



Job Description

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Job Title Senior Legal Manager	Job Location Dar es Salaam	Category Legal
Job Type Full Time	Job level Senior Manager	Industry Telecom Services & Equipment

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Telecom Services & Equipment: 4 Years
Secondary Industry -	Primary Category Legal: 8 Years	Secondary Category -
Certificate -	Qualification -	

Summary

The Senior Legal Manager shall be responsible for providing expert legal advice to support business stakeholders and ensuring legal and regulatory compliance. The person in this role shall also be responsible for updating the organisation on legal developments that impact the industry. The incumbent shall in addition be responsible for managing external legal partners, ensuring KPIs are met and that a professional service is rendered in line with the company's strategic objectives.

Responsibilities

- Provide corporate and commercial legal advice to the business whilst effectively managing key stakeholders.
- Ensure the business operates within the industry's and the territory's legal and regulatory compliance framework.
- Negotiate, draft and review a wide range of agreements, including ground leases, customer and vendor contracts, municipal agreements, etc., displaying sound commercial acumen and excellent attention to detail at all times.
- Support the Director, Legal on due diligence matters related to mergers and acquisitions.
- Implement quality and timely decision making.
- Draft, implement and maintain processes, policies and procedures as required, taking into account relevant Group mandates.
- Be the primary legal interface for matters affecting the property department including site related issues.
- Demonstrate effective self-leadership as an individual contributor in a high-performance environment.
- Provide coaching, training and change communication to staff on key legal developments impacting the business.
- Provide training to the business on key agreements.
- Provide anti-bribery and anti-corruption training to the business and external stakeholders in accordance with internal policies.
- Effectively manage external legal partners.
- Manage and interface with regulatory authorities, providing input into proposed regulations and where applicable, drafting position papers.
- Handle litigation issues with the support of external counsel.
- Perform company secretarial duties.

GENERAL RESPONSIBILITIES:

- The employee shall comply with the provisions of all applicable legislation including health, safety and environmental legislation and with the Company's policies and procedures, as well as modifications to any policy that may be introduced from time to time
- The employee must embody the Company's Core Principles and work proactively to adopt procedures and ensure best practice.
- The employee shall be required to work co-operatively with colleagues and external stakeholders to promote the Company's

overall business objectives.

- The employee must ensure that confidentiality is respected and maintained at all times.
- The employee shall perform any other duty as directed by line management.

HR/Industrial Relations Requirements

- Ensure a positive attitude at all times and under all circumstances.
- Ensure ongoing feedback is provided and corrective action is taken where required.
- Ensure that appearance and behaviour is always in line with the Company's policies and other set requirements/guidelines.
- In a timely manner, escalate matters as appropriate to the line manager and/or the escalation matrix stipulated in the relevant Company/Group policy/policies.
- Ensure ongoing feedback is provided and corrective action is taken where required.
- Focus on solutions not problems.

Health Safety Security and Environmental AWARENESS AND ACTION

- Ensure that own vehicle and company equipment is operated in line with health and safety guidelines.
- Ensure that all officers within the department comply with the organisation's health and safety requirements.
- Raise any HSSE deviations and/or perceived problems/concerns to the urgent attention of senior management.

Education & Qualifications

- Bachelor's Degree in Law.
- 8 – 10 years at the Tanzanian Bar and a US/UK Bar Qualification is an advantage.
- 8+ years legal work experience in commercial and corporate law in both private practice as well as in-house.
- International exposure is an advantage.

Requirements

Characteristics

COMPETENCIES:

- Knowledge of corporate and commercial law principles.
- Knowledge of land law principles, including title and legal document requirements.
- Excellent drafting skills.
- Excellent organizational, written and verbal communication skills.
- Exceptional attention to detail.
- Strong computer skills including Microsoft Office.
- Substantial litigation experience.
- Telecoms/infrastructure experience.
- Regulatory experience and ability to effectively interact with regulatory authorities, in a timely manner and taking into account any matters that could potentially impact the business.
- Ability to work with functional groups and different levels of employees throughout the organization to effectively and professionally achieve business results.
- Ability to set timelines and follow up with internal and external customer needs as needed.
- Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively.
- Strong organizational skills; ability to accomplish multiple tasks within the agreed upon timeframes through effective prioritization of duties and functions and in a fast-paced and highly pressurized environment.
- Strong track record of building and maintaining solid relationships with both internal and external customers and vendors.
- Self-motivated, able to work both independently to complete tasks and respond to department requests as well as collaborating with others to provide high quality solutions

Driving Licence

Not Required

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