

# **Job Description**

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Job Title Job Location Category

Legal Executive Zanzibar City Legal, Legal Admin

Job TypeJob levelIndustryFull TimeIntermediate-

Open to Expatriates

Only Open to Tanzanian Nationals

#### **Minimum Requirements**

Min Budget Max Budget Primary Industry

- -

Secondary Industry Primary Category Secondary Category
- Legal: 2 Years Legal Admin: 2 Years

Certificate Qualification

- -

#### Summary

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

- · 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**

- 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

- 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**

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

## **Driving Licence**

Not Required

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