

ZCCM-IH PLC

JOB DESCRIPTION

1.1 IDENTIFICATION SECTION

LEGAL DIRECTORATE

2.0 IDENTIFICATION SECTION

JOB TITLE : **Chief Legal Officer**

JOB GRADE : **ZH 2**

DEPARTMENT : **Legal**

3.0 JOB PURPOSE

To provide sound and robust Legal advisory services to the Company in order to protect the Company's interest and ensure the Company operates in accordance with applicable laws, regulations, policies and procedures. To provide oversight to the activities of the Directorate.

4.0 KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Leadership	<ul style="list-style-type: none">• Responsible for the strategic direction of all legal & litigation matters involving the Company's operations and business and acts as a Chief Legal Advisor to the Board and Management;• Co-ordinates and facilitates the development of systems, processes and strategies for identifying, measuring, mitigating, monitoring and managing legal risks in the Company;• Participates in the formulation of policies and strategic plans of the Company;• Ensures that all activities in the departmental action plan are undertaken and monitors the performance thereof;• Provides leadership to the Legal team and coordinating the operations of the directorate on a day-to-day basis to ensure sound, robust, cost-effective legal services rendered to the Company

	<ul style="list-style-type: none"> • Manages the departmental budget. • Maintains and keeps in safe custody complete and accurate statutory registers and other legal records and ensure confidentiality of such records. • In conjunction with Human Resource and Administration Directorate ensures the Legal team is appropriately staffed, coordinates their training and development and provides opportunities for their personal growth to ensure they are fully competent, motivated and equipped to deliver on their key deliverables.
Advisory	<ul style="list-style-type: none"> • Provides legal advice to the Board of Directors, the Chief Executive Officer and Management and staff; • Provides and co-ordinates the provision of legal advice on all matters affecting the Company, including general decision making; Investment appraisals and decisions, interpretation and implementation of the applicable laws • Provides legal Opinions; • Identifies, analyses, interprets and advises management and the Board on changes in the legal environment relevant to the Company to ensure high levels of legal compliance. • Represents the Company and Directorate on various designated internal and external strategic operational and consultative committees to drive the Company's agenda and business objectives and enhance the Company's compliance to all applicable laws and regulations. • Coordinates the provision of technical expertise to user departments in the delivery of service, to ensure user departments make informed decisions in the delivery of service, in order to reduce legal risks exposure to the Company.
Contract Management	<ul style="list-style-type: none"> • Participates, oversees, and coordinates the negotiation, standards of drafting, vetting, review, execution and implementation of different types of contracts involving the Company to ensure enforceability of contracts and responsiveness to the Company's needs. • Provides guidance on transaction checklists; • Participates in contract negotiations; • Drafts/Reviews legal documents without limitation, including employment contracts, commercial agreements, transaction documents, procurement documents; • Monitors the Company's compliance to the Agreements.

Property Management	<ul style="list-style-type: none"> • Ensures that the Company’s property rights are protected; • Engages with Government institutions/Offices to facilitate the speedy transfer of legacy properties; • Initiates the engagement of surveyors for purposes of commencing the conveyancing process of Company property; • Liaises with external legal providers on the conveyancing of the Company’s Real Estate; • Ensures Assignments are executed by the Company’s Directors.
Dispute Resolution	<ul style="list-style-type: none"> • Develops strategy for various dispute Resolution mechanisms and regulatory proceedings; • Represents the Company in all legal claims and suits; • Manages external Counsel assigned with conduct of Company disputes.
Compliance	<ul style="list-style-type: none"> • Monitors the Company’s compliance with Laws, Regulations and internal procedures in general; • Monitors maintenance and control of statutory records, minute books and registers for the Company and its subsidiaries to ensure they are accurate and up to date; • Ensures that all statutory returns are prepared in a timely manner so that they can be filed; • Ensures that the Company complies with its Articles of Association;

1.4 **REPORTING RELATIONSHIPS**

- a) **Reports to:**
Chief Executive Officer
- b) **Other Jobs Reporting to (a) above:**
- Chief Investment Officer;
 - Chief Technical Officer;
 - Chief Financial Officer;
 - Chief Human Resource and Administration Officer;
 - Chief Internal Audit Officer; (dotted line)
 - Company Secretary; (Dotted line)
 - Chief Information, Communication and Telecommunications officer
 - Risk Manager;
 - Corporate Affairs Manager;

- Procurement Manager;
 - Manager Strategy;
 - Executive Assistant- CEO; and
 - Personal Assistant.
- c) **Number and level of immediate subordinates:**
- Manager-Legal

1.5 **ESSENTIAL/DESIRABLE EXPERIENCE/QUALIFICATIONS**

- a) **Professional Qualifications:**
 Grade 12 Certificate
 LLB Degree
 Master's degree in law or business-related field
 Practicing certificate
 Paid up Professional Membership
- b) **Minimum Relevant Pre-Job Experience:**
 Not less than Seven (7) years' experience in legal practice at a senior management level in an organisation of similar size and scope in legal complexity or reputable law firm. High level experience in stakeholder management.
- c) **Skill Specifications:**
- Leadership skills
 - Decision making and analytical skills
 - Excellent written and oral skills
 - Computer Skills
 - Presentation skills
 - Interpersonal skills
- d) **Other Attributes (Personality Traits)**
- Integrity
 - Eloquent
 - Persuasive
 - Attentive
 - High levels of Confidentiality
 - Methodological

Job Holder's Name:

Job Holder's Signature:

Supervisor's Name:

Supervisor's Signature:

Date of Issue:

