



Job Description

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

Job Title

Manager - Legal Business Solutions (LBS)

Job Location

Dar es Salaam

Category

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Job Type

Full Time

Job level

Manager

Industry

Law, Law

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget

-

Max Budget

-

Primary Industry

Law: 6 Years

Secondary Industry

Law: 6 Years

Primary Category

-

Secondary Category

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Certificate

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Qualification

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Summary

The Manager - Legal Business Solutions (LBS) will be responsible for providing strategic legal advice and support to clients, senior management, and various departments within the firm. They will interpret and explain complex legal issues, draft and review contracts and legal documents, and identify and mitigate legal risks.

Responsibilities

- Provide strategic legal advice and support to clients, senior management, and various departments within the firm.
- Interpret and explain complex legal issues, regulations and laws affecting our clients and the employer.
- Draft and review a variety of contracts and legal documents in compliance with relevant laws.
- Identify and mitigate legal risks through proactive risks management strategies.
- Develop and implement compliance programs to ensure adherence to relevant laws and regulations.
- Monitor changes in relevant laws and regulations and advise clients and the employer on necessary actions.
- Conduct legal research and analysis on various issues impacting clients in various industries and the employer.
- Maintain accurate and organized legal records and documentation for clients and the employer.
- Establish new commercial relationships with the aim of growing our client portfolio.
- Establish and maintain good working relationships with external regulatory stakeholders and clients.
- Manage a group of staff through coaching, supervising and review work and reports.
- Oversee multiple projects simultaneously, ensuring they are completed on time and within budget.
- Support with business development activities as required, including responding to competitive RFPs.
- Develop, nurture and grow the existing client portfolio.

Education & Qualifications

- At least a Bachelor of Laws (LL.B) degree from a recognised institution
- Membership of the Association of Chartered Secretaries (UK) or International Association of Privacy Professionals will be an added advantage.

Requirements

- Registered Advocate of the High Court of Tanzania with a minimum of 6 years post qualification experience
- Experience in Company secretarial services
- Experience in General corporate law

- Experience in Litigation, particularly before Tax Boards and quasi-judicial bodies
- 7–8 years of overall experience
- 3–4 years of practice as an advocate

Characteristics

- Strong knowledge of corporate law, conveyancing, contract law, banking, mining and oil and gas
- A confident and result oriented individual with an ability to handle client portfolio and meetings independently
- High ethical standards and professional integrity
- Strong project management, analytical skills and organisational skills
- Time management skills, including flexibility to work with shifting priorities and client demands.
- Commercially focused and strong business development skill including networking activities.
- Results oriented
- Excellent interpersonal skills
- People management skills
- Leadership skills
- Team player

Reporting To

- LBS Director

Driving Licence

Not Required

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