



Job Description

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

Job Title Legal Manager	Job Location Dar es Salaam	Category Legal
Job Type Full Time	Job level Manager	Industry Oil & Gas
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Oil & Gas: 7 Years
Secondary Industry -	Primary Category Legal: 7 Years	Secondary Category -
Certificate -	Qualification -	

Summary

Analysis and review of legal documents, advisory, litigation management, contracts review and all legal compliances. Management of Legal ,Company secretarial support and board representations; company affiliates - Stakeholders relationship management.

Responsibilities

HSEQ

- Respect of the Golden rules and all the HSE rules and standards of by all the staff, contractors, customers...

Legal

- Manage and supervise the legal activities of the company.
- Monitor compliance of company secretariat registrations with the government agencies.
- Monitor company legal. licensing and regulatory compliance for its operations in Tanzania.
- Guide Management in all legal matter, litigations, contractual and land issues.
- Implement and monitor the fast track of legal cases, minimize legal costs, monitor and reduce company exposure.
- Assist the head of department in the management of the debt collection and reporting compliance.
- Provide legal opinion and or advice in respect of any legal issues.
- Review and draft contracts and legal documents.
- Conduct Law reviews, monitor compliance and report to respective parties accordingly.
- Assess and participate in the implementation of company policies so as to be in line with the group rules and policies.
- Advise the employee and employer on their respective legal right and duties in employment relations.
- Mediate and effect settlement of labor disputes between employees and employers.
- Monitor local content compliance and reporting requirement implementation.
- Conduct other activities in line with the company objectives from time to time and as maybe required.
- Conduct company legal induction and training plans for regulatory compliance for employees.
- Monitor company land compliance land rents, renewals and good title on all company assets.

Expected Results

- Ensure the financial profitability, risk analysis and legal consistency of all contractual and legal issues within the company.
- Ensure and carry out quick proactive solution of all legal related matters and pending issues within the company
- Ensure and coordinate legal compliance – in all aspects and departments within the company.
- Observation of Compliance program and Due Diligence on all company contracts.

Resource Used

- Thorough knowledge of the legal and regulatory framework of the in Tanzania.
- Knowledge Commercial, conveyance, corporate governance and employment and labour relations.

Expected Results

- INDICATORS: Reports on the projects carried out and completion of the project. 100% legal and regulatory compliance.

Education & Qualifications

- Ensure proper upkeep of all legal documents in your possession
- Ensure all company customers, suppliers; customers have legally enforceable contracts or agreements to avoid unnecessary litigations.
- Ensure harmonious industrial relations through observation of employment and Labor relations Law.
- Monitor compliance of legal .
- Liaise will all department and offer required legal assistance and or advisory.

Requirements

- Degree in Law and advocate of the high court.
- Knowledge in management and demonstrate ability to learn new things and act proactively
- Good skills in excel – word and Power-Point.
- Very good communication with excellent interpersonal skills.
- Demonstrate knowledge of Tanzania employment laws and regulations.
- Demonstrate experience on Tanzania laws governing land issues, energy industry and commercial matters.
- Advocate of the High court.

Characteristics

- Managerial and proactive ability.
- Positive attitude.
- Good Communication skills.
- Good presentation skills.
- Result driven and ability to take new challenges
- Accountability and mutual support.

Driving Licence

Not Required

To Apply for This Job [Click Here](#)