitude
- Highly motivated

## **Driving Licence**

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Not Required

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