

## Legal Officer

A. Background Information	
<b>Job Title:</b>	<b>Job Grade:</b>
Legal Officer	Officer
<b>Department:</b>	<b>Duty Station:</b>
Managing Directors Office	Head Office
<b>Reports to:</b>	
Managing Director	
<b>Direct Reports:</b>	<b>Indirect Reports:</b>
N/A	N/A
<b>Purpose of the job</b>	
<p>A Legal Officer is responsible for ensuring legal compliance, risk mitigation, and legal protection for business operations. The role plays a critical function of providing legal counsel, handling regulatory matters, and managing legal contracts to support safe, responsible, and compliant business activities.</p>	
B. Responsibilities	
<p><b>Legal Compliance</b></p> <ul style="list-style-type: none"> <li>• Ensure that mining operations comply with all relevant local, state, and international laws, regulations, and permits.</li> <li>• Stay up to date with changes in legislation and regulations affecting the mining industry and advise the organisation accordingly.</li> <li>• Interpret laws and regulations relevant to the organisation's activities and advise on compliance requirements.</li> <li>• Develop and implement compliance policies and procedures to ensure adherence to legal requirements.</li> <li>• Certify and attest legal documents on behalf of the company.</li> </ul> <p><b>Contract Management</b></p> <ul style="list-style-type: none"> <li>• Draft, review, and negotiate various contracts related to mining activities, including exploration agreements, lease agreements, and supplier contracts.</li> <li>• Ensure that contracts are legally sound, protect the organisation's interests, and comply with applicable laws.</li> <li>• Ensure compliance with business legal statutory requirements for the ongoing business operations.</li> <li>• Protect intellectual property rights of the organisation, including trademarks, patents, and copyrights.</li> <li>• Advise on intellectual property issues and assist in filing applications for protection.</li> </ul> <p><b>Litigation and Dispute Resolution</b></p> <ul style="list-style-type: none"> <li>• Oversee the representation of the company in legal proceedings, including litigation, arbitration, and mediation, when disputes arise.</li> <li>• Collaborate with external legal counsel when necessary and manage legal disputes effectively.</li> </ul> <p><b>Permitting and Licensing</b></p> <ul style="list-style-type: none"> <li>• Assist in obtaining and renewing the necessary permits and licenses for mining operations.</li> <li>• Monitor and ensure ongoing compliance with permit conditions and reporting requirements.</li> </ul> <p><b>Health and Safety Compliance</b></p> <ul style="list-style-type: none"> <li>• Advise on health and safety regulations and compliance to ensure the safety of employees and mining operations.</li> <li>• Assist in addressing legal issues related to workplace safety.</li> </ul>	

**Risk Management**

- Identify legal risks associated with mining operations and develop strategies to mitigate these risks.
- Work closely with other departments to implement risk mitigation measures.

**Contractual Dispute Resolution**

- Handle contractual disputes, including those with suppliers, contractors, and other stakeholders.
- Negotiate and seek resolution in a manner that protects the interests of the organisation.

**Ethics and Corporate Governance**

- Ensure that the organisation's actions and policies are in line with ethical standards and corporate governance principles.
- Develop and implement compliance programs and policies.
- Ensure compliance with corporate governance standards and practices.
- Assist in organising and preparing materials for board meetings and maintaining corporate records.

**Capacity Building**

- Provide legal training and education to employees and management on relevant legal issues and compliance requirements.
- Keep the organisation informed about legal developments relevant to its operations.
- Perform any other relevant duties as assigned by the immediate supervisor from time to time.

**C. Qualification, Knowledge, and Skills****1. Academic Qualifications:**

Bachelor's degree in law (LLB) preferably

**2. Professional Qualifications:**

Admittance to the bar association or licensing body for practicing Law as a registered advocate of the high court.

**3. Experience:**

At least 3 years of experience in the legal role, preferably within the mining or natural resources sector.

**4. Technical Competencies:**

- Strong understanding of mining laws, environmental regulations, and health and safety standards.
- Knowledge of local and international laws and regulations applicable to mining,
- Proficiency in legal research

**5. Behavioural Competencies:**

- Strong negotiation and persuasion skills
- Excellent communications skills
- Strong analytical skills and problem-solving skills.
- Ability to work collaboratively with cross-functional teams.