



Homework Group, Africa

Circular Details

Job Title: Legal Administrative Officer

Job Description:

We are seeking a diligent Legal and Administrative Officer to join our dynamic team. The successful candidate will be tasked with a range of responsibilities aimed at ensuring legal compliance and efficient administrative operations within the organization.

Responsibilities:

- Drafting a diverse array of legal agreements to support various business activities.
- Providing expert advice on corporate legal matters and business issues.
- Offering internal advisory services to different business units and departments, ensuring compliance with established guidelines, policies, and procedures.
- Conducting investigations into instances of non-compliance as necessary.
- Delivering commercial legal support for departmental projects and operational functions, including the development of service-level agreements.
- Overseeing the maintenance of required registers and records in accordance with the Companies and Allied Matters Act (CAMA).
- Undertaking additional administrative and secretarial duties as assigned by the Organization and Company Secretary.
- Assisting in the formulation of guidelines, policies, and procedures.
- Analyzing and reviewing legal agreements, legislation, and documents for presentation to the Board.

Qualifications:

Bachelor's degree in Law; possession of a relevant professional certification is an advantage.

Experience in drafting legal agreements and providing corporate legal advice.

Sound knowledge of regulatory requirements and compliance procedures.

Strong analytical and problem-solving skills.

Excellent communication and interpersonal abilities.

Ability to work effectively both independently and as part of a team.

High level of attention to detail and accuracy.

Proficiency in Microsoft Office Suite and legal research tools.

Application Process:

Interested candidates should submit their resume and a cover letter outlining their qualifications and relevant experience through the company website. Only shortlisted candidates will be contacted for further assessment.

Job Title : Legal Officer

Designation : Group Head, Legal Administrative

Experience : Minimum of 3years

Age : 26 to 40

Salary Range : competitive package

Vacancy : 10

Posted Date : 23-02-2024

Last Date to Apply : 31-12-2024